



# Annual Report 2014-2015



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# ACRONYMS

<b>ACP</b>	Annual Corporate Plan
<b>AMU</b>	Asset Management Unit
<b>BP</b>	Business Plan
<b>CSD</b>	Corporate Services Division
<b>DCS</b>	Director Corporate Services
<b>DL</b>	Director Legislative Processes
<b>DSGP</b>	Deputy Secretary-General to Parliament
<b>EM</b>	Executive Management
<b>FPSP</b>	Fiji Parliament Support Project
<b>FTR</b>	For the Record System
<b>GWE</b>	Government Wage Earner
<b>HOD</b>	Head of Division/Department
<b>HRIS</b>	Human Resource Information System
<b>ICT</b>	Information Communication Technology
<b>IWP</b>	Individual Work Plan
<b>MPs</b>	Members of Parliament
<b>MQR</b>	Minimum Qualification Requirement
<b>PRF</b>	Parliament of the Republic of Fiji
<b>SGP</b>	Secretary-General to Parliament
<b>UNDP</b>	United Nations Development Program



# REFERRAL LETTER

Hon. Aiyaz Sayed-Khaiyum  
The Attorney-General  
Office of the Attorney-General  
Level 7 Suvavou House  
Victoria Parade  
Suva.


## **RE : 2014-2015 ANNUAL REPORT**

Dear Sir,

I have much pleasure in presenting to you, the Department of Legislature's 2014-2015 Annual Report.

The Report highlights the Department's performance and achievement in delivering services to the Members of Parliament and the people of Fiji as reflected in the Annual Corporate Plan. This report has been prepared in accordance with the provision of the Financial Management Act 2004.

The report encapsulates the commitments and diligence of all staff within the Department.

  
.....  
Viniana Namosimalua (Mrs)  
Secretary-General to Parliament

# FOREWORD : HONOURABLE SPEAKER OF PARLIAMENT



The principal duties of the Department of Legislature (DOL), as set out in the Constitution, are to provide administrative and support services to Members of Parliament and to administer funding entitlements for parliamentary purposes. These responsibilities mean that the primary focus of the department is service delivery.

Supporting the first Fijian Parliament under the new Constitution was a complex undertaking; and one that is vital to ensuring a successful return to democratic governance for the country. The ability of the Parliament to communicate, develop and perform has grown in the wake of several projects implemented by the Department in 2014/2015.

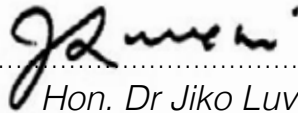
An important part of any service delivery organisation is clarity around its roles, responsibilities, services and customer expectations. Working with the UNDP, overseas parliaments, inter-parliamentary groups, Government and regional agencies, DOL had undertaken to provide sufficient support to the Members and the mechanisms through which they operate to allow for more effective contribution of the people in policies and laws that govern them.

Additionally, a significant step forward was establishing online connectivity and accessibility, ensuring Members and staff are always able to access information and resources. Outreach to schools and the community has also increased, with the Parliament working to fulfil its role in civics, citizenship and education. DOL continues to work closely with Members, development partners and other stakeholders to enable greater efficiency across the organisation; examples of this include the development an Integrated Library Management System, the

Parliament Website, Community Outreach and strengthening inter-parliamentary relations.

The physical environment, too, has been progressively transformed by the largest project of capital works undertaken since the establishment of Government Buildings. These projects have variously provided more contemporary facilities and resources for members and staff while at the same time ensuring the Parliament continues to act as custodian of its unique colonial heritage.

I congratulate DOL for their ongoing professionalism and competency in performing their full range of duties to the Parliament.

  
.....  
*Hon. Dr Jiko Luveni*  
**Speaker of Parliament**



The Department of Legislature embarked on a new journey since the reinstatement of Parliament in September, 2014. This expedition has had numerous challenges along the way. The major challenge along the way has been to actually establish and align systems and processes in order to provide effective and efficient secretariat support to our newly elected Members of Parliament. Another task of importance had been to recruit the right calibre of people who would be able to perform duties assigned to them in their capacity as officers of the Parliament Secretariat.

Furthermore, the Department went on to achieve a milestone in April, 2015 when it launched its first ever Annual Corporate Plan together with other critical initiatives like the Parliament Logo, Corporate Uniforms and the Parliament Discovery Centre that have now become an integral part of the Department's commitments.

The Department has been living up to the theme 'Navigating Parliament to the New Dawn' over the past year. It gives me a great sense of joy and pride to realize and reflect that the Fijian Parliament and its Secretariat have indeed come a long way since the day people of this nation exercised their right to elect fifty (50) leaders who have been sworn in as Members of Parliament.

In doing so, the Department has aspired to becoming a modern and vibrant Parliament that will be responsive and sustainable in the face of rapid social changes. The Department's Vision and Mission have been directed towards a resilient Parliament that is truly representative and resonates in its complexity of services implemented through the functional divisions within.

The Department has a vital statutory responsibility in supporting the Parliament to fulfil its constitutional functions. It has given utmost importance to the provision of sufficient support to the Members and the mechanisms through which they operate to allow for the effective contribution of the people in policies and laws that govern them.

Under the guidance of the Honorable Speaker and with the support of our relevant stakeholders, we have been able to build an enabling environment for the effective realization of our Vision. Over the past year, the Department has not only prospered in developing and aligning its own internal systems and processes to better support the Members of Parliament but has also been able to acknowledge and embrace its broader obligations to the community at large and towards upholding the integrity of the parliamentary processes. They have been able to take Parliament to the people of this nation through various educational initiatives and outreach programmes.

Thus, it is with great pleasure that I present the first Annual Report of the Department of Legislature that documents the achievements and commitment of the Department to demonstrate its affirmation to democratic representation and redress. This report details our continued commitment to providing professional and steadfast dedication to the advancement and realization of our Constitutional Functions.

The achievements highlighted in this report are a testament to the unswerving ability of the Department and its staff to innovate in order to sustain relevance while preserving the traditional aspects of the Parliament.

Finally, the level of professionalism, commitment, motivation and potential displayed by the Department's staff over the past year is highly commendable as there have been numerous challenges encountered along the way but their enthusiasm has always enabled them in tackling such obstacles and challenges and embracing the opportunities for improvement for the future.

A handwritten signature in blue ink, which appears to read 'Viniana Namosimalua'. The signature is written in a cursive, flowing style.

Viniana Namosimalua (Mrs)  
Secretary-General to Parliament

# CORPORATE PROFILE

In September 2013, the Constitution of the Republic of Fiji was officially proclaimed, allowing the formation of responsible government. General Elections through open list proportional voting for the 50 members representing a one multi-nationwide constituency was held in September 2014 and the new Parliament opened on 06 October of the same year.

The Department was established in 2013 to support the operations of the Parliament and has continued since then. Headed by the Secretary-General to Parliament, the Department (Secretariat) supports the Speaker and the work of the Chamber (Parliament).

To that end, it:

- is responsible for responding to inquiries from Members of Parliament (MPs), the media, government departments and the public;
- delivers apolitical, professional and innovative services and advice to the Speaker and Secretary-General to Parliament;
- develops and implements programs and resources that link Parliament with the community and help create awareness on the role and functions of Parliament;
- accurately and promptly report the proceedings of the Parliament, Parliamentary Standing committees and other forums;
- provide a wide range of services and infrastructure underpinning the operation of the Parliament.

## Our Vision

“A Resilient Parliament responsive to the needs of the people and driven by the ideal of a better quality of life for all Fijians”

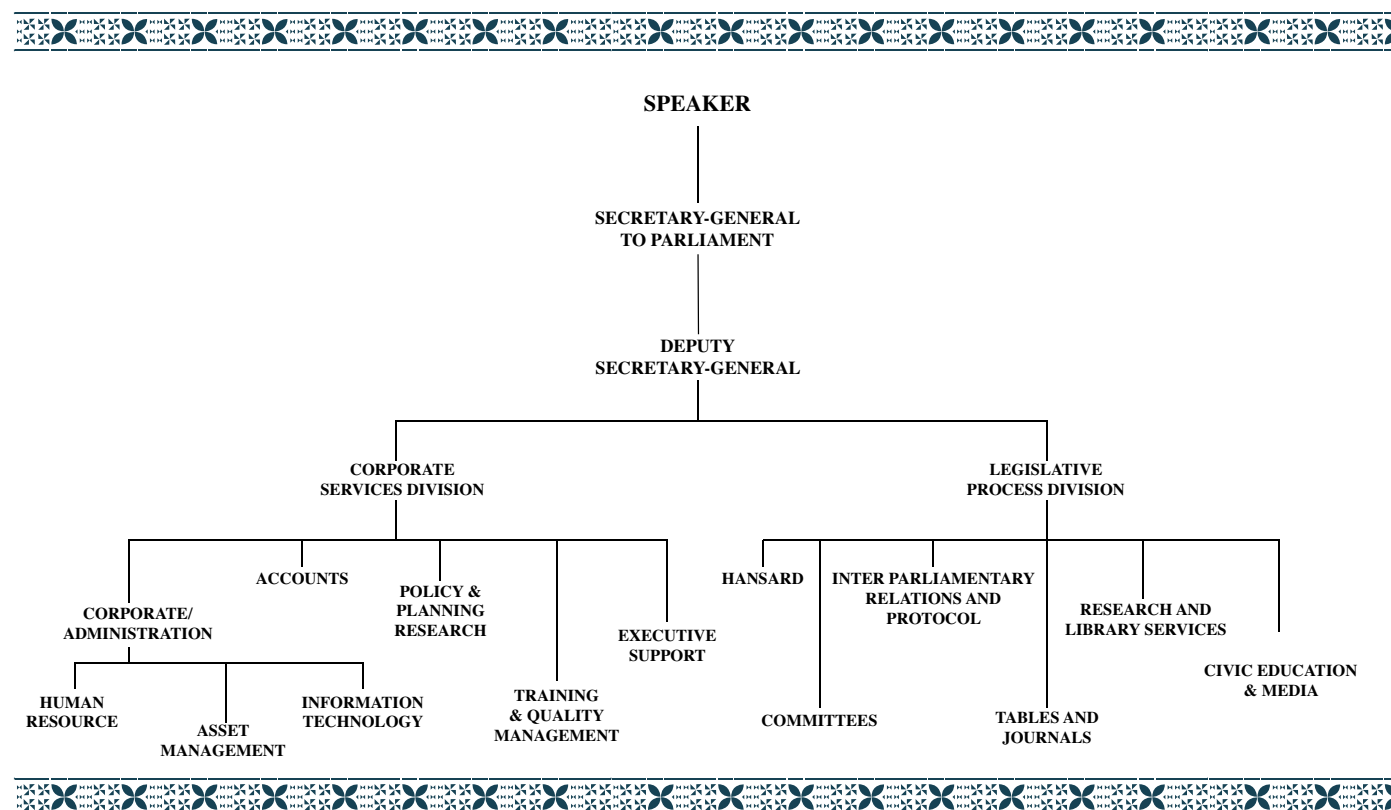
## Our Mission

“To provide and sustain Members of Parliament with professional parliamentary support and services to enable efficiency and effectiveness of parliament’s constitutional functions”

## Our Customers

Internal Customers	External Customers
Members of Parliament	Schools/Institutions
Office of the Speaker	Government Ministries/Departments
Office of the Secretary-General	Other Parliaments
Deputy Secretary-General to Parliament	Diplomatic Divisions
Director Legislative Process	NGO's
Tables and Journals Unit	Private Sector and Industries
Committees Unit	Business Partners/Suppliers
Hansard Unit	International Organizations
Civic Education & Media Unit	General Public
Inter-Parliamentary Relations Unit	
Information Technology & Communications Unit	
Corporate Services Division	
Policy Planning & Research Unit	
Training & Quality Management Unit	
Research & Library Services Division	

# ORGANISATION STRUCTURE & CORPORATE GOVERNANCE



## STATEMENT OF CORPORATE INTENT

The Parliament of the Republic of Fiji through its elected representatives is accountable to the Fijian people for the provision and conduct of representative government in the interest of all Fijians.

The objective of all its business units is to deliver apolitical, professional and innovative services to support our elected representatives and the Parliament as an institution.

We will deliver this support through operational business plans which are underpinned by the following values:

### *Effective Corporate Governance:*

- Accountability
- Confidentiality
- Impartiality
- Integrity
- Learning environment

### *Excellent Service Delivery and Responsiveness:*

- Responsiveness
- Teamwork

- Performance management
- Effective systems and techniques

### *Sustainability with a focus on the medium to long - term view:*

- Long-term planning
- Excellent communication
- Developing our people
- Safeguarding our physical infrastructure

### *Parliamentary Values*

Section 123 of the Constitution defines the values that should be demonstrated by parliamentary officers, being:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect &
- Leadership





**Our People**

# Tables and Journals Unit



*Standing (L-R): Mr Kitione Bete (Chamber Attendant), Mr Penijamini Valebuli (Chamber Attendant)*  
*Sitting (L-R): Mrs Saleszni Prasad (Senior Tables Officer) , Mr Sakiusa Rakai (Manager Tables & Journals) and Ms Lia Korodrau (Tables Officer)*

The Tables & Journals Unit was a newly established unit under the ambit of the Department of Legislature in the 2014 Parliamentary Staff Establishment. The unit is responsible for the conduct of all parliamentary proceedings in the House through the preparation of relevant documents, parliamentary papers and provision of advice to ensure proceedings are conducted in accordance with accepted parliamentary practices, which are provided for under the Standing Orders of Parliament.

The Unit managed to successfully facilitate forty-three (43) days of parliamentary sitting and also the Opening Session of Parliament for 2015.

In the facilitation of the parliamentary sittings, the Unit was able to contribute in the following areas:

- Compile Questions, Motions, End of Week Statements, Petitions, and Bills etc;
- Prepare documentation for the Meeting of the Business Committee to decide the Order Paper for each Parliament Meeting;
- Preparation of final Order Paper;
- Preparation of scripts for Hon. Speaker;
- Preparation of the Minutes of Proceedings of each Parliament Meeting;
- Organise the Official Opening of Parliament in the following areas:
  - Preparation of the Official Opening Programme;
  - Preparation of the Coordination Instruction;
  - Liaison with the relevant stakeholders.

The Parliament calendar year began in October 2014 after the General Elections of September 2014. The report covered the activities and outputs for the year 2014

and 2015 with the statistics collected. The Parliament in this calendar year for 2014 sat for forty seven hours and in 2015 Parliament sat for one hundred and thirty seven hours and the table below shows the number of items covered for the 2014/ 2015 Parliament year:

## 2014

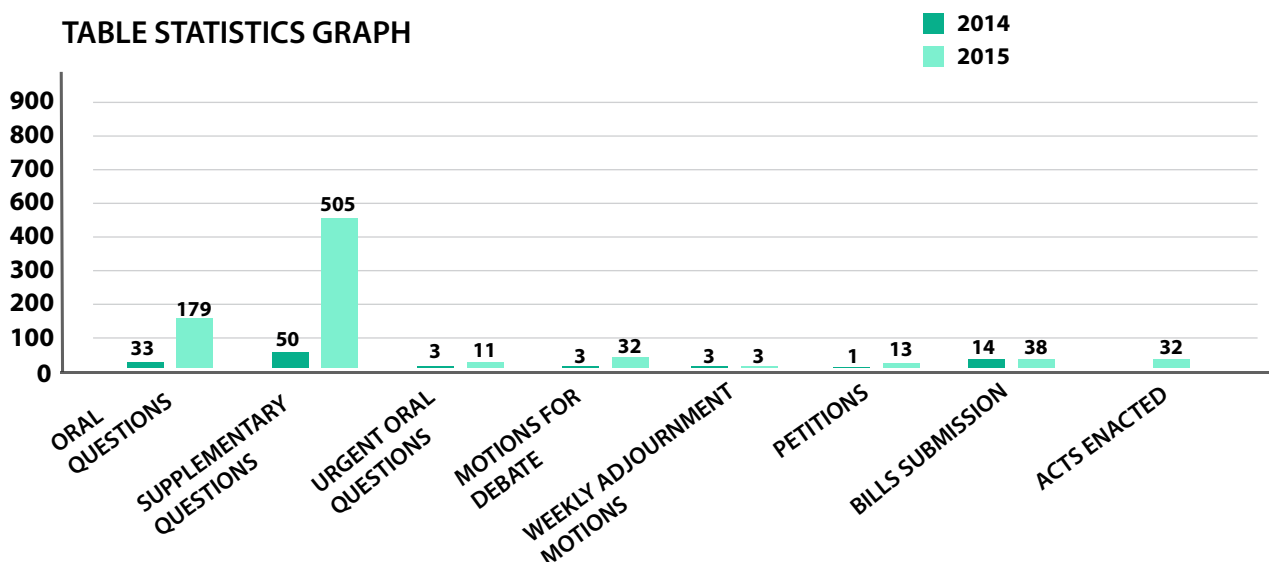
- 33 Oral question;
- 50 Supplementary questions;
- 3 Urgent Oral Questions
- 1 Motions for Debate;
- 2 Motions for Debate;
- 3 Weekly Adjournment Motions
- 1 Petitions; and
- 14 Bills were moved

## 2015

- 179 Oral question;
- 505 Supplementary questions;
- 11 Urgent Oral Questions;
- 1 Motions for Debate;
- 2 Motions for Debate;
- 3 Weekly Adjournment Motions;
- 1 Petition; and
- 29 Motions for Debate;
- 12 Petitions; and
- 38 Bills of which 32 Bills were enacted in Parliament.

The Unit also facilitated preparations for the appointment of the President of the Republic of Fiji on 12th October, 2014 in accordance with the Constitution of the Republic of Fiji and it also coordinated the programme for the Official Opening of Parliament.

**TABLE STATISTICS GRAPH**



# Hansard Unit



*Standing (L-R): Ms Tatila R (A/Hansard Reporter), Ms Wati Sovea (Hansard Reporter), Ms Sera Banuve (A/Editor), Ms Serei Naicavu (Editor of Official Debates), Ms Unaisi M (A/Hansard Reporter), Ms Wati Vueti (A/Hansard Reporter), Ms Sheetal Singh (A/Hansard Reporter).  
Absent: Ms Laisa Ma'afu (A/Editor)*

The Unit's primary role is to accurately and promptly report the proceedings of the Parliament, Parliamentary Standing committees and other forums in accordance with global Hansard best practice and standards. The team thereafter facilitates transcription, translation, editing, dissemination, storage, archiving and retrieval of Hansard reports. The unit ensures production of the Official Hansard Reports which is the verbatim report.

Hansard reporters sit at a small table in the middle of the Chamber, near the end of the Table of the House and are responsible for producing a written record of

the proceedings. Modern technology such as computer-assisted transcription and voice recording technology are used, rather than shorthand. The Team prepared a total of 43 Hansard Reports.

The Unit is also responsible for transcribing proceedings of parliamentary committees and other forums as approved by Executive Management. The team prepared 71 Verbatim Reports for a total of 71 committee sittings. The Unit transcribed for the Pacific Islands Development Forum (PIDF) meeting held for five days from 31/08/15 to 04/09/15 and produced a report for each of the five days.

## Verbatim Reports tabled by the Hansard Unit to for the Committee Secretariat

SELECT/ STANDING COMMITTEE MEETINGS (JANUARY TO DECEMBER 2015)

SELECT/ STANDING COMMITTEE	NO. OF MEETINGS
Public Accounts	19
Foreign Affairs & Defence	12
Justice, Law & Human Rights	4
Natural Resources	12
Economic Affairs and Defence	7
Social Affairs	5
Privileges	3
Emoluments	3
PIDF	5
Standing Order	1
<b>TOTAL NO OF VERBATIM REPORTS PRODUCED</b>	<b>71</b>



# Committees Unit



*Standing (L-R): Mr Savenaca K (Senior Committees Officer), Mrs Akanisi R (Senior Committees Officer), Ms Sheron N (Graduate Intern), Mrs Kalo G (Manager Committees), Ms Elesi Waiwalu (Secretary to DL), Ms Atelaite Leba (Assistant Committee Officer)*  
*Absent: Mr Selveen Deo (Committees Officer)*

The Unit provides high level administrative and secretariat support to Select and Standing Committees including any Special Committees convened by the House and other committees of Parliament. It also assists with the compilation of the Committee Reports to be tabled in Parliament, and facilitate written submissions and public hearings on Bills, Petitions and Annual Reports.

The Unit supports Parliamentary Standing committees in its oversight and scrutiny role. In the 2014/15 parliament year, the office supported the work of six (6) Standing committees and four (4) Select Committees. These committees consider policy issues, scrutinise the work and expenditure of the government, and examine proposals for legislations.

## Key results for the Unit:

- facilitating 205 committee meetings;
- facilitated the adoption and tabling of eleven (11) committees' reports;
- supported committees' private meetings and

public hearings;

- provided procedural and inquiry-related advice for committees and stakeholders;
- fielded inquiries from interested stakeholders about the purpose and progress of inquiries;
- assisted witnesses and the general public to participate in committee inquiries;
- undertook research and analysing evidence received by committees;
- contributed to drafting of chairs' reports;
- participated in consultations and workshops to strengthen the framework to support the committees.

Challenges faced were the staffing and limited office space. However the team in consultation with other functional units of the Department managed to find effective ways of managing the committee meetings to ensure professional support service to the MPs.

## Total Number of Meetings by the Standing Committees

STANDING COMMITTEE	NO. OF MEETINGS
Public Accounts	29
Foreign Affairs and Defence	28
Natural Resources	30
Economic	20
Justice, Law & Human Rights	77
Social Affairs	21
<b>TOTAL NUMBER OF MEETINGS</b>	<b>205</b>



# Research Unit



(L-R): Mrs Elenoa B (Librarian), Mr Josua N (Manager Research & Library), Ms Susana K (Research Officer), Mrs Asha Kumar (Senior Librarian)  
Absent: Mrs Paulini Cakacaka (Manager STE), Mrs Shrutkeertee D (Graduate Intern)

The Unit provides research and information support services to Members of Parliament, Parliamentary Standing Committees and other Committees, the Honorable Speaker, Executive Management and other Units within the Department. Its service role include attending to research requests, proactive research publications, support for standing committees and the provision and administration of library services for the Parliament.

Summarized below are the key achievements of the team for the parliament year 2014/15:

In 2015 the unit produced seventeen (17) information pamphlets for the benefit of MPs. These were designed to provide MPs with an easily-accessible source of information to support their contribution to Parliament debates and Committee deliberations;

- A total of twelve (12) information briefs and seven (7) brief research papers were produced in 2015. The information briefs were mainly provided as supporting documents for the MPs and Speaker for their overseas engagements. The seven research papers covered issues such as democracy and parliament strengthening, parliamentary practices in other countries, corruption and domestic violence;
- Although not a core function, the drafting of speeches became a major undertaking and key achievement for the Unit in 2015. In 2015 a total of fourteen (14) speeches were researched and drafted by the Unit;
- The Unit has also produced a diplomatic brief for the Speaker for two visiting diplomats, a Speaker's Information Tool Kit and compiled the MPs' bio data which may

in time be put on the Parliament website for public information;

- Another major undertaking in 2015 was the migration of materials from the library at the old Veiuto Parliament Complex. Library staff also had to start from scratch and produce a new catalogue and undertake accession of both old and new materials;

- A notable achievement for 2015 was the successful obtaining of funds from the UNDP/Fiji Parliament Support Project (FPSP) for the purchase of a new set of core collections for the library. This project was to be completed in 1st Quarter 2016;

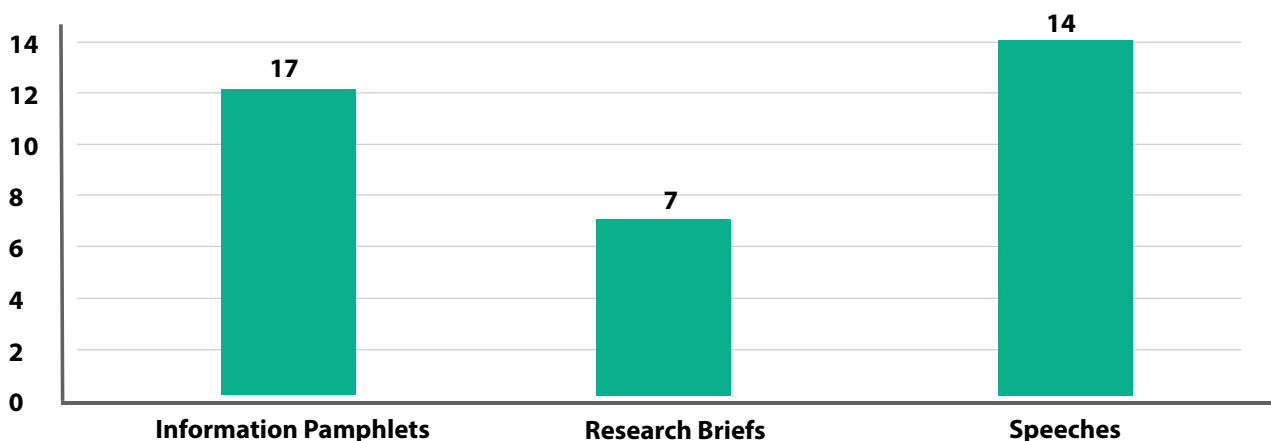
- A Four-year Development Plan has been produced with the assistance of UNDP under the Fiji Parliament Support Project (FPSP) which funded consultants from the New Zealand and Victorian Parliaments;

- Library user-facilities have been established particularly for the MPs. These included cubicles, computers and internet access;

- The proposal and funding for the Integrated Library Management System (ILMS) was approved by management. The work on establishing the ILMS began in earnest in the 4th Quarter of 2015 particularly with the procurement process from the software provider Softlink; and

- The unit continues to provide knowledgeable, timely, non-partisan and high-quality information resource services to all Members of Parliament, Parliamentary Committees and members of the Secretariat staff.

## RESEARCH AND LIBRARY STATISTICS



# Inter-Parliamentary Unit



Standing (L-R): Mr Avinesh Sharma (Executive Officer), Mr Mateo Lagimiri (Graduate Intern), Mrs Rukalisi V (Senior Protocol Officer) and Mr S.Wainiu (Manager Inter-Parliamentary Relations & Protocol)

This Unit is responsible for coordinating all interactions between the Parliament of Fiji, with other Parliaments and International Organizations, including visits by dignitaries to the Parliament of Fiji, as well as the attendance by Fiji Parliamentarians to conferences, workshops and official visits abroad.

Established in 2014, the unit has made considerable progress during its first year of operation, with notable achievements as follows:

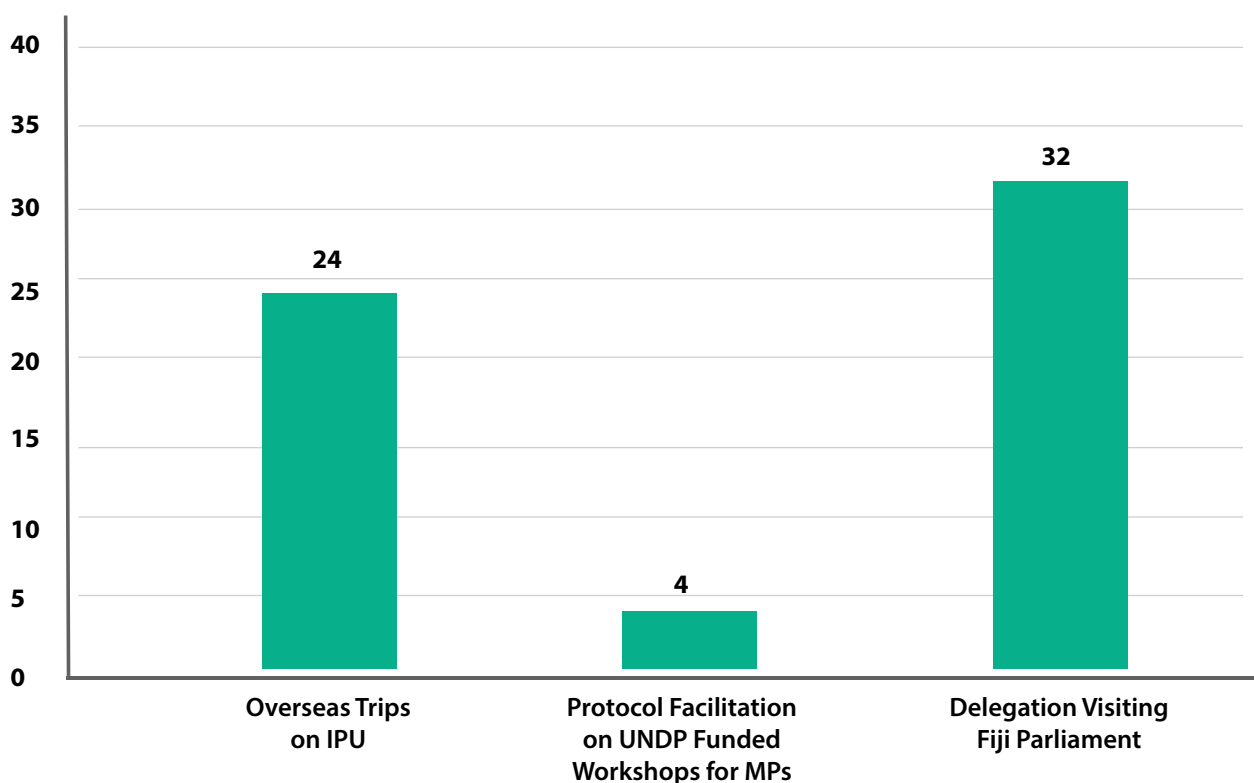
Securing memberships with Inter-parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA), Asia-Pacific Parliamentary Forum (APPF) and the Africa Caribbean Pacific - European Union (ACP-EU). These are global and regional forums that bring together parliamentarians to discuss global issues, propose solutions to international developments, debate world events, and promote democratic ideals and practices. Membership to these organizations provides opportunities for Fiji to engage with the international parliamentary community, contribute to global debates and solutions to international issues, to build networks, and to develop professionally. Participation also contributes to getting matters of

importance to Fiji and the Pacific Region on the global agenda;

- A total of twenty five (25) overseas engagements were facilitated for the Honourable Members of Parliament and the Executive Management in strengthening Inter-Parliamentary Relations;
- Protocol Facilitation was accorded to 32 delegations that had visited the Fijian Parliament throughout 2015. The team planned the timetable of foreign visits, which included taking a tour of interesting landmarks, and any courtesy visits and ensured that visiting delegations were accorded professional services;
- The unit provided protocol services for the Pacific Women's Parliamentary Partnerships Programme (PWPP) hosted by the Fiji Parliament in April 2015.

Staffing constraints was a major challenge experienced in 2014/2015, however through greater team work and collaboration, all outputs entrusted on the Unit was effectively executed.

## IPU STATISTICS



# Civic Education/ Media Unit



(L-R) Mr Iliesa R (Clerical Officer), Mrs Bale D (Senior Media Officer), Mr Vatimosi D (Manager Civic Education and Media), and Ms Masilina R (Senior Education Officer)

The Unit entails to enlighten the citizens in interesting ways and means on the roles and functions of the Parliament through various mass media. Basically, it aims at empowering the people with the knowledge on their civic rights and obligations regarding Fiji's parliamentary democracy and provides services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Parliament.

Guided by its Community Engagement Strategy (2015-2018), the Unit reached out to the communities in Kadavu, Bua, Labasa, Savusavu, Nadi, Lautoka, Ba, Tavua, Rakiraki and around Suva area. The 'Parliament Bus programme' aims to bring Parliament closer to the people by informing communities about the role of Parliament and how they can be involved in the democratic process.

Those visits were complemented by the 'Meet the Speaker' programme where the Honourable Dr Jiko Luveni accompanied the team to explain her role as Speaker and the role of Parliament. The outcome of the civic education is to educate youth to be civic-minded, that is to think and care about the general welfare of the community, and to develop leaders that demonstrate the character and values that will shape our democratic society.

Within its strategy to build and enhance the capacity of the general public on matter of governance and constitution, the team organised different forums of gaining and exchanging information. One such key achievement was the Youth Parliament in 2015. The general objectives of this programme were to: (i) inform young people about Parliament and help them understand how it works; (ii) motivate them to get involved in building democracy and making it work; (iii) gain an overall understanding of how our country is run; (iv) promote the culture of democracy and human rights; and (v) to enable them think seriously about their responsibilities toward others in the society.

Another channel used by the team in 2015 was the 'Parliament House Experience Programme' in which exhibits, school tours and events are organised and encourage members of the public to visit the Parliament Building and familiarise themselves with the main workings of the Parliament. Under this strategy there is an increasing democratic awareness and knowledge about a country's history, national identity and political institutions. The outcome of such education is the increased literacy of the

parliamentary system underpinning public support for democratic institutions.

The table below summaries activities undertaken by the Unit for 2014/2015.

Key Achievements:

Unit	Details
Education and Youth	1 Teachers Workshop 10 Factsheets 1 Educational Video 4 Draft Modules for Curriculum Revision 2 Youth Parliament Meet the Speaker Presentation Itaukei Presentation booklet
Media and Information	Newsletter Website - 18500 hits since June 2015 till Dec 31, 2015 Facebook - 3100 Twitter - 300 YouTube - 6 138 News Releases 3 Media Supplement 1 News Video
Community Connections	Meet the Speaker' – 17 Schools, 6 Communities Parliament Bus' – 24 Schools, 30 Communities 5 CSO Briefings
Parliament House Experience	76 School Tours 32 Community Tours 1 Parliament Discovery Centre

The two major challenges faced by the unit were the limited staff to coordinate the various programs of the unit and the limited office space for the exhibition of historical photographs, old and new materials connected to Parliament's history and other heritage and educational materials.



# Executive Support Unit



*Standing (L-R): Mrs Loata W (Secretary to DSG), Mrs Dilaite Nakalevu (Secretary to Hon. Speaker), Ms Elesi W (Secretary to DL), Mrs Lois V (Manager Executive Support), Mrs Paulini Turaga (Secretary to SGP), Ms Anjanie Paddy (Secretary to DCS)  
Sitting: Mrs Jeanette E (DSG)*

The unit is primarily responsible to the Office of the Speaker and the Office of the Secretary-General to Parliament for the provision of confidential secretarial, administrative support and project based services that contribute to achieving the business goals and the effective management of Fiji Parliament.

Since the establishment of the department, the unit has maintained a high standard executive support which included diary management and associated activities, coordination and control of meetings, agendas, minutes and executive office responses. The Executive Office receives and hosts courtesy calls from our partners and visiting dignitaries which typically requires effective and high standards of customer service. Between 2014/2015, there were twenty seven (27) courtesy calls and three (3) farewell calls to Parliament. The unit also facilitated numerous visits from consultants under the Twinning Parliament Project and in consultation with the Deputy Secretary-General, the swearing in of three (3) new Members of Parliament.

The unit was also tasked to work in collaboration with other units and in this respect worked with the Training Unit and the UNDP consultants to conduct six (6) MPs training. Additionally, the team provided support to Tables Unit – assisting Tables Office with pre, during and post sitting processes - for 48 sittings and also provide assistance where necessary to the consultant under the UNDP

Fiji Parliament Support Project (FPSP) present during sitting week. The unit was also involved in the swearing in of 3 new Members of Parliament – preparation of briefing packs and orientation for new MPs through the assistance of UNDP FPSP.

Administrative support also entails the development, implementation and maintenance of effective and confidential office management practices, procedures and standards. During its first year of operation, the team has coordinated and controlled the recording of some 300+ correspondences and maintained a confidential filing system and records management system.

The team also provided administrative support such as advice on administrative standards and procedures, arranging travel both locally, regionally and internationally where necessary, accommodation and preparation of daily itineraries. Since opening in 2014, it was vital that the Department, through Honourable Speaker, re-established parliamentary relations both regionally and internationally to reconfirm its commitment towards the country's democratic journey.

The year certainly brought its challenges with the departure of two of its staff; a member looking to greener pastures and a senior colleague retiring after over 20 years in the service. However with team work, open communication and positive attitude amongst unit staff and peers, the unit had a lot of learning and maintained profession-



# Human Resources Administration Unit



*Standing (L-R): Ms Lavenia L (Banquet Attendant), Mr Ponipate C (Storeman), Mr David T (CO Admin), Mr Lemeki Senibale (Messenger), Mr Jale Vuanicau (Messenger), Ms Tirisiane Logavatu (CO HR)*  
*Sitting (L-R): Mrs Eseta M (Telephone Operator), Mrs Ateca G (Banquet Attendant), Mrs Manjula Shah (Manager Corporate), Mrs Anita Mani (AO HR)*  
*Absent: Ms Varanise L (CO Admin), Ms Losalini N (EO Leave/Personnel), Mr Jale Ratudoi (EO Registry)*

Achieving the outcome of a fully established Fijian Parliament can be attributed to effective planning and recruitment by HR driven by its commitment to meet the department's needs within strict timelines. Between 2014/2015, HR managed the recruitment process from screening resumes to coordinating interviews and processing new employees – mobilising the required human resources to put in place the legal, financial, IT, infrastructural structures and requirements that culminated in the successful opening of Parliament in September 2014. This process of recruitment typically involved HR determining the most effective methods for recruiting applicants, including assessing which applicant tracking systems were best suited for the business units, coordinating employee benefits and suggesting employee training and development strategies. In total, 79 positions were processed in 2015 with 24 in quarter one, the busiest with 35 and 20 posts processed respectively. For quarters three and four, the unit processed a total of 24 positions.

The team also contributed to the department's policies

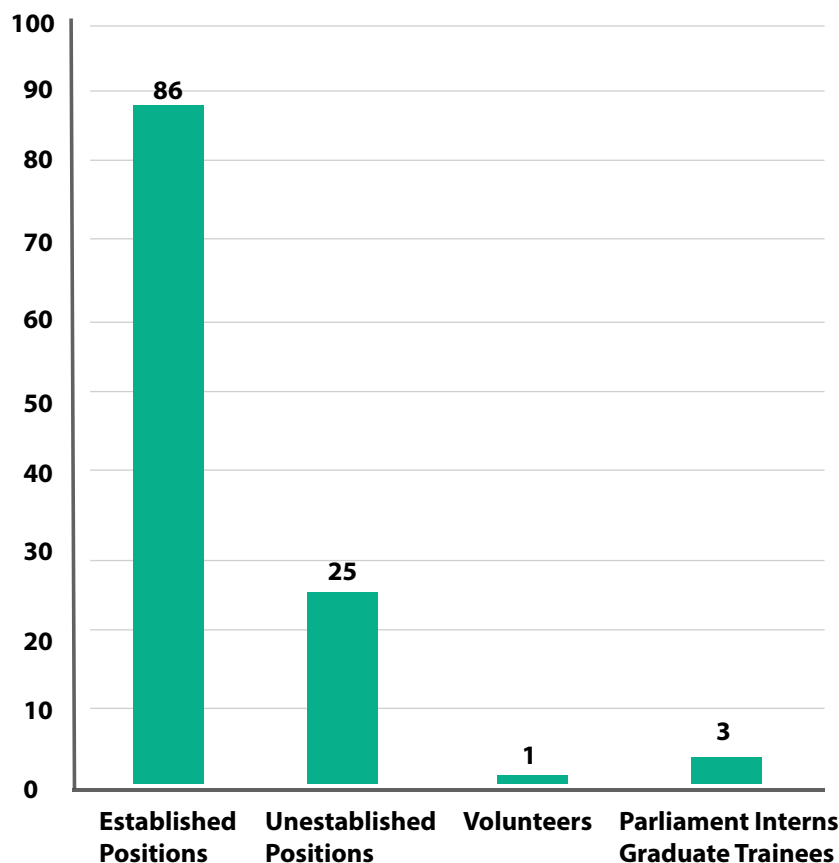
in areas such as compensation, benefits, safety, liability, training and compliance. The team is made up of well-rounded professionals providing advice on workplace safety, employee relations and minimising exposure to liability related to allegations of unfair practices, training and development, performance management, discipline, workforce planning, compliance to employment laws and other related applicable regulations and policies.

The team's policy guidance has seen the department fulfill its policy requirements:

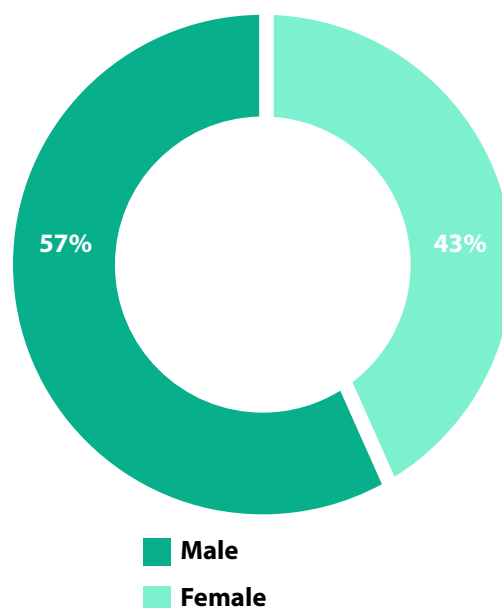
- Parliament of Fiji Finance Manuals
- Parliament of Fiji HR Manuals &
- OHS Policies

HR has helped to build a positive image for Parliament through its strategy and influence on the workforce that they are invaluable associates – in partnership with the organisation – to achieve the outcomes of the department.

## Staff Analysis 2014 - 2015



## Staff Gender Profile



# Information Technology Unit



*Standing (L-R): Mr. Maurice Shute(Technician Bookbinder, Mr. Mesake Nanovu (Assistant Programmer), Mr. Taniela Cataka(Graphic Designer), Mr. Maika Lakeba(System Analyst),  
Sitting: Mr. Miteli Uculoa(Technician), Mr. Rovil Kumar(Senior System Analyst), Mr. Sekope Toduadua(Senior Technician)*

The unit made tremendous sacrifices to provide IT support to the Department in carrying out its role efficiently and effectively in 2014/2015.

One of the team's initial outputs was the development of an IT strategy/plan to support the organization's business objectives and helps build a strong competitive advantage. This phase involved our senior members working with our executives with the support of our main development partner, UNDP to customize software and other elements of the IT system to meet the needs of business units in the Parliament. The IT team ensured that the right level of IT resources was available to meet changing levels of demand. To increase flexibility and responsiveness, the IT team investigated options, such as outsourcing management of the infrastructure or renting additional IT capacity from an external provider.

Simultaneous to the planning phase, the unit deployed and established IT network infrastructure to support effective communication and collaboration; the support of ITC services was pivotal in securing the streaming server for streaming on our website; development of parliament website and setting up network connections throughout Parliament complex. Additionally, the team worked tirelessly to install desktop computers for all staff and MPs, CCTV cameras and door access system, installation of SAN server, back-up generator, FTR for Hansard, WIFI, sound and recording system in Chambers and in Committee rooms.

For most parts of 2015, the team completed installation of video output and the FTR system and process major procurements of technical and electronic equipment for the Department.

To enable employees to make the most effective use of IT resources, the IT team provided various forms of user support such as training employees on the use of the new resources.

## IT PROJECTS 2014 - 2015

### **Parliament Chambers**

Tricaster	1
Video Camera	6
Conferencing Systems	1
Internet access points	2
Audio Network (LAN)	1
For The Record (Reporter)	1

### **Big Committee Rooms**

Conferencing Systems	1
Audio Network (LAN)	1
For The Record Software Application (Reporter)	1
Internet Access Points	2
Ceiling Mount Multimedia Projector	1

### **Small Committee Rooms**

Conferencing Systems	1
Internet Access Points	2
For The Record Software Application (Reporter)	1
Internet Access Points	2
Ceiling Mount Multimedia Projector	1

### **Hansard**

For The Record Software Application (Manager)	1
For The Record Software Application (Recorder)	20
For The Record Software Application (Reporter)	1

### **Application**

Website	1
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### **Procurement**

Highend Photocopier machine (Mono)	6
Highend Photocopier machine (Colour)	1
Portable Conferencing Systems	3
iPad	53

# Asset Management Unit



*Standing (L-R) Mr Penijamini V (Chamber Attendant), Mr Dinesh P (Pool Driver), Mr Naibuka M (SGP's Driver), Mr Ananaia J (Hon. Speaker's Driver), Mr Ned H (Pool Driver)*

*Sitting (L-R): Ms Seini G (CO Assets), Mr Abraham S (Estate Manager), Mr Anare V (CO Maintenance)*

*Absent: Mr Rahul P (Transport Officer), Mr Josateki Tarogi (Pool Driver)*

The unit supports facilities management of the Parliamentary precinct, building maintenance, horticultural services, project management and fleet management, procurement and inventory. The success to date is due to the commitment and passion of staff of the AMU Team that took on the challenge of asset management in the establishment of the new Parliament.

The unit's key achievements under parliament precincts (both the old and new building) included the establishment of the new offices, management of the old parliament and existing properties, lease administration, structural assessments, new fit outs, refurbishment works, furniture and equipment purchasing. As an initiative to promote health and wellness, purchased sports equipment for staff including providing regular supply of purified water made available to everyone that had access to parliament.

The refurbishment and the establishment of offices for both sides of the House including office space for Secretariat was a momentous task. The project managed to achieve its intention of repairing the grand building and preventing any further deterioration of the Parliament House building in a manner that is sensitive to the historical value of the building. Minor maintenance works continued inside Parliament House to interior finishes where the restoration works have taken place. Out in the gardens, - the old and new parliaments – the Unit keeps

the grounds, greenhouse and the surroundings clean and well-dressed. Also part of keeping the parliament buildings and precincts clean was the engagement of a private pest control contractor to manage and control pests.

In terms of security, the Unit has oversight on service level agreements, issuing and auditing security passes/permits, incident reporting, project management of security projects and related policy development.

The Unit is responsible for the effective management of our fleet in line with the Transport and Vehicle Policy set by the Ministry of Economy. In addition to the purchase of vehicles to meet its operational needs, in 2015 the unit purchased a 26 seater bus for use by Parliamentary Committees during public consultations and the Civic Education team for community outreach programmes.

The unit is also responsible for procurement management and managing the Fixed Asset Register. Since the establishment of the department in 2014, the unit has made every effort to comply with the requirements of the Ministry of Economy Procurement Regulation which comes under the Finance Management Act (2004). Meeting the standards under the procurement regulations has enabled the department to complete procurements for its business units and also coordinate and host a number of national and regional conferences.

## Key Achievements

Additional Office Space made for MPs and Parliament Staff
Secured additional fleet – Twin Cab Vehicle
Board of Survey for Old Parliament completed and forwarded to MOF
Furniture and equipment supplied to MPs and Parliament staff
Transport provided for MPs – for the trips around the country and usual runs
Construction of new office counter for Accounts Section
Installation of carpet at Parliament Foyer
Installation of tiles at Lower Chambers Office [Hansard, IT and Civic]
Re-construction of Inter-Parliamentary Unit room at 1st level of Government Buildings
Reconstruction of Technician room
Additional construction in ladies washroom
Actively involved for the successful organized events such as the Opening of Parliament, Budget Address and
Committee meetings for providing manpower, transportation and managing the venues before and after the events.



# Training and Quality Management Unit



Standing (L-R): Ms Priya Darshani, Ms. Rubyna Ravasua (Manager Training Quality and Management)

The Training and Quality Management Unit provides and facilitates training activities focused on strengthening the capacity of the Members of Parliament as well as the secretariat support staff to improve individual job performance through building and developing their skills, knowledge and behavior. It is also responsible for coordinating the department's participation in the Fiji Business Excellence Awards.

With the establishment of the department in September, 2014 the Training Unit was later formed in April, 2015. Goals were set on creating a learning organization thus the development of the Learning and Development Plan (LDP) to analyze and address training needs of individuals in the department. The resultant LDP linked its objectives to the broader organizational objectives with the ultimate goal of enhancing institutional capacity of parliament staff to improve performance now and in the future. It focused on ensuring staff acquires relevant knowledge and skills through training and development to effectively and efficiently meet their individual, departmental and organizational objectives at the same time reflecting the mission and values of Fiji Parliament.

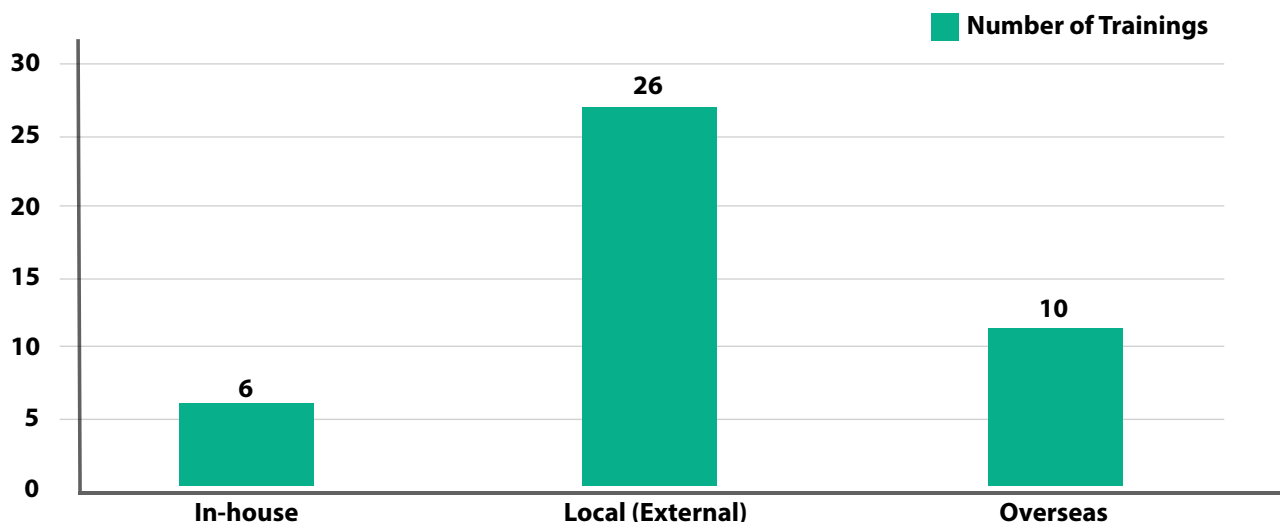
The result of the plan was impressive, with the support from Management the unit was able to achieve its targeted outputs and continued to facilitate other trainings (local/overseas) totaling to 42 altogether to address competency gaps identified.

The unit is also thankful to its partners UNDP, the Federal Parliament of Australia, the Victoria State Parliament, the New Zealand and Canada Parliaments for the work attachment opportunities that it provides for the Secretariat staff which has immensely strengthened our individual, occupational and organizational capacities. This output under our learning and development strategy has ensured the best outcomes for the institution in delivering apolitical, professional and innovative services and advice to Members of the Fijian Parliament and to support the Parliament as an institution.

A milestone achievement for 2015 was the first Members of Parliament (MPs) Workshop on Environmental Issues held at the Intercontinental Resort from 23rd to 25th November, 2015. The objective of the workshop was to expose MPs to presentations and experiences that would build and enhance their knowledge and skills specifically on Climate Change and how to access Global Environmental Funds. MPs were also introduced to the Parliament Research & Library Unit and shown techniques of using Social Media.

Within its role of facilitating capacity building programs, the unit introduced two (2) quality management tools - quality circles and green initiative - to achieve superior products and services. This is the first year that these two (2) committees have been established as a result of this and the unit anticipates a bigger role for them in the coming years as Fiji Parliament continues to develop and improve on its current systems and processes.

## NUMBER OF TRAININGS 2015





# Policy, Planning and Research Unit



(L-R) Ms Sherleen L (SAO Policy), Mrs Manjula Shah (Manager Corporate)

This Unit is responsible for the formulation of policies and drafting of strategic documents for the Department. It is responsible for the Monitoring & Evaluation of the Annual Corporate Plan outputs and targets and provides appropriate advice on these areas to the Executive Management. The Unit is also responsible for the consolidation of information for the Department's Annual Reports.

## **Strategic Development Plan:**

The Department was assisted through the UNDP Parliament Strengthening Project to develop the Parliament Strategic Plan (PSP). Phase 1 of the stakeholder consultation kicked off on 18th-30th May, 2015, and further consultations are envisaged.

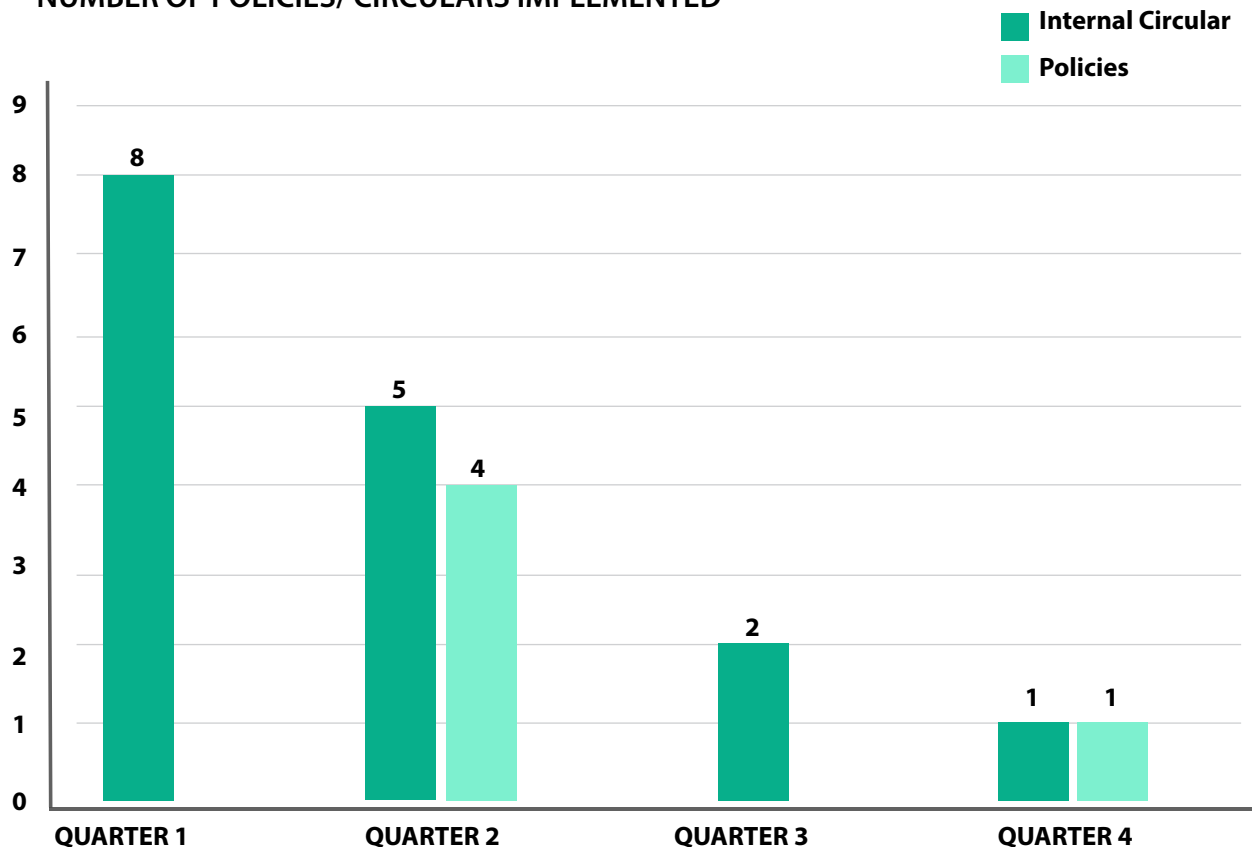
## **Annual Corporate Plan/BP/IWP:**

The Annual Corporate Plan Committee convened 4 meetings during the period to develop and monitor the performance of the various Units against the target set. The final ACP was launched on 26th March, 2015 along with the Department logo, the Corporate Uniform and the Parliamentary Staff Code of Conduct. The Business Plan and the Individual Work Plans (IWPs) were also developed during the period.

## **Policies and Internal Circulars:**

In establishing its systems and processes, the Department developed policies to enforce the relevant provisions of the Constitution and operationalize the General Orders.

## NUMBER OF POLICIES/ CIRCULARS IMPLEMENTED



# Accounts Unit



*Standing (L-R): Mr Sarwesh N (Senior Accounts Officer), Mrs Anawaite Naiula (Assistant Accounts Officer), Ms Shalu Sharma (Clerical Officer), Mr Ajinesh K (Accounts Officer)  
Sitting: Ms Miriama Vereivalu (Manager Finance)*

The Finance Team is an operating unit under the Corporate Services Division and is responsible for resource planning, financial and cost analysis, budget preparation, monitoring and control in accordance with the requirements of the Financial Management Act and Procurement Regulation. The unit provides Parliament management with budget, financial, and cost information for operational and decision making purposes.

A key delivery for the team was the effective budget management of the financial resources disbursed by the Ministry of Economy given that the budget allocation for the department was under Requisition (R). Public finance is complex and highly regulated under the Financial Management Act (2004), Finance Instructions and Procurement Regulations (2010). Albeit the restrictions, the team fulfilled its corporate responsibility, operating within its resources, remaining financially sound and maximising public value through an appreciation of user needs – MPs & Secretariat – and their expectations and underpinning this achievement was involving the end users in their planning process.

The finance department is also responsible for the management of the organization's cash flow and ensuring

there are enough funds available to meet the day-to-day payments. Given the establishment of Parliament in 2014/2015, the unit was challenged to collaborate quickly and effectively in order to meet the shared goal of the department – realising this and to encourage continuous improvement, the unit implemented the Electronic Fund Transfer payment system. Payments are made directly to the bank reducing the large number of un-presented cheques at the end of each month; this initiative has led to operational efficiency and reduction in bank fees and charges.

Providing financial technical advice was part of the team's key responsibilities in the setting up of Parliament between 2014/15. The new Parliament required corporate governance frameworks, risk and reporting framework and corporate decision making arrangements. The team played a key role in the formulation of the 2015 and 2016 Finance Manual, the development of key financial strategies and its annual budgeting process to ensure financial balance and a monitoring process to ensure delivery.

2014 ACTUAL EXPENDITURE SUMMARY	
January	\$78,518.07
February	\$76,037.45
March	\$73,009.03
April	\$58,802.87
May	\$73,881.55
June	\$74,087.32
July	\$80,557.25
August	\$817,418.09
September	\$1,143,844.58
October	\$1,122,359.11
November	\$473,725.11
December	\$1,036,029.56
<b>Total</b>	<b>\$5,108,269.99</b>

2015 ACTUAL EXPENDITURE SUMMARY	
January	\$311,754.48
February	\$643,937.42
March	\$492,123.35
April	\$935,204.83
May	\$213,013.27
June	\$ 745,101.81
July	\$ 505,078.94
August	\$ 521,765.69
September	\$ 504,376.54
October	\$ 775,348.23
November	\$ 565,894.96
December	\$ 1,398,455.57
<b>Total</b>	<b>\$ 7,612,055.09</b>



# Achievements

# RESEARCH AND INFORMATION MANAGEMENT

*Information Pamphlets formulated by the Research and Library Services in 2014 – 2015*

Thematic Areas	Pamphlets
ECONOMICS	<ul style="list-style-type: none"> <li>• Revenue &amp; Customs Update</li> <li>• Economic Status &amp; Indicators</li> </ul>
FINANCE	<ul style="list-style-type: none"> <li>• Audit Status Quo - Financial Statements and Regularity Audits - Ministries and Departments (2009-2014)</li> <li>• Macro Finance Indicators</li> </ul>
SOCIAL	<ul style="list-style-type: none"> <li>• Housing Authority Update</li> <li>• YDI Sneak Peak</li> <li>• Ministry of Defence National Security and Immigration Update</li> <li>• Women and Children Empowerment</li> <li>• Fiji Corrections Services Update</li> <li>• Civil Service Update</li> <li>• Status Quo of Corruption</li> <li>• NES Status Quo</li> </ul>
POLITICS & LEGAL ENVIRONMENT	<ul style="list-style-type: none"> <li>• Fiji Elections Office 2014 General Elections</li> <li>• Hydrology Status Report</li> <li>• Donor Funded Projects Status Quo – Dept. of Environment</li> <li>• Donor Funded Projects</li> <li>• Climate Change Policy-National Climate Change Policy</li> <li>• Environment Update- Environmental Statistical Information</li> </ul>



## Information Briefs and Research Papers formulated for the Executive and the Committees

INFORMATION BRIEFS	INFORMATION/RESEARCH PAPERS
5th Westminster Workshop 1st – 4th June 2015; Malta	ACPAC 13th Biennial Conference - Adelaide
64th Westminster Seminar on Parliamentary Practice & Procedure 30th Nov – 4th December 2015; London	Democracy & Parliamentary Strengthening
133rd IPU Assembly & Related Meetings – brief for Madam Speaker	Parliament & Administrative Law Australia
Pacific Regional Conference on temporary special measures to increase women's political participation 23rd – 25th November 2015; Port Moresby	Public Accounts Committee
Parliamentarians for Global Action – 37th Annual parliamentary Forum 30th November – 1st December 2015	UNCAC & the Global Parliamentarians Against Corruption (GOPAC)
PWPP Meetings of Clerks 15th – 16th October 2015	Domestic Violence in Australia
Strengthening Women's Participation in Parliaments : Pacific Regional Conference 23rd – 24th November 2015; Port Moresby	Family Violence & Domestic Violence
Women's leadership & Political Participation: Regional Conference 2nd – 4th June 2015; Honiara	
Madam Speaker – IPU Visit to NZ Parliament 23rd – 26th June 2015; Wellington	
Info brief for Madam Speaker – Domestic Violence	
Pacific Women Parliamentary Partnership Forum 29th April – 1st May 2015; Novotel Convention Centre Lami	
Info brief for Madam Speaker – 133rd IPU Assembly	
Total Info Briefs – 12	Total Info/Research Papers - 7

## Statistics on the Utilization of the Library Services

### LIBRARY USAGE

Month	Govt MPs	Opposition MPs	Staff	Others
Jan	12	10	5	3
Feb	15	11	4	2
March	10	16	7	3
April	6	12	8	2
May	15	23	10	5
June	4	18	9	4
July	14	10	11	3
August	23	19	12	8
September	10	9	7	4
October	13	9	12	2
November	20	17	10	7
December	15	11	6	2

## INTER-PARLIAMENTARY RELATIONS AND PROTOCOL

Overseas Trips by the Honourable Members of Parliament & Executive Management in strengthening Inter-Parliamentary Relations

There were a total of twenty five [25] trips altogether in which twenty four [24] trips were able to be attended by the Fiji Parliament Delegation overseas and one [1] trip has been deferred to 2016 as highlighted below:

NO.	INVITATION	DATE	DELEGATION
01	Commonwealth Parliamentary Association (United Kingdom- London, Scotland & Wales)	22nd January - 4th February	Hon. Speaker Hon Pio Tikoduadua Hon. Adi Teimumu Kepa Secretary- General to Parliament
02	4th Annual AFPPD National Committees-UNFPA Advocacy Planning Session Bangkok, Thailand	28th – 29th January	Mr. Senitieli Wainiu
03	Visit to the Federal Parliament of Australia Canberra and Victoria	1st March - 6th March	Hon. Speaker Hon. Lorna Eden Hon. Iliesa Delana Hon. Samuela Vunivalu Hon. Niko Nawaikula Hon. Salote Radrodoro Mrs. Jeanette Emberson Mrs. Bale Dolokoto
04	132nd IPU General Assembly Hanoi; Vietnam	28th March - 1st April	Hon. Deputy Speaker Mr. Senitieli Wainiu
05	Visit to the New Zealand Parliament	24th March – 26th March	Hon. Speaker Hon. Veena Bhatnagar Hon. Alifereti Nabulivou

			Hon. Ratu Sulianao Matanitobua Hon. Tupou Draunidalo Mrs. Lois Vakarau
06	7th World Water Forum of the Republic of Korea City of Daegu, Gyeongju, Korea	12th - 17th April	Hon. Speaker Mr. Senitieli Wainiu
07	Australasian Council of Public Accounts Committees (ACPAC) Conference 2015	15th - 18th April	Hon. Biman Prasad Hon. Balmindar Singh Hon. Sanjay Patel Hon. Semi Koroilavesau Hon. Aseri Radrodoro Mr. Joeli Ditoka
08	Workshop to Promote Ratification and Implementation of the Arms Trade Treaty Nukualofa, Tonga	18th - 19th May	Hon Netani Rika
09	5th Westminster Workshop: Effective & Transparent PAC for Robust Public Finance Oversight Malta	1st - 4th June	Hon. Dr. Biman Prasad Hon Balmindar Singh Mr. Joeli Ditoka
10	Women Leadership and Political Participation Conference, Honiara, Solomon Island	2nd - 4th June	Hon. Speaker Mrs. Paulini Tokadua
11	Retreat for Parliamentarians and Staff Warwick Resort, Coral Coast	8th - 12th June	All MP's and Secretariat
12	IPU Meeting with Pacific Parliamentarians NZ Parliament	22nd - 26th June	Hon. Speaker Mr. Sakiusa Rakai
13	Fiji Parliamentary visit to the Russian Parliament This was to be deferred to 2016 due to financial constraint	25th June - 1st July	Hon. Speaker Government MP's-2 Opposition MP-2 Fijian Diplomat-1 Secretary General Senior Media Office
14	Clerks and Presiding Officers 46th Annual Conference (POCC), Hobart, Tasmania	6th - 10th July	Deputy Speaker Mr. Senitieli Wainiu
15	Meeting of Pacific Public Accounts Committees Wellington, NZ	26th - 27th August	Hon. Balmindar Singh Hon. Aseri Radrodoro Mrs. Kalo Galuvakadua
16	10th meeting of Women Speakers of Parliament - [29 to 30 August] 4th World Conference of Speakers of Parliament - [31 August to 2 Sept] UN HQ, New York	29th August - 2nd September	Hon. Speaker Mrs. Jeanette Emberson
17	Visit to Taiwan by Government Members of Parliament	28th September - 4th October	Hon. Netani Rika Hon. Semi Koroilavesau Hon. Alivereti Nabulivou Hon. Brij Lal
18	Study Trip to Canada Toronto, New Brunswick, Halifax, Canada	26th September - 11th October	Hon. Inia Seruiratu Hon. Viam Pillay Hon. Ratu Sela Nanovo Hon. Viliame Gavoka Mr. Joeli Ditoka

19	Invitation by the Government of Japan Tokyo, Hiroshima, Fukuoka, Japan	28th September - 5th October	Hon. Speaker
20	Global Organization of Parliamentarians against Corruption (GOPAC) conference, Jakarta, Indonesia	6th - 8th October	Hon. Biman Prasad Hon. Semi Koroilavesau Ms. Lia Korodrau
21	Australasian Parliamentary Educator Conference and Clerk's meeting on Pacific Women's Parliamentary Partnerships project - Wellington, NZ	12th - 16th October	Mrs. Jeanette Emberson Mr. Vatimosi Delailovu
22	133th IPU General Assembly and Related Matters, Geneva, Switzerland	17th - 21st October	Hon. Speaker Hon. Deputy Speaker Secretary-General to Parliament
23	Pacific Regional Conference on Strengthening Women's Participation in Parliament Papua New Guinea	23rd – 24th November	Hon. Speaker Hon. Ashneel Sudhakar Hon. Veena Bhatnagar Hon Salote Radrodro Hon Semesa Karavaki Manager Research Mrs Paulini Tokaduadua
24	PGA'S 37TH Annual Parliamentary Forum –The Role of Parliamentarians in Support of Peace and Security Legislative Assembly, San Salvador, El Salvador	30th November – 1st December	Hon Netani Rika Hon. Prem Singh
25	64th Westminster Seminar on Parliamentary Practice and Procedures, London	29th November – 4th December	Hon Samuela Vunivalu Hon Isoa Tikoca Secretary-General to Parliament Mrs. Jeanette Emberson

### Workshops/Seminars organised under the UNDP Parliamentary Support Project

Listed below are workshops/seminar organized by Fiji Parliament under the UNDP Funded Projects which involves the unit.

NO.	INVITATION	DATE:	DELEGATION
01	Asian Forum for Parliamentarian on Population (AFPPD) Holiday Inn, Suva and Development	13th March	All Members of Parliament
02	Workshop for MP's <ul style="list-style-type: none"> <li>• MDG's and post 2015 development agenda (25/5)</li> <li>• Representation-How to connect with citizens (26/5)</li> <li>• Work of the Committees (27/5)</li> <li>• GPH/Holiday Inn</li> </ul>	25th - 27th May	All Members of Parliament
03	Retreat for Parliamentarians and Staff Warwick Resort, Coral Coast	8th - 12th June	All Members of Parliament and Secretariat
04	Anti-Corruption Workshop, Organized by Mr. John Hyde, Anti-Corruption Consultant, UN Pacific Regional Anti-Corruption (UN-PRAC) Project Novotel Hotel, Nadi	20th - 21st July	Hon. Speaker Hon. Biman Prasad Hon. Balmindar Singh Hon. Sanjay Patel Hon. Semi Koroilavesau Hon. Aseri Radrodro



## Delegations visiting the Fiji Parliament

A total of thirty two [32] Delegations visited the Honourable Speaker last year and details are listed below:

NO.	DATE	NAME OF DELEGATION
01	09/01/15	Ambassador of China
02	16/01/15	MP, Japan
03	30/01/15	MP, Korea
04	19/02/15	Ambassador Judith & Eric Aldrich, US Embassy
05	19/02/15	Ambassador Mark Ramsden & Second Secretary, Ms. Sally Page, NZ Embassy
06	20/02/15	Ms. Naela Chohan, High Commissioner, Islamic Republic of Pakistan
07	17/03/15	Mr. Tim Rwabuhemba, UNAIDS
08	18/03/15	Ambassador of China, H.E. Zang Ping
09	01/04/15	Hon. Steven Ginbo, Canberra Parliament.
10	16/04/15	Mr. Nazar Alsaïd, Ambassador of Oman
11	21/04/15	Hon. Stephen Parry, President of the Senate of Australia
12	28/04/15	Kazi Imtiaz Hussain, Bangladesh High Commission to Fiji.
13	28/04/15	Wahid Ahmed, Counsellor, Bangladesh High Commission.
14	12/05/15	Hon. David Carter, Speaker, Hon. Mark Mitchell, Mary Harrin, Daniel Tasker, New Zealand House of Representatives
15	25/05/15	Senator David Fawcett, Senator for South Australian Parliament
16	25/05/15	Hon. Alfred Ngaro, New Zealand House of Representative
17	13/07/15	Ajilon Nasid, Clezy Rore, Solomon Islands Parliament
18	22/07/15	Yogesh Karan, Fiji High Commission, New Delhi
19	23/07/15	Sanjeev Sharma, Parliament of Nauru
20	28/07/15	Senator Ian Macdonald, Leader of Australian Parliament Delegation, Hon. Jane Prentice, Hon. Laure Ferguson.
21	29/07/15	Senator Janet Rice, Senator of Victorian Parliament, Australia
22	06/08/15	Hon. Pipite Mailecpino, Speaker of Parliament, Vanuatu, Louis Kalulel, Clerk of Parliament of Vanuatu
23	06/08/15	H.E. Emmanuel Blessing, Charge de Affaires, Vanuatu
24	06/08/15	Mr. Mirjana Kovacevic
25	08/09/15	Johnny Engell Hansen, EU Delegation
26	21/09/15	Andrew Southcott, Senator Chris Ketter, Susan Cardell, Parliament House, Canberra
27	08/10/15	David Vogebarge, Ambassador of Scotland to Fiji, Wellington, NZ.
28	10/11/15	Mr. Joe Omerodon, CPA HQ Secretariat
29	12/11/15	Chinese Delegation - H.E. Ma Peihua the vice Chairman of the CPPCC national Committee with 12 member delegation accompanied by H. E. Ambassador Zhang
30	01/12/15	Japanese Delegation: (1)Hon. Masakazu Hamachi - Parliamentary Vice-Minister for Foreign Affairs (2)H.E. Mr. Takuji Hanatani - Ambassador of Japan (3) Mr. Masatoshi Sugiura - Director, Oceania Division, Asia and Oceanian Affairs Bureau, Ministry of Foreign Affairs (4) Mr. Shintaro Nakagawa - Executive Assistant to the Parliamentary Vice-Minister for Foreign Affairs (5) Mr. Kazuo Tsukada - Counsellor, Embassy of Japan (6) Mr. Hiroshi Yamakawa, - Interpreter, Ministry of Foreign Affairs
31 & 32	02/12/15	Mr. Gitesh Sharma, High Commission of India – 2:00pm Jan Geagle & Steven Kraus, UNAIDS Deputy Executive Director. UNAIDS Courtesy Call Request – 3:00pm

# PARLIAMENTARY PROCEEDINGS

Analysis on the Parliamentary Proceedings

9 February 2015 - 20 November 2015

	FEB	MARCH	MAY	JULY	AUG	SEPT	OCT	NOV
Oral Questions asked:	30	30	60	29	30	-	-	-
Supplementary Questions asked	74	79	150	115	87	-	-	-
Questions withdrawn :	-	2	3	5	1	-	-	-
Written Questions :	7	-	7	20	4	-	-	-
Urgent Oral Questions :	-	1	2	4	4	-	-	-
Motions for debate:	-	3	5	11	10	-	-	-
Urgent Motion for Debate :	-	-	-	-	-	-	-	-
Weekly Adjournment Motion :	-	1	2	3	1	-	-	-
Petition :	2	-	4	3	3	-	-	-
Treaties :	2	-	-	-	-	-	-	-
Bills :	3	-	8	7	5	-	-	15
Number of hours sat :	16:9:hrs	12:09:hrs	15:07:hrs	15:58:hrs	18:65:hrs	16:24:hrs	00:65:hrs	41:91:hrs
No. of sitting days:	5	5	10	5	5	6	1	6

## Reports Tabled in Parliament by the Select and Standing Committees

DATE REFERRED	STANDING COMMITTEE	REPORT	DATE TABLED
10/2/15	Foreign Affairs and Defence	Report on the United Nations Convention Against Torture and Other Cruel, Inhumane and Degrading Treatment or Punishment (UNCAT)	16/3/15
10/2/15	Foreign Affairs and Defence	Report on the Convention for the Unification of Certain Rules for International Carriage by Air, 1999 Montreal Convention	18/3/15
	Public Accounts Committee	Consolidated Report on the Auditor General's Reports 2007 to 2009: No More Repeats	11/5/16
9/2/15	Justice Law and Human Rights	Report on the Companies Bill, 2015 (Bill No. 3 of 2015)	19/5/16
	Natural Resources	Report on the Petition Not to Rezone Shirley Park	19/5/15
	Justice Law and Human Rights	Report on the Employment Relations (Amendment) Bill 2015 (Bill No. 10 of 2015)	8/7/15
14/5/15	Justice Law and Human Rights	Report on the National Flag Protection Bill, 2015 (Bill No.	26/8/15
14/5/15	Justice Law and Human Rights	Report on the Coat of Arms Bill, 2015 (Bill No.	26/8/15
6/7/15	Foreign Affairs and Defense	Report on the 8 International Maritime Organization Conventions	24/8/15
9/7/15	Social Affairs	Report on the Petition of Nadroga/Navosa Provincial High School 27/8/15	26/8/15
	Justice Law and Human Rights	Report on the Income Tax Bill, 2015 (Bill No. 22 of 2015) 16/11/15	

**TOTAL NUMBER OF REPORTS TABLED = 11**

## Bills Tabled and Enacted in Parliament

A total of 38 Bills were tabled in Parliament. Thirty-two (32) were enacted as highlighted in the table below:

Act:	Details:
Act No. 1 of 2015	An Act To Amend The Boxing Commission Of Fiji Promulgation 2008
Act No. 2 Of 2015	An Act To Amend The Republic Of Fiji Military Forces Act (Cap. 81)
Act No. 3 of 2015	Companies Act 2015
Act No. 4 of 2015	An Act To Amend The Employment Relations Promulgation 2007 and For Related Matters
Act No. 5 of 2015	An Act To Amend The Fiji Roads Authority Decree 2012
Act No. 6 of 2015	An Act To Amend The Land Transport Act 1998
Act No. 7 of 2015	An Act To Amend The Income Tax Act (Cap. 201)
Act No. 8 of 2015	An Act To Amend The Workmen's Compensation Act (Cap. 94)
Act No. 9 of 2015	An Act To Amend The Media Industry Development Decree 2010
Act No. 10 of 2015	An Act To Amend The Sugar Industry Act (Cap. 206)
Act No. 11 of 2015	An Act To Amend The Sugar Cane Growers Fund Act (Cap. 207)
Act No. 12 of 2015	An Act To Amend The Tax Administration Decree 2009
Act No. 13 of 2015	An Act To Amend The Employment Relations Promulgation 2007
Act No. 14 of 2015	National Flag Protection Act 2015
Act No. 15 of 2015	An Act To Declare The Coat Of Arms Of The Republic Of Fiji And To Make Provision For Its Use
Act No. 16 of 2015	An Act To appropriate A Sum Of Three Billion, Ninety Million, Eight Hundred Forty Thousand, And Three Hundred Twenty Dollars For The Ordinary Services Of Government For The Year Ending 31 December 2016
Act No. 17 of 2015	An Act To Amend The Service Turnover Tax Decree 2012
Act No. 18 of 2015	An Act To Amend The Tax Administration Decree 2009
Act No. 19 of 2015	An Act To Amend The Stamp Duties Act (Cap. 205)
Act No. 20 of 2015	An Act To Impose An Environmental Levy On Prescribed Service Turnover And For Related Matters
Act No. 21 of 2015	An Act To Amend The Airport Departure Tax Act 1986
Act No. 22 of 2015	An Act To Amend The Value Added Tax Decree 1991
Act No. 23 of 2015	An Act To Amend The Customs Act 1986
Act No. 24 of 2015	An Act To Amend The Customs Tariff Act 1986
Act No. 25 of 2015	An Act To Amend The Excise Act 1986
Act No. 26 of 2015	An Act To Amend The Fiji Revenue And Customs Authority Act 1998
Act No. 27 of 2015	An Act To Amend The Medicinal Products Decree 2011
Act No. 28 of 2015	An Act To Amend The Pharmacy Profession Decree 2011
Act No. 29 of 2015	An Act To Amend The National Fire Service Act 1994
Act No. 30 of 2015	An Act To Amend The Ship Registration Decree 2013
Act No. 31 of 2015	An Act To Amend The Tertiary Scholarship And Loans Decree 2014
Act No. 32 of 2015	Income Tax Act 2015



# EFFECTIVE COMMUNITY AND PUBLIC ACCESS AND AWARENESS

## Statistics on Civic Education and Community Engagement

PROGRAMME	SCHOOL	COMMUNITIES	TOWNS/CITIES	AUDIENCE REACHED
'Meet the Speaker'	17	6	-	6,731
'Parliament Bus'	24	30	4	8,147
Parliament Tours	76	32		7,053
<b>TOTAL</b>	<b>117</b>	<b>68</b>	<b>4</b>	<b>21,931</b>

- Two (2) Youth Parliament were organised in 2015.
- A 'Parliamentary Education Workshop' was also organised in Suva.

Parliament is dedicated to informing all Fijians about our Parliament, the work of Parliament and encouraging all Fijians to have their say. Parliament ensures this is carried out through the Media, visits to schools and communities, . Committee work and opening Parliament to the people for visits and to sit in during Parliament and Committee sitting days.

## CAPACITY BUILDING OF SECRETARIAT STAFF

### Local Trainings Attended by the Parliament Secretariat

No.	Title	Location	Start Date	End Date	Duration
1	World OHS Awareness	FNU, Nabua	28/04/2015	28/04/2015	1 day
2	Better Business Conference	Holiday Inn	08/05/2015	08/05/2015	1 day
3	Protocol Training	CTD, Nasese	18/05/2015	22/05/2015	5 days
4	Communication II	CTD, Nasese	09/06/2015	12/06/2015	4 days
5	OHS Module I & II	FNU, Nabua	10/06/2015	12/06/2015	3 days
6	Programming	Datec, Suva	15/06/2015	19/06/2015	5 days
7	Effective Stocktaking Skills	FNU, Nabua	24/06/2015	24/06/2015	1 day
8	Green Productivity	NPTC	29/06/2015	03/07/2015	5 days
9	Network Security	Datec, Suva	01/07/2015	07/07/2015	5 days
10	Managing Office Finance	NPTC	13/07/2015	14/07/2015	2 days
11	Admin Server	Datec, Suva	13/07/2015	17/07/2015	5 days
12	Research, Development & Data Management	CTD, Nasese	27/07/2015	30/07/2015	4 days
13	UNDP Parliament Secretariat Training	Tanoa Plaza, Suva	11/08/2015	12/08/2015	2 days
14	Root Cause Analysis	NPTC, Nasese	12/08/2015	12/08/2015	1 day
15	Induction Course for Diplomatic Service	Old Parliament Complex	19/08/2015	27/08/2015	7 days
16	HR Audit & Measurement	FNU, Nabua	24/08/2015	25/08/2015	2 days
17	Detection & Investigation of Financial Fraud	NPTC, Suva	24/08/2015	25/08/2015	2 days
18	Microsoft Excel Training	VT Solutions, Suva	03/09/2015	04/09/2015	2 days

19	UNDP - Professional Development Training - Media & Public Speaking Skills	Holiday Inn	07/09/2015	07/09/2015	1 day
20	Conversational Leadership	NPTC	17/09/2015	18/19/15	2 days
21	Public Policy	CTD, Nasese	05/10/2015	06/10/2015	2 days
22	TOTS II	FNU, Nabua	05/10/2015	09/10/2015	5 days
23	National Convention on Quality	Novotel, Lami	08/10/2015	08/10/2015	1 day
24	Supervisory Development Programme	FNU, Nabua	19/10/2015	20/10/2015	2 days
25	HR Convention	Sofitel, Nadi	23/10/2015	25/10/2015	3 days
26	AG Conference	Intercontinental	1/12/2015	12/12/2015	2 days

#### Overseas Trainings Attended by the Parliament Secretariat Staff

No.	Workshop /Awareness Title	Location	Start Date	End Date	Duration
1	Australian Awards Fellowship	Queensland University of Technology, Brisbane, Australia	27/04/2015	22/05/2015	4 weeks
2	Diplomatic Course (China)	Beijing, China	03/06/2015	19/06/2015	2 weeks
3	UNDP Funded Attachment Wellington Parliament	Wellington, New Zealand	10/08/2015	14/08/2015	1 week
4	UNDP Funded Attachment Victoria Parliament	Melbourne, Australia	24/08/2015	28/08/2015	1 week
5	UNDP Funded Attachment Victoria Parliament	Melbourne, Australia	10/08/2015	14/08/2015	1 week
6	ITEC Training - Diploma in Advance Networking	Delhi, India	30/08/2015	28/11/2015	3 months
7	Wales Parliament Training (UNDP Funded)	Wales	04/09/2015	22/09/2015	2 weeks
8	2015 Seminar for Parliament of Developing Countries	Beijing, China	09/09/2015	02/10/2015	3 weeks
9	UNDP Funded Attachment Victoria Parliament	Melbourne, Australia	19/10/2015	23/10/2015	1 week
10	10th Biennial Conference of the Association of Parliamentary Librarians of Asia and the Pacific (APLAP)	Canberra, Australia	30/11/2015	03/12/2015	1 week

#### In-House Trainings Facilitated

No.	Types of Trainings (In-house)	Date	Location
1	Induction Programme	9/04 -10/04	CTD, In-house
2	SEA Awareness	6/5/15	Old Parliament Complex, In-house
3	Quality Circle & 5s Basic Housekeeping	6/06/15	Old Parliament Complex, In-house
4	Senior Managers Retreat	14/7-16/7	Lagoon Resort
5	Middle Managers Retreat	29/7-31/7	Lagoon Resort
6	Effective Business Writing Skills	7/10-8/10	Old Parliament Complex, In-house

# CONSULTANCIES

Experts and Consultants who provided Assistance under the UNDP-FPSP

Name of Consultant:	Details of work carried out:
Mr Kevin DEVEAUX	<ul style="list-style-type: none"> <li>Former UNDP Global Parliamentary Adviser, formal legal drafter, former MP, independent Consultant</li> <li>Period in Fiji : 14 November – 6 December 2013-Fiji Parliament Needs Assessment Team</li> <li>Period in Fiji : 13 – 30 April 2014 – legal drafting, Standing Orders etc. with Leeanne O'Brien</li> <li>Period in Fiji : 15 September to 17 October, 2014 - Provide technical and strategic advice and</li> <li>Assistance to the Parliament before, during and following the first sitting of parliament.</li> </ul>
Mr Frank FUELNER	<ul style="list-style-type: none"> <li>Parliamentary Development Expert, independent consultant</li> <li>Period in Fiji : 14 November – 6 December 2013 - Fiji Parliament Needs Assessment Team</li> </ul>
Hon. Tutehounuku (Nuk) KORAKO	<ul style="list-style-type: none"> <li>Current MP from New Zealand</li> <li>Period in Fiji: 7 - 11 September 2015 – 1 week training with MPs Public Speaking/ Speech Making</li> </ul>
Sean COLEY	<ul style="list-style-type: none"> <li>Manager Hansard – New Zealand Parliament</li> <li>Period in Fiji: 23 March – 1 April, 2015 –Training with Committees staff – on procedures; processes; schedules</li> </ul>
Christopher CLIFF	<ul style="list-style-type: none"> <li>Research/Library – New Zealand Parliament</li> <li>Period in Fiji: Secondment – 21 September - December 18, 2015 – assist and provide t/a to library and research section of the fiji parliament</li> </ul>
Lynlee EARLES	<ul style="list-style-type: none"> <li>Manager Hansard – New Zealand Parliament</li> <li>Period in Fiji: 18 – 20 August, 2014 –Training with new Hansard staff using the new FTR system</li> <li>Period in Fiji: 21 Sept – 1 Oct 2015 – refresher training with Hansard staff</li> </ul>
Christine WHITE	<ul style="list-style-type: none"> <li>Director Hansard – Australian Parliament</li> <li>Period in Fiji: 18 – 20 August, 2014 –requested by Fiji Parliament library – library set up , needs etc</li> </ul>
Robyn EMETT	<ul style="list-style-type: none"> <li>Research Services Manager – New Zealand Parliament</li> <li>Period in Fiji: 13-17 April, 2015 – requested by Fiji Parliament library – library set up, needs etc</li> </ul>
Carolyn McVEAN	<ul style="list-style-type: none"> <li>Head of Library – Victoria Parliament</li> <li>Period in Fiji: 13-17 April, 2015 – requested by Fiji Parliament library – library set up, needs etc</li> </ul>
James SCOTT	<ul style="list-style-type: none"> <li>Manager Hansard – Victoria Parliament</li> <li>Period in Fiji: 21 Sept – 2 Oct 2015 – refresher training with Hansard staff</li> </ul>
Debra ANGUS	<ul style="list-style-type: none"> <li>Former Clerk to NZ Parliament</li> <li>Period in Fiji: 6 – 28 August 2015 –training with Parliament staff /TA to Emoluments Committee</li> <li>Period in Fiji: 17-30 September 2015 – procedural advise and training and advise to senior staffs</li> </ul>
Mr Dave TOSH Wales	<ul style="list-style-type: none"> <li>Director of Information and Communication Technology, National Assembly for Wales</li> <li>Period in Fiji : 11-15/08, 2014</li> </ul>

Mr Dave TOSH Wales	<ul style="list-style-type: none"> <li>• Director of Information and Communication Technology, National Assembly for Wales</li> <li>• Period in Fiji : 11-15/08, 2014</li> </ul>
Mr Jones BEDWYR	<ul style="list-style-type: none"> <li>• Head of ICT and Broadcasting, National Assembly for Wales</li> <li>• Period in Fiji : 15-26/09, 2014</li> </ul>
Mr Angelo ALTAIR	<ul style="list-style-type: none"> <li>• Audio visual supervisor, Parliament of Victoria</li> <li>• Period in Fiji : 15-26/09, 2014</li> </ul>
Mr. Marc Gage	<ul style="list-style-type: none"> <li>• Media Communication Expert</li> <li>• Period in Fiji: 31/8 – 4/9 – training of MPs on how to handle media, techniques on TV</li> </ul>
Ms. Franceca Mould	<ul style="list-style-type: none"> <li>• Public Speaker expert – training of MPs - public speaking</li> <li>• Period in Fiji: 7-11/9/2015</li> </ul>
Mr. John Patterson	<ul style="list-style-type: none"> <li>• IC Regional Parliament Coordinator –Staff training of committee clerks</li> <li>• Period in Fiji : on going</li> <li>• Date of Training: 10 - 11 /12/2015</li> </ul>
Ms. Bronwen Edwards	<ul style="list-style-type: none"> <li>• Director HR Parliament of Victoria</li> <li>• Period in Fiji (February 2015 for one week)</li> </ul>
Mr. Francois Beaulne	<ul style="list-style-type: none"> <li>• UNDP Consultant to work on drafting the Parliament Strategic Plan</li> <li>• April – May 2015 (2 weeks)</li> </ul>



# HIGHLIGHTS



Honourable Dr Jiko Luveni was elected unopposed as Speaker of Parliament on 6 October, 2014. This was historic as it was the first time in Fiji that a woman was elected to this important position.

She was among eight women candidates who won seats in Parliament in the 2014 General Elections. Honourable Dr Luveni had to resign her seat when she became Speaker of the Parliament

His Excellency the President, Ratu Epeli Nailatikau opened the new Parliament session in 14 September 2015. The new Parliament session began in September each year and ended in July the following year after the budget address debate.



The Parliament Sitting is a major event in Parliament's calendar and facilitating it is a core function Department of Legislature or the Secretariat. The Secretariat ensures that Parliamentary proceedings run smoothly through preparation of relevant documents, parliamentary papers, Hansard and provision of other important services.

## HIGHLIGHTS



The launching of the 2015 Annual Corporate Plan was a milestone achievement for the Department. The plan provided a practical framework and structural approach in ensuring the Department meets its objectives.

Providing high level of support to the Standing and Select Committees of Parliament is one of our deliverables. The work of the Committees involves the review of legislation, scrutiny and oversight of Government, statutory bodies and other relevant agencies.



The Fijian Parliament through its Twinning Agreement with the State Parliament of Victoria, Australia, received a high tech video camera with accessories and editing equipment worth approximately \$30,000. Staff were also trained on the use of the media equipment.



# HIGHLIGHTS



Parliament conducted a mock Youth Parliament in 2015. The programme aimed to educate youths on Parliamentary processes and procedures. It also gives them an opportunity to discuss and voice youth issues through a practice Parliament session. Selected youths from different backgrounds and from all over Fiji attended the 3-day event.

Parliament has an extensive community engagement programme. The outreach programme aims to inform Fijians on the role and functions of Parliament and the importance of parliamentary democracy. It also provides an opportunity for Fijians to be informed on how they can engage with Parliament. The two flagship programmes under this initiative are the 'Meet the Speaker' and the Parliament Bus' outreach programmes



An important programme of the Honourable Speaker is to receive foreign dignitaries and high level delegation to the Fiji Parliament. This creates a conducive environment for collaborations and engagements with other Parliaments.



# Financial Statements



## OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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### PARLIAMENT OFFICE

### SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### INDEPENDENT AUDITOR'S REPORT

##### Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes 1 to 3 thereon of the Parliament Office for the year ended 31 December 2015. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement; and
- (iii) Statement of Losses.

The Parliament Office is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

My responsibility is to express an opinion on these special purpose financial statements based on my audit.

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies in Note 2, the Audit Act and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Parliament Office for the year ended 31 December 2015.

The audit opinion expressed in this report has been formed on the above basis.

##### Qualification

The Parliament Office in its special purpose financial statements recorded total expenses incurred in 2015 amounting to \$7,612,055 as Operating Grants and Transfers under SEG 6. The Office did not provide any grant to other agencies and funds were used for the operating expenses of Parliament Office.

The operating expenses incurred were not recorded into respective SEG's 1 – 13 and hence provides misleading information to the users of the special purpose financial statements.

PARLIAMENT OFFICE

SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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INDEPENDENT AUDITOR'S REPORT

*Con't ...*

Audit Opinion

In my opinion:

- (a) except for the matters referred to in the qualification paragraphs, the special purpose financial statements present fairly, in accordance with the government accounting policies stated in Note 2, the financial performance of the Parliament Office for the year ended 31 December 2015.
- (b) the special purpose financial statements give the information required by the Financial Management Act 2004 in the manner so required.



Atunaisa Nadakuitavuki  
for AUDITOR GENERAL

28 June 2016  
Suva, Fiji



# MANAGEMENT CERTIFICATE

PARLIAMENT OFFICE

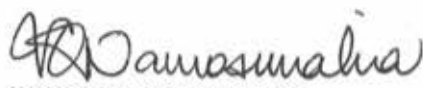
MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2015

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We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of Parliament Office and its financial position for the year ended 31 December 2015; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Viniana Namosimalua

Secretary-General to Parliament

Date: 27/06/16



Miriama Vereivalu

Principal Account Officer

Date: 27/06/2016

# STATEMENT OF RECEIPTS AND EXPENDITURE

## PARLIAMENT OFFICE

### STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015 (\$)	2014 (\$)
<b>RECEIPTS</b>			
State Revenue		1,226	1,793
Agency Revenue		2,352	---
<b>TOTAL REVENUE</b>		<b>3,578</b>	<b>1,793</b>
<b>EXPENDITURE</b>			
Established Staff		---	986,586
Government Wage Earners		---	246,701
Travel & Communication		---	126,747
Maintenance & Operations		---	177,489
Purchase of Goods & Services		---	425,276
Operating Grants & Transfers		7,612,055	---
Special Expenditure		---	187,772
<b>Total Operating Expenditure</b>		<b>7,612,055</b>	<b>2,150,571</b>
Capital Construction		---	2,376,300
Capital Purchase		---	90,870
<b>Total Capital Expenditure</b>		<b>---</b>	<b>2,467,170</b>
Value Added Tax		---	490,529
<b>TOTAL EXPENDITURE</b>	3	<b>7,612,055</b>	<b>5,108,270</b>



# APPROPRIATION STATEMENT

## PARLIAMENT OFFICE

### APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2015

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
1	Established Staff	-	-	-	-	-	-
2	Government Wage Earners	-	-	-	-	-	-
3	Travel & Communication	-	-	-	-	-	-
4	Maintenance & Operations	-	-	-	-	-	-
5	Purchase of Goods & Services	-	-	-	-	-	-
6	Operating Grants & Transfers	8,888,234	-	8,888,234	7,612,055	-	1,276,179
7	Special Expenditure	-	-	-	-	-	-
	<b>Total Operating Expenditure</b>	<b>8,888,234</b>	<b>-</b>	<b>8,888,234</b>	<b>7,612,055</b>	<b>-</b>	<b>1,276,179</b>
8	Capital Construction	-	-	-	-	-	-
9	Capital Purchase	-	-	-	-	-	-
10	Capital Grants & Transfers	-	-	-	-	-	-
	<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
13	Value Added Tax	-	-	-	-	-	-
	<b>TOTAL EXPENDITURE</b>	<b>8,888,234</b>	<b>-</b>	<b>8,888,234</b>	<b>7,612,055</b>	<b>-</b>	<b>1,276,179</b>

# STATEMENT OF LOSSES

PARLIAMENT OFFICE

STATEMENT OF LOSSES

FOR THE YEAR ENDED 31 DECEMBER 2015

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## Loss of Money

There was no loss of money recorded for the year ended 31 December 2015.

## Loss/Damage (other than Money)

The Board of survey was conducted and the request for write-off of obsolete and unserviceable items was with the Ministry of Finance for approval.

# NOTES TO THE FINANCIAL STATEMENT

## PARLIAMENT OFFICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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#### NOTE 1 REPORTING ENTITY

The Parliament is the voice of the people of Fiji, charged with passing laws to ensure public safety, promote economic opportunity, guarantee equality under the law, provide needed administrative services and functions, and provide for the education, health and welfare of all the Fijian people. It also is responsible for deciding how Government funds should be spent and for overseeing the operations of the Government.

The primary function of the Parliament is provided for under Section 46(1) of the Fijian Constitution, which states that: "the authority and power to make laws for the State is vested in Parliament consisting of the Members of Parliament and the President and is exercised through the enactment of Bills passed by Parliament and assented to by the President".

#### NOTE 2 STATEMENT OF ACCOUNTING POLICIES

##### a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office is prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act 2004 and the requirements of Section 71(1) of the Finance Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies.

##### b) Accounting for Value Added Tax (VAT)

All expenses are VAT exclusive. The Office on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

The VAT payment as per the Statement of Receipts and Expenditures relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue and Customs Authority. Actual amount paid to Fiji Revenue and Customs Authority during the year represents the difference between VAT Output and VAT Input.

## PARLIAMENT OFFICE

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2015

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#### c) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with the current year's amount.

From 2015 as a Constitution Office, the Parliament's budget was reflected as a one-line item and this was administered by the Secretary General to Parliament.

#### d) Revenue Recognition

Revenue is recognised when the actual cash is received by the Office.

#### NOTE 3: SIGNIFICANT VARIATIONS

The total expenditure increased by \$2,503,785 or 49 % in 2015 compared to 2014 as a result of increased in staff establishment from 47 in 2014 to 96 in 2015, increased in subsistence allowance payment to Members of Parliament and increased in overseas travels for Members of Parliament and Secretariat.

The increase in overall expenditure was further contributed by increase in procurement of office equipment, furniture, office supplies and minor building maintenance works.





## CONTACT

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**Facebook:**

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**Youtube:**

<http://bit.ly/1KQ6zsZ>