

Office of the President



ANNUAL REPORT 2011



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1.0 INTRODUCTION

This 2011 Annual Report highlights the activities of the Office of the President for the year, in relation to the roles and responsibilities of His Excellency the President as defined in the Executive Authority of Fiji Decree 2009; and in relation to other associated legislations, including but not limited to the Administration of Justice Decree 2009; the State Services Decree 2009; the Honours and Awards Act 1995; and Government's overarching guide documents vis-à-vis the People's Charter for Change, Peace and Progress; the Strategic Framework for Change; and the Roadmap to Democracy and Sustainable Socio-Economic development. The 2011 Annual Report also summarises the achievements of the Office of the President in relation to its operational targets as set out in the 2011 annual Corporate Plan.

I have this unique and pleasant duty of producing this Annual Report on behalf of the former Official Secretary to the President, Mr. Joeli Rokovada and the various staff who were part of the Office of the President in 2011. A number of the staff departed the Office towards the end of 2011 and early in 2012. Mr. Rokovada retired from Government service in June 2012 after serving the final three years of Government service in the Office of the President.

The contribution of all the staff, including Mr. Rokovada and the staff who have since left the office, towards the full operations of the Office of the President, are duly acknowledged.



P.N. Baleinabuli

Acting Official Secretary to the President

2.0 OVERVIEW

2.1 VISION

To be the Pillar of National Unity and Beacon of Racial Harmony

2.2 MISSION

To maintain and reinforce the foundation of lasting peace, harmony and unity with respect to the values, rights and freedom of all

2.3 VALUES

The core intrinsic and enduring values:

- Honesty and Fairness
- Respect for Truth and Justice
- Human rights and Human Dignity
- Impartiality
- Transparency and Accountability
- Safety and Security
- Peace, Unity and Stability
- Tolerance

2.4 STRATEGIC PRIORITY AREAS (SPA)

As Head of State and Commander-in-Chief, the President symbolises unity amongst all Fijians and reassures peace and security for the nation. The Office is committed in its support to achieving various key Outputs that are in-line with that of the government. His Excellency has participated in activities that have contributed towards economic progress and social harmony in the bid to promote a united nation established on a solid foundation as one nation and one people.

2.5 RESPONSIBILITIES OF THE PRESIDENT

2.5.1 LEGISLATIONS: Executive Authority of Fiji Decree 2009

State Services Decree 2009

Administration of Justice Decree 2009

Honours and Awards Act 1995

2.5.2 KEY OUTPUTS:

Administrative/Financial Services

Executive Support

Domestic Support Services (Household and Landscape)

College of Honour

Security Support Services



3.0 ROLES, OUTCOMES AND OUTPUTS

3.1 ROLES AND RESPONSIBILITIES

To provide support services for the effective functioning of the Office of the President:

- i. providing professional administrative and domestic support
- ii. ensuring that the roles and functions of His Excellency the President under the four governing legislations are carried out smoothly
- iii. facilitating the proper administration and utilization of the annual budgetary process in accordance with Public service rules and Regulations and Financial Instructions
- iv. providing security services and personal protection for His Excellency the President and his immediate family

3.2 OUTCOMES

| TARGETED OUTCOMES | DEPARTMENT'S OUTPUTS |
|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| Maintain Law and Order and Uphold the Rule of Law Effectively and Efficiently | 1. Portfolio Leadership, Policy Advice and Secretariat Support |
| | 2. Support Services |

3.3 OUTPUTS

| OUTPUT | SUB-OUTPUTS |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Portfolio Leadership, Policy Advice and Secretariat Support | 1.1 Facilitation of policies, plans and legislations |
| | 1.2 Improved systems and processes |
| | 1.3 Enhancement of capacity building and staff performance |
| | 1.4 Improved accountability and compliance of Government procedures and regulations |
| | 1.5 Better reporting, information sharing and networking |
| | 1.6 Enhancement of capital development |
| 2. Support Services | Enhancement of quality service delivery befitting the President and his household |

4.0 ADMINISTRATION

4.1 HUMAN RESOURCES

4.1.1 Establishment

There are a total of forty (40) staff employed by the Office of President of which twenty -three (23) are established and seventeen (17) were Government Wage Earners as detailed in the table below.

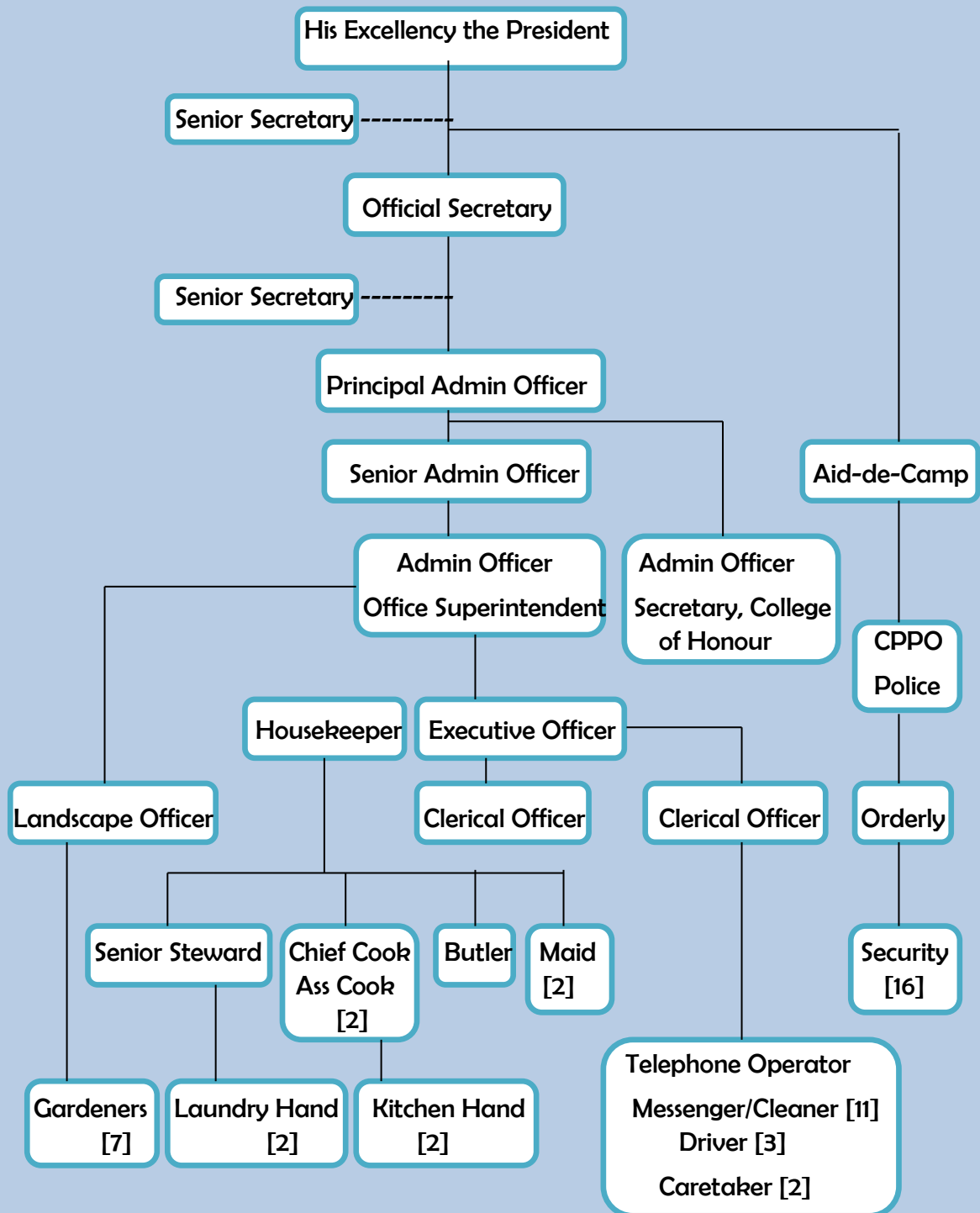
| Establishment | Approved Provisions | No. Filled | No. Vacant |
|-----------------------|---------------------|------------|------------|
| Established Staff | 23 | 18 | 5 |
| Non established Staff | 17 | 16 | 1 |
| Sub Total | 40 | 34 | 6 |

4.1.2 Staff Movements

Staff movements during the year were as follows:

| Name | Designation | Movement | Effective Date |
|-----------------|-------------------------------|---------------------------------------------------|----------------|
| J. Yalovigau | Steward | Transferred from Ministry of Foreign Affairs. | ? |
| E. Verenakadavu | Messenger/ Cleaner | New Appointment | 28/03/2011 |
| L. Debalevu | Steward | New Appointment | 11/07/2011 |
| V. Vaganalau | Supervisor Household | Resigned on Medical Ground | 30/07/2011 |
| K. Vakaloloma | Maid | Re-Engagement of Contract | 11/10/2011 |
| S. Draunidalo | Principal Assistant Secretary | Transferred on Promotion from Ministry of Finance | 28/11/2011 |
| J. Vula | Senior Assistant Secretary | Pre –Retirement Leave | 28/11/2011 |

4.1.3 ORGANISATION STRUCTURE



5.0 EXECUTIVE AND CEREMONIAL ROLES

5.1 PRESENTATION OF CREDENTIALS

| Credentials presented to His Excellency the President in 2011 | | | |
|---------------------------------------------------------------|---------|--------------------------------|------------------------------------------------------------------------------------|
| No | Date | Name | Designation |
| 1. | 3 Feb | HE Mr Vladmir Morozov | Ambassador Extraordinary and Plenipotentiary of the Russian Federation |
| 2. | 3 Mar | HE Mrs Maija Lahteenmaki | Ambassador Extraordinary and Plenipotentiary of the Russian Federation |
| 3. | 7 April | HE Mr Oheong Hae-Wook | Ambassador Extraordinary and Plenipotentiary of the Republic of Korea |
| 4. | 19 Apr | HE Mr Yannis Iacovou | High Commissioner of the Republic of Cyprus |
| 5. | 19 Apr | HE Ms Siren Gjerme Eriksen | Ambassador Extraordinary and Plenipotentiary of the Kingdom of Norway |
| 6. | 19 Apr | HE Mr Mohamed Mael-Ainin | Ambassador Extraordinary and Plenipotentiary of the Kingdom of Morocco |
| 7. | 19 Jul | HE Mr Huang Young | Ambassador Extraordinary and Plenipotentiary of the People's Republic of China |
| 8. | 6 Sept | HE Dr Kriangsak Kittichaisaree | Ambassador Extraordinary and Plenipotentiary of the Kingdom of Thailand |
| 9. | 13 Oct | HE Ms Frankie Annette Reed | Ambassador Extraordinary and Plenipotentiary of the United States of America |
| 10. | 27 Oct | HE Mr Abdoul Aziz M'Baye | Head of Delegation of the European Union |
| 11. | 17 Nov | HE Mr Patrick Renault | Ambassador Extraordinary and Plenipotentiary of the Kingdom of Belgium |
| 12. | 7 Dec | HE Mr Gerson Jackson | Ambassador Extraordinary and Plenipotentiary of the Federated States of Micronesia |
| 13. | 8 Dec | HE Mr Abel Gutierrez | Ambassador Extraordinary and Plenipotentiary of Timor Leste |

His Excellency the President presented a total of **thirteen [13]** credentials from the Diplomatic Community in 2011.

5.2 ADDRESSES

| Addresses delivered by His Excellency the President in 2011 | | | |
|--------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| No | Date | Subject | Venue |
| 1. | 3 Feb | Welcome Reception for the 23rd Ship of the World Youth | Kings Wharf, Suva |
| 2. | 5 Feb | Fiji National Rugby League Awards Night | Central Cuisine Restaurant |
| 3. | 4 Mar | Launching of the ANZ Signature Priority Banking | ANZ House, Suva |
| 4. | 10 Mar | Launch of the Leadership Fiji 2011 Programme | Southern Cross Hotel, Suva |
| 5. | 24 Mar | Launch of the 2009-2010 HIV Baseline Study Report on "Understanding HIV and AIDS Risk and Vulnerability among Youths in Kiribati, Vanuatu and Solomon Islands | Holiday Inn, Suva |
| 6. | 31 Mar | Welcome Reception and dinner for the Leaders and Delegates from the Melanesian Spearhead Group | Novotel Hotel, Lami |
| 7. | 5 Apr | Handing-over of the Government House and Thurston Fencing Project | Government House, Suva |
| 8. | 11 Apr | Opening of the Pacific Positive Peoples Gathering | Radisson Resort, Nadi |
| 9. | 15 Apr | University of Fiji Graduation | Fiji Campus |
| 10. | 30 Apr | Investiture as Chief Scout of Fiji | Govt. House |
| 11. | 13 May | Rotuma Day Celebrations | Ahau, Rotuma |
| 12. | 27 May | Commissioning Graduation Parade for Officer Cadets | QEB Drill Square, RFMF |
| 13. | 30 May | HIV and AIDS Decree Workshop Series | Holiday Inn, Suva |
| 14. | 1 Jun | Fiji Touch Rugby World Cup Campaign Fundraising Appeal | Holiday Inn, Suva |
| 15. | 4 Jul | Peace Corps 50th Anniversary Celebrations | Novotel Hotel |
| 16. | 6 Jul | Presentation of National Scouts Bravery Awards to the Association's Senior Scout Representatives to International events | Government House, Suva |

| | | | |
|-----|--------|-------------------------------------------------------------------|----------------------------|
| 17. | 22 Jul | Foundation for the Education of Needy Children Cocktail | Fiji Museum |
| 18. | 6 Aug | Annual Dental Conference Cocktail & Formal Dinner | Naviti Resort, Coral Coast |
| 19. | 23 Aug | 11th Fiji National Scout Jamboree | Togo Primary School, Nadi |
| 20 | 2 Sep | Reception/Farewell Dinner for Engaging with the Pacific Delegates | Sheraton, Fiji |
| 21. | 12 Sep | Islands and Small States Tourism Conference | USP Laucala |
| 22 | 17 Sep | Fiji Commerce & Employees Federation AGM Dinner | Sofitel Fiji Resort |
| 23 | 28 Sep | Opening of the Pacific Water Conference & EXPO | Novotel Hotel, Lami |
| 24 | 22 Oct | Garden Party hosted by the Fiji Cancer Society - West | South Sea Orchids, Nadi |
| 25 | 18 Nov | 75th Anniversary for Williams & Goslings | Wailekutu Depot |
| 26 | 19 Nov | Fiji Business Excellence Award Night for FNU | Sheraton Fiji Resort |
| 27 | 1 Dec | World Aids Day | Suva Civic Centre |

His Excellency delivered **twenty-seven** [27] speeches in 2011.

5.3 PRESENTATIONS OF *I-TATAU*

| <i>I-Tatau</i> Presented by Sporting Teams to the President in 2011 | | |
|----------------------------------------------------------------------------|--------|-----------------------------------------------------|
| No | Date | <i>I-Tatau</i> by Sporting Teams |
| 1. | 1 Jun | National U20 Rugby Team |
| 2. | 6 Jul | Four Scouts before Overseas Trip |
| 3. | 22 Aug | Flying Fijians before the World Cup |
| 4. | 22 Aug | Team Fiji before the Pacific Athletics Championship |
| 5. | 18 Nov | Fiji Sevens Team |

There were a total of **five** [5] *i-tatau* presentations made to His Excellency, the President in 2011.

5.4 SWEARING-IN CEREMONIES

| Swearing-in Ceremonies done in the Presence of His Excellency the President in 2011 | | | |
|-------------------------------------------------------------------------------------|---------|----------------------------|-------------------------------------------|
| No | Date | Post | Delegate |
| 1. | 28 Mar | Justice of Appeal | Saleem Marsoof |
| 2. | 26 Apr | Resident Magistrate | Vishwa Datt Sharma |
| 3. | 26 Apr | Resident Magistrate | Sianiu Faálogo-Bull |
| 4. | 26 Apr | Resident Magistrate | Vandhana Lal |
| 5. | 26 Apr | Resident Magistrate | Ms Waleen Maria George |
| 6. | 26 Apr | Resident Magistrate | Ms Nanise Ranadi Volau Ratakele |
| 7. | 30 Apr | Chief Scout | His Excellency Ratu Epeli Nailatikau |
| 8. | 2 May | Acting Chief Magistrate | Usaia Ratuville |
| 9. | 9 May | Chief Registrar | Ms Irani Ganga Wakishta Arachchi |
| 10. | 28 Jun | Ad-hoc Resident Magistrate | John Andrew See |
| 11. | 29 Aug | Justice of Appeal | Sriskandarajah Sundaram |
| 12. | 8 Sept | Resident Magistrate | Yohan Chanaka Charitha Liyanage |
| 13. | 13 Sept | Resident Magistrate | H Shageeth Prabodha Somaratne |
| 14. | 21 Sept | Puisne Judge | Chandrasiri Kotigalage |
| 15. | 23 Sept | Resident Magistrate | Kurukulasuriya Lakshika Lilanthi Fernando |
| 16. | 6 Oct | Justice of Appeal | R Kulatunga Shyamsunder Suresh Chandra |
| 17. | 11 Oct | Resident Magistrate | R M A Janaka Prasanna Bandara |
| 18. | 27 Oct | Resident Magistrate | Sujeewa Nishshanka Wagoda Pathirage |
| 19. | 27 Oct | Justice of Appeal | Presanna Nimal Wikramanayake |
| 20. | 28 Nov | Resident Magistrate | Peni Waqaniyatu Dalituicama |
| 21. | 28 Nov | Resident Magistrate | Samuela Dina Qica |

His Excellency the President officiated in a total of **twenty-one [21]** swearing-in ceremonies during the year.

5.5 PATRONAGE

The President is the Chancellor of the University of Fiji and serves as Patron of the following organisations:

| Organisations in which His Excellency the President is Patron of up to 2011 | | | |
|------------------------------------------------------------------------------------|--------------|---------------------------------------------------------|-----------|
| No | Date | Organisation | File Ref. |
| 1. | 6 Apr 2010 | Union Club | 6/I/11 |
| 2. | 23 Apr 2010 | Fiji National Cycling Federation | 1/P/5 |
| 3. | 23 Apr 2010 | National Golf Association of Fiji | 1/P/5 |
| 4. | 30 Apr 2010 | Fiji Association of Sports & National Olympic Committee | 6/S/10 |
| 5. | 14 June 2010 | Royal Suva Yacht | 1/P/5 |
| 6. | 2 Sept 2010 | United Club | 1/P/5 |
| 7. | 2 Sept 2010 | Suva Lawn Defence | 1/P/5 |
| 8. | 20 Sept 2010 | Cricket Fiji | 1/P/5 |
| 9. | 10 Dec 2010 | Medical Services Pacific | 1/P/5 |
| 10. | 18 Mar 2011 | Fiji Scouts Association | 1/P/5 |
| 11. | 12 Jul 2011 | Fiji Rugby Union | 1/F/17 |
| 12. | 14 Dec 2011 | St John Association of Fiji | 1/P/5 |
| 13. | | Fiji Rugby League | 1/P/5 |
| 14. | | Defence Club | 1/P/5 |
| 15. | | Rotary Club Suva North | 1/P/5 |

His Excellency the President is the Patron of a total of **fifteen [15]** organisations.

5.6 FIJI COLLEGE OF HONOUR

His Excellency the President is the Chancellor of the Order of Fiji and with the advice of the College of Honour appoints and approves the granting of awards.

In 2011, the Members of the College sat to finalise the nominations for investiture and seven names were shortlisted. However, there was no investiture ceremony so the nominees will be awarded in 2012.

Members of the College of Honour include:

- I. Mr Josefa Seruilagilagi – Chairman
- II. Mr Iqbal Jannif
- III. Mr Radike Qereqeretabua
- IV. Mr Robin Yarrow

The nominees are as follows:

| No. | Nominee | Award |
|-----|------------------------------|-----------------------------------|
| 1. | Mr Kenneth Bradford Clark | Officer Of The Order Of Fiji [Of] |
| 2. | Mrs Selina Lee Wah | Officer Of The Order Of Fiji [Of] |
| 3. | Mr Yoga Baram Naiker | Member Of The Order Of Fiji [Mf] |
| 4. | Mr Bal Govinda | Member Of The Order Of Fiji [Mf] |
| 5. | Ratu Isikeli Butucama Tasere | Member Of The Order Of Fiji [Mf] |
| 6. | Mr Mohammed Rafiq | Member Of The Order Of Fiji [Mf] |
| 7. | Mr Kuar Singh | Medal Of The Order Of Fiji [Mof] |
| 8. | Mr Brijesh Chandra | Medal Of The Order Of Fiji [Mof] |

6.0 TOURS AND VISITATIONS

6.1 OVERSEAS TOURS

| Overseas Visits undertaken by His Excellency the President in 2011 | | |
|--------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------|
| No. | Date | Function |
| 1. | 5-10 Jun | New York -high level meeting on HIV/AIDS |
| | 11 Jun | Depart NY for London Fiji High Commission visit |
| 2. | 12 Jun | London -visit Fiji High Commission staff and families |
| | 13 Jun | Depart London for Sinai |
| 3. | 14-15 Jun | Sinai -visit Fiji Battalion |
| | 16 Jun | Depart Tel Aviv for Bangkok |
| 4. | 17-19 Jun | Bangkok -visit UNAIDS Pacific Office |
| | 20 Jun | Depart for Japan |
| 5. | 21-22 Jun | Japan -visit Fiji Embassy staff and families |
| | 23 Jun | Depart for Fiji via Hong Kong |
| | 24 Jun | Arrive-Fiji |
| 6. | 10-13 Aug | China -Bilateral talks-Premier of P.R. of China |
| | 14 Aug | Arrive-Fiji |
| 7. | 24-27Aug | Korea -10 th HIV/AIDS-International Congress on AIDS for Asia and the Pacific |

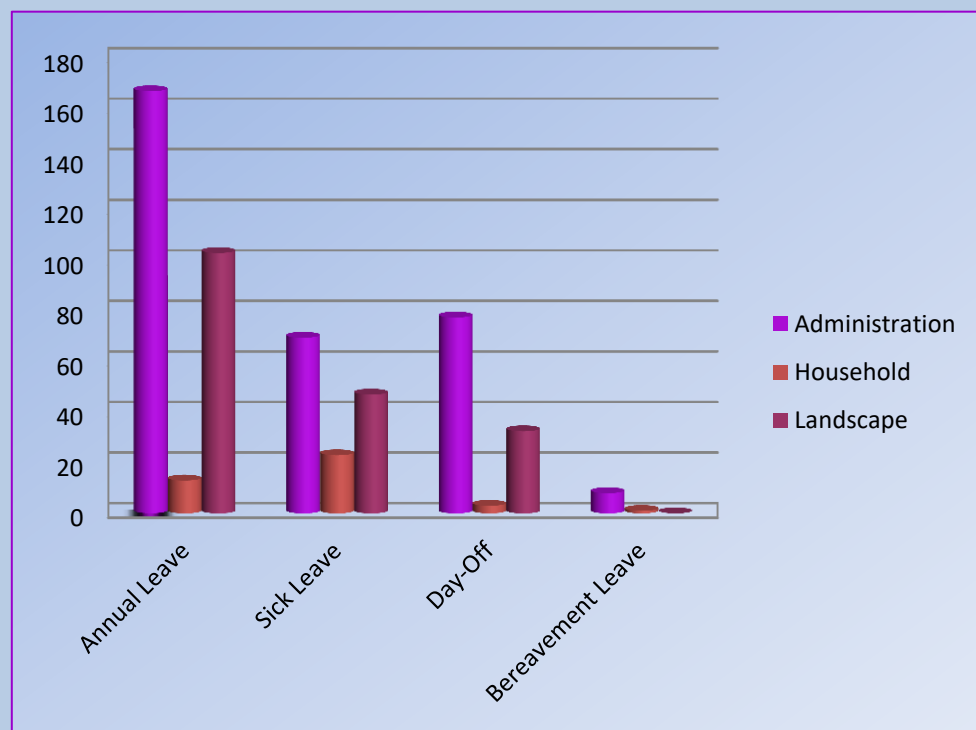
His Excellency the President visited a total of seven [7] countries in 2011.

7.0 PERFORMANCE REPORT

7.1 HUMAN RESOURCES

7.1.1 Leaves

| Section | Annual Leave | Sick Leave | Day-Off | Bereavement Leave | Total |
|----------------|--------------|------------|---------|-------------------|-------|
| Administration | 167 | 69.5 | 77.5 | 8 | 322 |
| Household | 13 | 13 | 3 | 1 | 30 |
| Landscape | 103 | 47 | 32.5 | 0 | 182.5 |



7.2 SECURITY

As Commander-in-Chief of the Armed Forces, the President is also provided with a complement of Army and Police personnel, headed by the Aide-de-Camp.

7.3 FIXED ASSETS

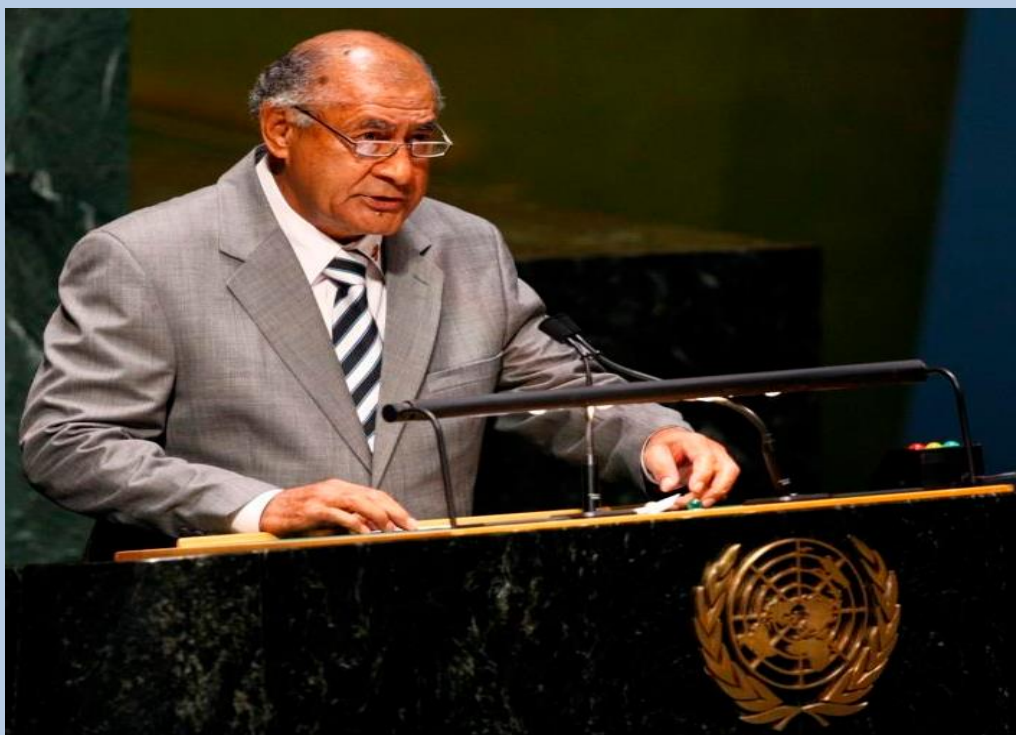
7.3.1 *Bures*

Government assets include facilities and equipment in the two *Bures*, Taunovo, Deuba and Lautoka. However, both require major structural upgrading. Two caretakers are at Government House to look after the upkeep of the compound and *bures*.

7.3.2 Quarters

Occupants of Quarters as at 2011

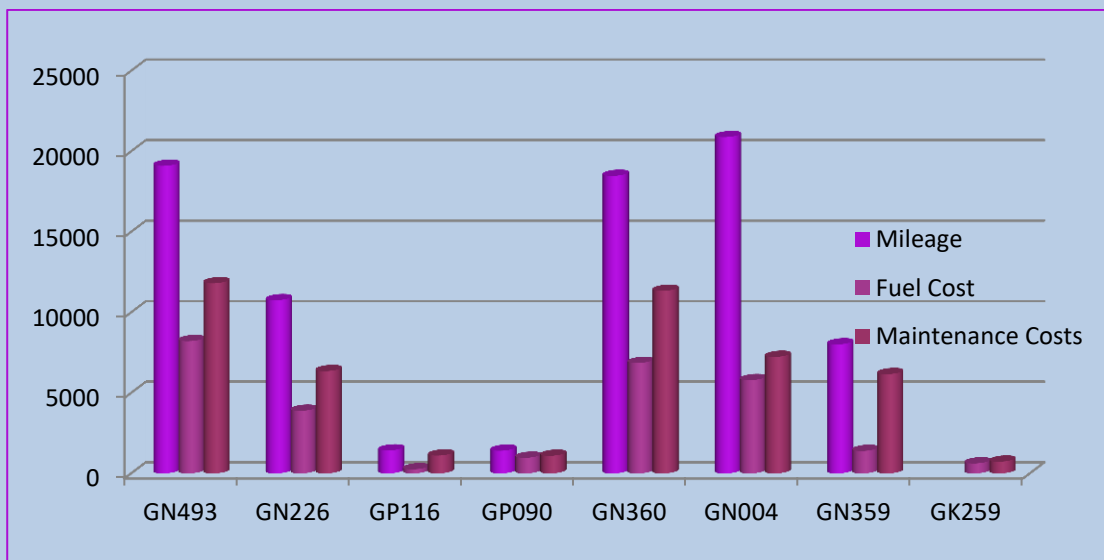
| No. | No. Of Workers | Type of Quarters | Quarters No. |
|-----|----------------|------------------|-------------------|
| 1 | 5 | Single House | 9, 13, 15, 16, 22 |
| 2 | 2 | Twin Flat House | 10a, 10b |
| 3 | 5 | Flat Barrack | 14 |
| 4 | 6 | Double Barrack | 25 |



7.3.3 Vehicle Return

A summary of the 2011 fleet costs, fuel and maintenance

| Reg. No. | Vehicle Type | Model | Age of the Vehicle | Mileage for 2011 | Fuel Cost for 2011 | Servicing & Maintenance Cost for 2011 | Remarks |
|----------|--------------|-------------|--------------------|------------------|--------------------|---------------------------------------|-----------------------------|
| GN 493 | Land-cruiser | Toyota | 5 yrs, 6 months | 19101 | \$8,217.14 | \$11,808.20 | Ceremonial Car for HE |
| GN 226 | Land-cruiser | Toyota | 7yrs, 2 months | 10753 | \$3,888.59 | \$6,354.05 | Official Car for HE |
| GP 116 | Prado | Toyota | 1 month | 1424 | \$257.12 | \$1,110.02 | Official Vehicle First Lady |
| GP 090 | Prado | Toyota | 2 months | 1409 | \$971.77 | \$1,095.00 | Official Vehicle OS |
| GN 360 | Pajero | Mitsubishi | 6 yrs, 5 months | 18475 | \$6,857.12 | \$11,337.85 | Back-Up Vehicle HE |
| GN 004 | Pajero | Mitsubishi | 9 yrs, 3 months | 20885 | \$5,790.53 | \$7,236.94 | Office Admin |
| GN 359 | Mini Bus | Mazda | 6yrs,5 months | 8013 | \$1,395.26 | \$6,163.66 | Office Admin |
| GK 259 | Tractor | M/ Ferguson | 23 yrs | | \$623.12 | \$730.88 | Landscape Unit |
| TOTAL | | | | 80060 | \$28,000.65 | \$45,836.60 | |



7.3.4 Machines

There is a stand-by portable generator (LISTER) which needs to be repaired. The other one is maintain by PWD.

7.3.5 Equipment

The equipment used at the main Office is listed below:

| Office Equipment | | | | | | | | | | |
|------------------|-----------|----------|-----------|-----------|----------|----------|-----------|----------|-----------|------------|
| Computers | 1 | 0 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 11 |
| Printers | 1 | 0 | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 7 |
| Laptops | 1 | | | | 1 | 1 | 1 | | 1 | 5 |
| Fax | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Photocopier | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Tables(fixed) | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 3 | 7 |
| Tables | 4 | 3 | 4 | 3 | 0 | 0 | 0 | 0 | 2 | 16 |
| Chairs | 6 | 0 | 4 | 12 | 2 | 1 | 1 | 2 | 6 | 34 |
| Air Con Units | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 6 |
| Cabinet Files | 2 | 0 | 3 | 1 | 1 | 2 | 1 | 0 | 11 | 21 |
| Cupboards (w) | 3 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 2 | 9 |
| Cupboards (m) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Drawers | 1 | 0 | 0 | 1 | 0 | 2 | 3 | 1 | 4 | 12 |
| Bookracks | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 1 | 2 | 7 |
| Sofa-4 pieces | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Fridge | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| Microwave | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Fan | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 20 | 5 | 20 | 26 | 8 | 8 | 12 | 6 | 39 | 144 |

7.4 LANDSCAPE

7.4.1 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Landscape and Beautification Section is the general upkeep and cleanliness of Government House and premises including:

- I. proper cleaning, clearing and pruning of flowers and flower beds
- II. mowing and raking of lawns
- III. preparation and planting of flowers
- IV. cleaning of Government House and office walls and walkways
- V. assist in the organisation of functions
- VI. daily cleaning of swimming pool and other facilities

7.4.2 DIVISION OF COMPOUND

| AREA | MOLI | MAGO | IVI | VAIVAI | KOKA |
|---------------------|-------------------|--------|------|--------|--------|
| OFFICER RESPONSIBLE | Inoke/ Apakuki | Peceli | Manu | Maika | Joseva |

The compound is divided five (5) areas which were named after a tree planted in each of those areas. The Table above highlights the officers who were assigned to each of the five areas.

7.4.3 EQUIPMENT

Equipment used by the Landscape Office

| Equipment | Government House | Taunovo Cottage | Lautoka Bure |
|---------------|-------------------|-------------------|-------------------|
| Brush Cutter | 5 | 2 | 1 |
| Lawn Mower | 1-Not Serviceable | 1-Not Serviceable | 1-Not Serviceable |
| Water Blaster | 1 | | |
| Sprayer | 2 | 1 | 1 |
| Blower | 1 | | |

7.5 HOUSEKEEPING

7.5.1 DOMESTIC SUPPORT SERVICES

The roles and functions of the Domestic Support Services are to:

- I. Cater for Their Excellencies and immediate family members
- II. Cater for functions that are either private or official held/hosted by Their Excellencies
- III. Maintain hygiene and tidiness
- IV. Provide laundry service



8.0 APPENDIX

Financial Statement for the year ended 31 December 2011



6th Floor, Ratu Sukuna House,
MacArthur Street,
P. O. Box 2214,
Government Buildings,
Suva, Fiji Islands.

REPUBLIC OF FIJI
OFFICE OF THE AUDITOR GENERAL

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Excellence in Public Sector Auditing

File: 456

25 May 2012

The President
Office of the President
Government Building
SUVA.

Dear Sir

**AUDITED FINANCIAL STATEMENTS OF THE OFFICE OF THE PRESIDENT FOR THE YEAR
ENDED 31 DECEMBER 2011**

Audited Financial Statements for the Office of the President for the year ended 31 December 2011 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Management of the Office for its action.

Yours sincerely

Tevita Bolanavanua
AUDITOR-GENERAL

- cc:
- The Prime Minister, Office of the Prime Minister, Government Buildings.
 - Mr. Joeli Rokovada, Official Secretary, Office of the President.

Encl.

OFFICE OF THE PRESIDENT

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

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Excellence in Public Sector Auditing

OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes thereon of the Office of the President, for the year ended 31 December 2011, as set out on pages 6 to 10. The financial statements comprise the following:

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

The Office of the President 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 Fiji 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 stated in Note 2, the Audit Act and the Financial Management Act, so as to present a view which is consistent with my understanding of the financial performance of the Office of the President for the year ended 31 December 2011.

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

Audit Opinion

In my opinion:

- (a) the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Office of the President for the year ended 31 December 2011.
- (b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

Without qualifying the accounts, attention is drawn to the following matters:

- (i) The Office failed to prepare and submit VAT returns to FRCA from March 2011 to December 2011. Therefore, I was unable to substantiate the accuracy of VAT payments made during the year.

- (ii) The Statement of Losses (other than money) could not be substantiated as the Board of Survey was not carried out in 2011.

I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of my audit.

T. Bolanavanua

Tevita Bolanavanua
AUDITOR GENERAL

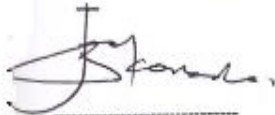
25 May 2012



**MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2011**

We certify that these financial statements:

- (a) Fairly reflect the financial operations and performance of the Office of the President and its financial position for the year ended 31 December 2011; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Joeli Rokovada
Official Secretary

Date: 25 May 2012



Salesia Draunidalo
Principal Assistant Secretary

Date: 25/5/2012

OFFICE OF THE PRESIDENT

STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2011

| | Notes | 2011 \$ | 2010 \$ |
|------------------------------------|-------|------------------|------------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | 3 (a) | 364,780 | 359,307 |
| Unestablished Staff | 3 (b) | 200,354 | 162,868 |
| Travel & Communications | 3 (c) | 259,042 | 187,028 |
| Maintenance & Operations | 3 (d) | 244,932 | 237,126 |
| Purchase of Goods & Services | | 32,739 | 37,676 |
| Special Expenditure | 3(e) | 21,359 | 5,479 |
| Total Operating Expenditure | | <u>1,123,206</u> | <u>989,484</u> |
| Value Added Tax | | 91,993 | 53,768 |
| TOTAL EXPENDITURE | | <u>1,215,199</u> | <u>1,043,252</u> |

OFFICE OF THE PRESIDENT
 APPROPRIATION STATEMENT
 FOR THE YEAR ENDED 31 DECEMBER 2011

| SEG | Item | Budget Estimate \$ | Appropriation Changes \$ | Revised Estimate \$ | Actual Expenditure \$ | Carry - Over \$ | Lapsed Appropriation \$ |
|-----|------------------------------|--------------------------|--------------------------------|---------------------------|-----------------------------|-----------------------|-------------------------------|
| 1 | Established Staff | 496,864 | --- | 496,864 | 364,780 | --- | 132,084 |
| 2 | Unestablished Staff | 173,252 | --- | 173,252 | 200,354 | --- | (27,102) |
| 3 | Travel & Communication | 249,400 | --- | 249,400 | 259,042 | --- | (9,642) |
| 4 | Maintenance & Operations | 302,377 | --- | 302,377 | 244,932 | --- | 57,445 |
| 5 | Purchase of Goods & Services | 86,675 | --- | 86,675 | 32,739 | --- | 53,936 |
| 7 | Special Expenditure | 13,100 | --- | 13,100 | 21,359 | --- | (8,259) |
| | Total Operating Costs | 1,321,668 | --- | 1,321,668 | 1,123,206 | --- | 198,462 |
| 13 | Value Added Tax | 97,690 | --- | 97,690 | 91,993 | --- | 5,697 |
| | TOTAL EXPENDITURE | 1,419,358 | --- | 1,419,358 | 1,215,199 | --- | 204,159 |

OFFICE OF THE PRESIDENT
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 DECEMBER 2011

Loss of Money

There was no Loss of money recorded for the year ended 31 December 2011.

Loss of Revenue

There was no Loss of revenue recorded for the year ended 31 December 2011.

Loss (other than money)

There was no loss of asset owned by the Office for the year 31 December 2011.

No Board of Survey was carried out in 2011.

OFFICE OF THE PRESIDENT

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011**

NOTE 1: REPORTING ENTITY

The Office of the President provides the necessary administrative support to His Excellency the President in the Performance of His constitutional functions. The President is vested with the Executive Authority of the State and is the Commander-in-Chief of the Fiji Military Forces and the Chancellor of the Order of Fiji. In addition to the constitutional and ceremonial roles, the office plays a symbolic role in the promotion of national reconciliation to bring unity among the different ethnic groups in Fiji through the People's Charter for Change, Peace and Progress.

The targeted outcome(s) and output(s) in relation to the above responsibilities are:

Maintain Law & Order and Uphold the Rule of Law Effectively and Efficiently

Portfolio Leadership Policy Advice and Secretariat Support.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office the President is prepared on 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 and the requirements of Section 71 (1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trade and Manufacturing Accounts.

(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 the sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

(c) Comparative Figures

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

OFFICE OF THE PRESIDENT

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2011**

NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Established Staff costs increased by \$5,473 or 1.5% in 2011 compared to 2010. This was mainly due to payment of leave compensation for the retirees.
- (b) The Unestablished Staff costs increased by \$37,486 or 23% in 2011 compared to 2010. This was mainly due to accommodating vacancies in the cadre.
- (c) Travel and Communications expenses by \$72,014 or 38.5% in 2011 compared to 2010 due to increase in overseas trips by the President.
- (d) The Maintenance and operations costs increased by \$7,806 or 3.3% in 2011 compared to 2010. This was mainly due to upgrading and maintenance of staff room, quarters and upgrading of Taunovo Cottage in Deuba.
- (e) The Special Expenditure increased by \$15,880 or 290% in 2011 compared to 2010. This was mainly due to the purchase of stationery for the college and administrative costs.

NOTE 4: OPERATING TRUST

As at 31 December 2011, the Operating Trust Fund Account had a balance of \$57,543.02. This relates to various employee deductions.

NOTE 5: DRAWINGS ACCOUNT

Drawings Account of the Office is maintained by Office of the Prime Minister.

NOTE 6: REVOLVING FUND ACCOUNT - MISCELLANEOUS

As at 31 December 2011, the Office had a balance of \$266,963.44 in the RFA account. Most of the balances under this account had been brought forward from previous years.

NOTES