



COMPILATION GUIDE

CONSTRUCTION 'VALUE OF WORK PUT-IN PLACE'

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Preface

The Compilation Guide on Construction “Value of work put-in-place” aims to educate users of the data on how statistics on the Construction “Value of work put-in-place” are compiled by the Economic Statistics Division of the Fiji Islands Bureau of Statistics.

To all of you who have helped compile this publication, I extend to you my sincere gratitude.

Your comments and suggestions on the compilation guide are welcome.

T Bainimarama
Government Statistician

REPRODUCTION OF MATERIAL

Any table or material published in this report maybe reproduced and published with the Fiji Islands Bureau of Statistics' prior approval. However, the source of information should always be identified and acknowledged in all modes of presentation.

NOTES

1 Total values are subject to rounding errors.

2 Key to Abbreviations:

BR	Business Register
FIBOS	Fiji Islands Bureau of Statistics
FSIC	Fiji Standard Industrial Classification
GDP	Gross Domestic Product
GFCF	Gross Fixed Capital Formation
GO	Gross Output
ISIC	International Standard Industrial Classification
PDF	Portable Document Format
QBCS	Quarterly Building and Construction
SAS	Statistical Analysis System

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1.0 INTRODUCTION

Construction, in the United Nation’s International Recommendations for Construction Statistics is defined as “an economic activity directed to the creation, renovation, repair or extension of fixed assets in the form of buildings, land improvements of an engineering nature, and other such engineering constructions as roads, bridges, dams and so forth”.

1.1 Need for Construction Statistics

Construction activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the Gross Domestic Product (GDP) or in terms of its share of total employment and Gross Fixed Capital Formation (GFCF).

Information on the construction sector is needed widely. The Fiji Islands Bureau of Statistics (FIBOS) uses statistics on construction for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the building and construction industry with other industries. Policy makers require the data for formulating sound economic and social policies that augment capital formation. Last but not the least, the data helps assess the importance and efficiency of the industry and this in turn helps the enterprises engaged in the construction industry plan and operate their business effectively.

1.2 Peculiar features of the construction industry

The construction sector is notoriously volatile and as a consequence has a more than proportionate influence in the movement of GDP from one year to another.

Peculiar features of the construction industry that make it volatile and difficult to measure are:

- Construction activity is extremely mobile, the main activity being at a construction site.
- It is highly sensitive to weather.
- A large part of its production is “made to measure” which makes the product differ in type and size with different costs and prices because of differing circumstances at different locations.
- The period of construction is relatively long.
- The activity is carried out by a wide variety of units – small and large enterprises, General Government, own account individuals and other units whose main activities are in other industries.
- Subcontracting is prevalent – there is a probability that some work may be double counted or sometimes not counted at all (if the sub-contracted work is correctly deducted from the main contractor, but not picked up by the sub-contractor).
- Many small enterprises go in and out of business with changing economic and seasonal factors.
- The activity involves the creation of fixed assets or the repair and maintenance of fixed assets.
- Activity level is subject to external influences that can vary rapidly such as interest rates.

1.3 Need for Construction “Value of work put-in-place” data

The Construction Value of work put-in-place is a short-term indicator of economic activity. Other than the many uses and users of the Value of work put-in-place data, the FIBOS uses the data to compile the preliminary annual estimates of the construction industry and the Reserve Bank of Fiji and the National Planning Office the forecasts for inclusion in the annual estimates of the GDP.

The preferred source of data on the construction industry’s contribution to the GDP is the annual Construction census, the results of which are available with a 12-18 months lag. The preliminary estimates of GDP therefore use the Construction Value of work put-in-place data.

The Construction Value of work put-in-place qualified as the best short-term indicator for use from amongst all the different indicators studied as it approximated closer to the Gross Output (GO) obtained from the construction census data. It is assumed that if the output increases, the contribution to the GDP will also increase (for analysis of this assumption reference can be made to the publications on the Economic Survey on Construction).

2.0 METHODOLOGY

Construction is a sector for which it is difficult to get accurate and timely information, more so when information is sought, not for a calendar year where data can be extracted from the audited accounts, but sought on a quarterly basis as the case is with the Value of work put-in-place. The Value of work put-in-place is sourced from the Quarterly Building and Construction Survey (QBCS), which is a mail enquiry conducted every quarter and the results of which are available with a quarters lag.

It seems that the first QBCS was conducted for Quarter 1 1977¹. Ever since then the survey has been conducted regularly.

2.1 Legal Basis

The QBCS is conducted under the provisions of the Statistics Act (Cap 71). This Act protects the confidentiality of the information submitted to FIBOS by the enterprises and stipulates the completion of the questionnaire as well.

2.2 Coverage and Scope

The QBCS covers all units mainly engaged in constructing buildings, including the on-site assembly and erection of prefabricated buildings as defined by the Fiji Standard Industrial Classification (FSIC) 2004 Tabulation Category F. It also includes electricians, plumbers, painters, civil engineers, earthmoving contractors etc (refer Appendix I). It is nevertheless possible that some small units not employing regular paid workers are omitted due to difficulties in identifying them, but the nature of such units will not affect the overall results in any significant way.

¹ Bureau’s quarterly publication, the Key Statistics contains data from Quarter 1 1977. Data prior to this could not be located.

2.3 Statistical Unit

The unit of reporting is the enterprise. In cases where enterprises operate more than one type of activity eg construction and joinery, efforts are made to obtain accounts for each activity. Where this is not feasible, the enterprise is classified according to the type of activity that brings in the most revenue.

2.4 The Frame

The frame utilised to survey the enterprises engaged in the construction activity is a list of enterprises maintained by the FIBOS. This list is known as the Business Register (BR), which FIBOS keeps updated on the basis of information supplied by the Fiji Islands Revenue and Customs Authority, Fiji National Provident Fund, Registrar of Companies and the City and Town Councils.

2.5 Questionnaire Design

A common questionnaire (refer Appendix II) is used for surveying enterprises engaged in general building, electrical works, plumbing, painting, civil engineering, earthmoving etc. It calls for information on the gross value of work put-in-place by enterprises and the number of workers engaged every quarter.

2.6 Data Collection and Survey Procedures

The questionnaires together with the pre-paid envelopes are posted on the last working day of the quarter being surveyed. Replies are required within fourteen days. Response by the due date is generally low; therefore a reminder is issued allowing further 14 days to respond. Telephone calls are made to follow-up enterprises, which do not respond after being reminded. In extreme cases, personal visits to obtain the questionnaires are made to those enterprises that do not respond in spite of the telephone calls and to those enterprises that require assistance in filling out the questionnaire.

2.7 Data verification

Once the questionnaires are received in the office, scrutiny and editing of the data contained in them follows. Errors and omissions if found, calls for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns which are then placed in files sorted by activity and passed on for data entry.

2.8 Data Processing

Data is processed by FIBOS' Information Technology Business Unit using Statistical Analysis System (SAS).

2.9 Reference Period

The enterprises contacted are requested to submit details for the quarter being surveyed. There are four quarters in a year: quarter ended 31st March, 30th June, 30th September and 31st December.

2.10 Non-responding Enterprises

In terms of the number of enterprises, the survey generally has a response rate somewhere around 55-58 per cent. Since all significant enterprises with sizeable turnover respond, in terms of value, the response crosses 80 per cent, which is the minimum response rate required before publication.

To account for the operations of the non-responding enterprises, data are rated-up.

2.11 Non-response rate-up

The value of work put-in-place for non-responding enterprises is calculated using rate-up factors. The rate-up factors are derived by first grouping enterprises by type of activity eg builders, electricians, etc. Then, for each type of activity the value of work put-in-place of responding enterprises are grouped into 6 “number of persons engaged” size groups of 1-4; 5-9; 10-19; 20- 49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of value of work put-in-place per person engaged are obtained. These arithmetic means are then multiplied by number of persons engaged in non-responding enterprises that are sorted similarly to the responding enterprises to estimate their value of work put-in-place. Then for each activity, value of work put-in-place estimated for the non-responding enterprises are added to the value of work put-in-place of the responding enterprises. The value of work put-in-place are then summed-up of different types of activities to arrive at the total estimated value of work put-in-place for construction.

The Number of persons engaged in non-responding enterprises are obtained from FIBOS’ Employment Statistics Business Unit, if not than assessed by the Officer in-charge of the QBCS, based on previous quarters responses.

Empirically,

Let n_{ij} be the number of employees in group I of the j enterprises of those sampled and let g_{ij} be its corresponding parameter; $I = 1$ to 6; $j = 1$ to s, where s is all sample. Then estimate,

$$\hat{G}_{(I)} = \frac{\sum_{I=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{I=1}^6 \sum_{j=1}^k n_{ij}} \left(\sum_{I=1}^6 \sum_{j=1}^k n_{ij} + \sum_{I=1}^6 \sum_{j=k+1}^s n_{ij} \right)$$

where k = number responded

l = number not responded (which is s-k)

2.12 Data dissemination

The data on the value of work put-in-place obtained from the QBCS are released on a quarterly basis. An Advance Release Calendar posted on the FIBOS' Website gives information on the date the data on the construction value of work put-in-place is going to be released. Data are disseminated via:

- Quarterly press release: A table (refer Table 1) with some analysis is released through the media on the last working day of every quarter.
- Website: The same table that gets released to the media is posted to the FIBOS Website www.statsfiji.gov.fj on the first working day of every quarter.
- Key Statistics: This is a quarterly publication of the FIBOS and includes the same table that is posted on the FIBOS website.
- Email: Data on value of work put-in-place is sent in Portable Document Format (PDF) on request by users.

3.0 RESULTS

Table 1: Quarterly Estimated Value of work put-in-place (\$000)

Year	Month	New Buildings and Capital Repairs					Current Repairs and Maintenance			Civil Engineering Works			Total Estimated Value of Work Put-in-Place				
		Residential	Non-Residential Buildings		Total	Private	General Govt	Total	Private	General Govt	Total	Private	General Govt	Total	Private	General Govt	Total
			Private	General Govt													
2004	Mar	2,939	10,605	3,142	13,747	16,686	4,332	484	4,816	5,595	6,601	12,196	23,471	10,227	33,698		
	Jun	1,873	11,343	3,914	15,257	17,130	3,101	629	3,730	4,183	8,012	12,195	20,500	12,555	33,055		
	Sep	3,876	15,701	7,554	23,255	27,131	2,803	733	3,536	4,823	11,231	16,054	27,203	19,518	46,721		
	Dec	4,970	19,201	4,926	24,127	29,097	3,565	868	4,433	6,227	6,729	12,956	33,963	12,523	46,486		
2005	Mar	3,394	28,532*	3,553	32,085	35,479	4,942	710	5,652	8,156	9,461	17,617	45,024	13,724	58,748		
	Jun	3,979	27,874	6,700	34,574	38,553	4,758	960	5,718	8,774	4,604	13,378	45,385	12,264	57,649		
	Sep	4,063	37006*	5,871	42,877	46,940	3,123	716	3,839	8,454	10,336	18,790	52,646	16,923	69,569		
	Dec	4,859	40,379	6,033	46,412	51,271	4,263	1,013	5,276	17,752*	10,776	28,528	67,253	17,822	85,075		
2006	Mar	4,085	44,650	6,974	51,624	55,709	3,226	1,195	4,421	11,359	8,669	20,027	63,320	16,838	80,158		
	Jun	3,980	46,546	5,378	51,924	55,904	3,936	353	4,289	6,965	8,461	15,426	61,427	14,192	75,619		
	Sep	3,659	55,779	6,748	62,527	66,186	3,863	407	4,270	7,355	8,622	15,977	70,656	15,777	86,433		
	Dec	3,150	47,083	6,547	53,630	56,780	3,456	489	3,954	7,608	6,172	13,780	61,306	13,208	74,514		
Percentage Change : Over Corresponding Quarter of Previous Year																	
2005	Mar	15.5	169.0	13.1	133.4	112.6	14.1	46.7	17.4	45.8	43.3	44.4	91.8	34.2	74.3		
	Jun	112.4	145.7	71.2	126.6	125.1	53.4	52.6	53.3	109.8	-42.5	9.7	121.4	-2.3	74.4		
	Sep	4.8	135.7	-22.3	84.4	73.0	11.4	-2.3	8.6	75.3	-8.0	17.0	93.5	-13.3	48.9		
	Dec	-2.2	110.3	22.5	92.4	76.2	19.6	16.7	19.0	185.1	60.1	120.2	98.0	42.3	83.0		
2006	Mar	20.3	56.5	96.3	60.8	57.0	-34.7	68.3	-21.8	39.3	-8.4	13.7	40.6	22.7	36.4		
	Jun	0.25	67.0	-19.7	50.2	45.0	-17.3	-63.2	-25.0	-20.6	83.8	15.3	35.3	15.7	31.2		
	Sep	-9.9	50.7	14.9	45.8	41.0	23.7	-43.2	11.2	-13.0	-16.6	-15.0	34.2	-6.8	24.2		
	Dec	-35.2	16.6	8.5	15.6	10.7	-18.7	-51.7	-25.1	-57.1	-42.7	-51.7	-8.8	-25.9	-12.4		

Notes : General Government includes Central Government & Local Authorities.

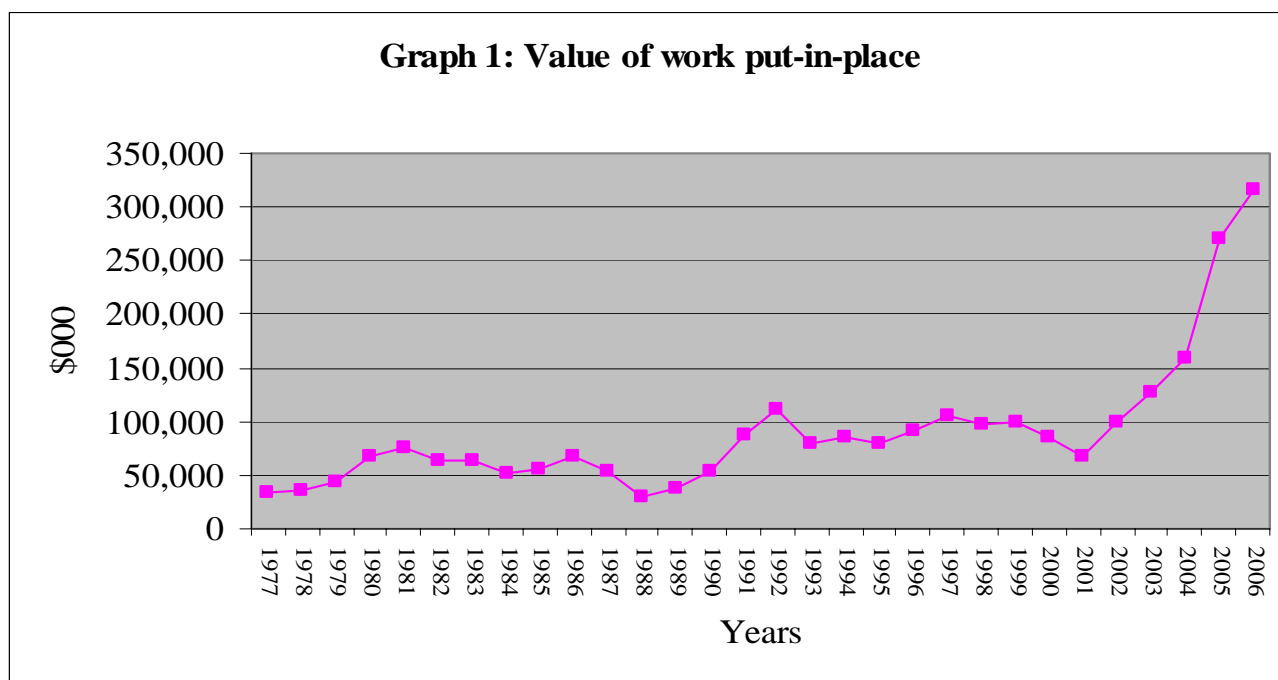
** The increase is due to the value of work put-in-place for hotels*

Table 2: Annual Estimated Value of work put-in-place

<u>YEAR</u>	<u>F\$000</u>	<u>% change</u>	<u>YEAR</u>	<u>F\$000</u>	<u>% change</u>	<u>YEAR</u>	<u>F\$000</u>	<u>% change</u>
1977	33,643		1987	54,391	-18.41	1997	105,037	15.65
1978	35,817	6.46	1988	30,580	-43.78	1998	97,931	-6.77
1979	44,269	23.6	1989	36,894	20.65	1999	99,751	1.86
1980	66,730	50.74	1990	53,143	44.04	2000	86,307	-13.48
1981	75,787	13.57	1991	88,249	66.06	2001	66,959	-22.42
1982	64,017	-15.53	1992	112,024	26.94	2002	100,065	49.44
1983	64,618	0.94	1993	79,312	-29.2	2003	126,628	26.55
1984	52,168	-19.27	1994	85,095	7.29	2004	159,960	26.32
1985	55,549	6.48	1995	79,073	-7.08	2005	271,041	69.44
1986	66,661	20	1996	90,822	14.86	2006	316,724	16.85

Table 2 gives annual data on the value of work put in place from 1977 to 2007 together with per cent increases and decreases from one year to the other.

Graphically,



Some highlights on what caused the Peaks and the Dips in the construction are given below in chronological order.

1978

The Fiji Hydro Scheme - Monasavu Project took off in May.

1979-1980

The Fiji Hydro Scheme - Monasavu Project in progress.

1981

The Fiji Hydro Scheme - Monasavu Project was completed in February.

1987

Coup-de-tat was staged in May.

1989

Economy was deregulated in late 1988 and as a consequence the tax-free-factory-scheme was set up. Overseas garment manufacturers took to Fiji shores and factories, mostly for garment production started being constructed.

1990

Construction continued of factories for garment manufacturing.

1991

Construction of garment manufacturing factories reaches its peak.

1992-1993

Construction of the Australian Embassy, the Parliament House, Colonial War Memorial Hospital complex, Air Pacific and Civil Aviation Authority Complex of Fiji.

1994

Construction project for the Housing Authority.

1995-1996

Construction of the Fiji National Provident Fund.

1997

Upgrading of Kings Road (Suva to Nausori), Nabouwalu Road (Naravuka to Dreketi), Buca Bay Road in Savusavu, Wainibokasi Road, Nasalia Road and Ratu Dovi Road. Earthmoving works done for the construction of the Sigatoka bridge and also the Delainavesi bridge.

1998

The decline is due to the unusual increase in 1997. 1997 was an exceptionally good year for the industry. Most of the projects undertaken in 1997 were completed in 1997 and in 1998 no major projects were undertaken.

2000

Construction of the new kings road (Sigatoka), two major hotels, private and public hospitals that started at the end of 1999 were completed in 2000.

2001

Decline since most of the major projects were completed in 2000 and no new major projects were undertaken. The effect of the 2000 political crisis made its impact felt.

2002

Construction of the sporting complexes for the 2003 Olympics.

2003

Construction of sporting complexes continued earlier in the year plus construction of major hotels begun.

2004 – 2006

Construction of hotels continued.

APPENDIX 1**CLASSIFICATION**

Classifications divide statistical data into categories as homogenous as possible. FSIC 2004 is the classification used and is based on the International Standard Industrial Classification Rev 3. As per FSIC 2004 the construction sector is classified thus:

TABULATION CATEGORY F: CONSTRUCTION

This Tabulation Category includes all units mainly engaged in constructing buildings, including the on-site assembly and erection of prefabricated buildings. Also included are the:

- Construction of roads; railroads; aerodromes; irrigation projects; harbour or river works; water, gas sewerage or storm-water drains or mains; electricity or other transmission lines or towers; pipelines or other specified civil engineering projects.
- Units engaged in the repair of buildings or other structures, as are those engaged in the alteration or renovation of buildings, preparation of mine sites, demolition or excavation.
- Units mainly engaged in certain specified installation activities such as the installation of heating and air conditioning equipment, the on-site assembly of boilers, the installation of fire alarm systems, the installation of blinds and awnings, the installation of petrol bowsers or the installation of electrical wiring.
- Units mainly engaged in providing special building or construction trade services such as structural sheet erection, carpentry, bricklaying, concreting, plumbing, painting, plastering, floor and wall tiling or roof tiling and the installation or laying of floor coverings such as carpets or linoleum.

DIVISION	GROUP	CLASS	SUB-CLASS	DESCRIPTION
45				CONSTRUCTION
	451	4510	45101	Site preparation This sub-class includes demolition or wrecking of buildings and other structures, clearing of building sites and sale of materials from demolition structures. Blasting, test drilling, landfill, levelling, earthmoving, excavating, land drainage and other land preparation. Also included are tunnelling, overburden removal and other development and preparation of mineral properties and sites.
	452	4520		Building of complete construction or parts thereof; civil engineering
			45201	General building This sub-class includes general construction of buildings. General construction involves construction of entire dwellings, office buildings, stores and other public utility buildings, farm buildings etc. It includes new work, additions and alterations, the erection of prefabricated

DIVISION	GROUP	CLASS	SUB-CLASS	DESCRIPTION
				buildings or structures on the site and also construction of temporary nature. The work can be done on own account or on a fee or contract basis. Portions of the work and sometimes even the whole practical work can be sub-contracted out.
			45202	Civil engineering This sub-class includes special trade construction for civil engineering. Includes heavy construction such as highways, streets, bridges, tunnels, railways, airfields, harbours and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sports facilities etc. Also included is repair work relating to civil engineering. The work can be done on own account or on a fee or contract basis. Portions of the work and sometimes even the whole practical work can be sub-contracted out.
	453	4530		Building installation
			45301	Electrical This sub-class includes special trade contractors for electrical works. Included are alarm systems.
			45302	Plumbing This sub-class includes special trade contractors for plumbing works. Included are sprinkler systems.
			45303	Installation and repair of air-conditioning Systems This sub-class includes special trade contractors for the installation of air conditioning systems.
			45304	Installation and repair of fire security systems This sub-class includes special trade contractors for the installation of fire security systems.
			45305	Installation and repair of lifts, elevators and escalators This sub-class includes special trade contractors for the installation of lifts, elevators and escalators.
	454	4540	45401	Building completion This sub-class includes special trade contractors that contribute to the completion or finishing of a construction such as painting and decorating, glazing, plastering, floor and wall tiling or covering with other materials like parquet, carpets, wallpaper etc.
	455	4550	45501	Renting of construction or demolition equipment with operator This sub-class includes rental of construction machinery and equipment with operator. Exclusions: Renting of construction machinery and equipment without the operator is included in sub-class 71221.

APPENDIX II**QUESTIONNAIRE****QUARTERLY BUILDING AND CONSTRUCTION SURVEY**

QUARTER: _____

CONFIDENTIAL

DATE DESPATCHED: _____

Please correct any errors
appearing in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on Quarterly Building and Construction Survey.

COVERAGE AND SCOPE: It covers all enterprises engaged in building and construction and the allied industries including civil engineering, earthmoving, painting, plumbing and electrical work etc.

PURPOSE: The survey provides early guideline to activities in the construction sector, which is essential for assessing the performance of the economy.

DUE DATE: Please return the completed form in the postage-paid envelope by _____.

COLLECTION AUTHORITY: The survey is conducted under the provision of the Statistics Act 1961 (Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill in one copy of the questionnaire and return it to the undersigned by the due date stated above. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION : Information supplied will be used by the department for the preparation of national statistics. Any release of information will be in accordance with the Statistics Act. No information is released which identifies individual establishments or enterprises.

HELP AVAILABLE: If you have any problems completing this form by the due date specified above please contact the Fiji Islands Bureau of Statistics by:

<i>Telephone</i>	<i>Facsimile</i>	<i>Mail</i>	<i>E-Mail</i>
331 5822 ext 114	330 3656	The Fiji Islands Bureau of Statistics Establishment Survey Unit P O Box 2221 Government Buildings Suva	info@statsfiji.gov.fj

T. Bainimarama
Government Statistician

A. VALUE OF WORK PUT-IN-PLACE (\$)

Please provide below the **GROSS VALUE OF WORK PUT-IN-PLACE, INCLUSIVE OF PAYMENTS MADE TO SUB-CONTRACTORS**. Value of work put in place is equal to the total value of work completed during the inquiry period, plus value of work under construction at the end of the period, minus value of work at the beginning of the period. Besides stating the GROSS FIGURES, could you please also show payments to sub-contractors separately.

GROSS VALUE OF WORK PUT-IN-PLACE FOR QUARTER ENDED _____			WORK DONE BY ENTERPRISES FOR THE :		PAYMENTS MADE TO SUB-CONTRACTORS FOR : ³		TOTAL 1+2-3A-3B=4 ⁴
			GENERAL GOVT ² 1	ALL OTHERS 2	GENERAL GOVT 3A	ALL OTHERS 3B	
1	NEW BUILDINGS AND CAPITAL REPAIRS	001					
	a Residential	002					
	b Non-residential	003					
2	CURRENT REPAIRS AND MAINTENANCE	004					
	a Residential	005					
	b Non-residential	006					
3	CIVIL ENGINEERING WORKS	007					
	a Roads, bridges, etc	008					
	b Earthmoving Works	009					
	c Others	010					
	TOTAL	011					
<i>Please list major projects undertaken in this Quarter:</i>							

B. EMPLOYMENT (No.)

Please provide below information on number of people engaged in the building and construction activity by your company.

EMPLOYMENT IN QUARTER ENDED _____			
1	WORKING PROPRIETORS	023	
2	UNPAID FAMILY WORKERS (working more than 20 hours per week)	024	
3	OPERATIVES (Wage earners e.g. builders, painters, civil engineers etc)	025	
	a] Expatriates	026	
	b] Locals	027	
4	OTHERS (Salary earners e.g. managers, typists etc)	028	
	a] Expatriates	029	
	b] Locals	030	
5	CASUAL WORKERS (excluding 20 hours a week or less)	031	
	TOTAL	032	

² Includes Central Government, Local Government and Statutory Boards. Refer Appendix IV.

APPENDIX III

CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations for their world programme of construction statistics as far as has been possible. The major concepts and definitions and their treatment are briefly explained below:

<i>Enterprise</i>	An enterprise is ideally an economic unit which engages under single ownership or control, in one, or predominantly one kind of economic activity but may have different locations
<i>Gross Output</i>	Gross output is defined as gross value of all goods and services produced during the accounting period. These include the value of work completed during the year, gross margin on resale goods, the value of capital construction for own account and other income.
<i>Operatives</i>	This includes all employees directly engaged in the production activities of the enterprise. Operatives would include carpenters, bricklayers, joiners and labourers etc..
<i>Other Employees</i>	This includes administrative, technical and clerical personnel, such as salaried managers, clerks, typists and the like. This division enables some estimates to be made of the cost of the managerial personnel and others who do not contribute directly to the enterprise's production.
<i>Repairs and Maintenance</i>	This includes current repairs and maintenance services on building and other fixed assets of the establishment provided by others during the inquiry period.
<i>Statistical Unit</i>	Statistical unit is the Unit for which information is collected.
<i>Unpaid Family Workers</i>	Unpaid family workers are persons living in the household of any of the proprietors of the owning enterprise and working in the establishment without regular pay for at least one third of the working time normal to the enterprise.
<i>Value of work put-in-place</i>	The value of work put-in-place can be defined as the total value of work completed adjusted for work-in progress (work-in-progress at the end of the period surveyed minus the work-in-progress at the beginning of the period surveyed) in a quarter ie January to March; April to June; July to September and October to December. The value of work completed is calculated using information on expenditure that an enterprise or a builder incurs. The types of expenses include cost of materials, payments made in respect of fuel, electricity and water, transport and wages and salaries paid etc.
<i>Working Proprietors</i>	Working proprietors are owners of enterprises who are actively engaged in the work of the enterprise. Excluded are silent or inactive partners.

APPENDIX IV**CLASSIFICATION OF THE GENERAL GOVERNMENT**

CENTRAL GOVERNMENT	LOCAL GOVERNMENT	STATUTORY BOARDS
Agricultural Tribunal	Ba Provincial Council	Air Transport Licensing Board
Attorney General Office	Ba Rural Local Authority	Central Board of Health
Auditor General	Ba Town Council	Central Division Drainage Board
Department of Co-Op	Bua Provincial Council	Central Liquor Board
Dept of Meteorological Ser.	Bua Rural Local Authority	Central Traffic Authority
Dept. of Civil Aviation	Cakaudrove Provincial Council	Coconut Industry Dev. Authority
Dept. of Energy	Kadavu Provincial Council	Consumer Council of Fiji
Dept. of Fiji Islands Maritime & Safety Admin	Korovou Rural Local Authority	Fiji Marine Board
Elections Office	Labasa Town Council	Fiji Meat Industry Board
Energy, Roads Trans & Ship	Lami Town Council	Fiji National Training Council
Fiji School of Medicine	Lau Provincial Council	Fiji Sports Council
Govt. Shipping Ser	Lautoka City Council	Fiji Trade and Investment Board
Information and Media Relation	Lautoka Rural Local Authority	Fiji Visitors Bureau
Judicial	Levuka Town Council	Fijian Affairs Board
Legislature	Lomaiviti Provincial Council	Film Censorship Board
Local Government and Housing, Squatter settlement	Macuata Provincial Council	Film Control Board
Min. Commerce, Business Dev. & Investment	Nadi Rural Local Authority	Forestry Board
Min. of Tourism, Culture, Heritage & Civil Aviation	Nadi Town Council	Hotel Licensing Board
Min. Works and Telecom	Nadroga Rural Local Authority	Labasa Drainage Board
Minister of Finance	Nadroga/Navosa Provincial Council	Labour Advisory Board
Ministry Lands and Mineral Resources	Naitasiri Provincial Council	Land Conservation Board
Ministry of Agriculture, Sugar & land Resettlement	Nasinu Town Council	Land Transport Authority
Ministry of Education	Nausori Rural Local Auth.	National Fire Authority
Ministry of Fijian Affairs	Navua Rural Local Auth.	Native Land Trust Board
Ministry of Fisheries & Forests	Ra Provincial Council	Pharmacy and Poisons Board
Ministry of Foreign Affairs and External Trade	Rewa Provincial Council	Prices and Incomes Board
Ministry of Health	Savusavu Rural Local Authority	Sugar Commission of Fiji
Ministry of Justice and Home Affairs	Savusavu Town Council	Western Division Drainage Board
Ministry of Labour and industrial Relations & Productivity	Serua Provincial Council	
Miscellaneous Services	Sigatoka Town Council	
Multi Ethnic Affairs	Suva City Council	
National Planning	Suva Rural Local Authority	
National Reconciliation	Tailevu Provincial Council	
Office of the Director of Public Prosecution	Taveuni Rural Local Authority	
Office of the President	Tavua Rural Local Authority	
Office of the Prime Minister	Tavua Town Council	
Ombudsman	Rewa Provincial Council	
Pension Gratuities & compa.	Ba Rural Local Authority	
Public Enterprise & Public Sector Reform	Ba Town Council	
Regional Development	Savusavu Town Council	
Women, Social Welfare and Poverty Alleviation	Taveuni Rural Local Authority	
Youth Employment, Opportunities and Sports		