

OFFICE OF THE PRESIDENT

Annual Report 2012

Parliamentary Paper No. 13 of 2016



OFFICE OF THE PRESIDENT

31st January 2016

**Honourable Josaia Voreqe Bainimarama
Prime Minister
Government Buildings
SUVA**

Ufs: **Permanent Secretary, Office of the Prime Minister**

Dear Sir

I present the Annual Report for the Office of the President for the financial year ending 31st December 2012, in accordance with the Financial Management Act 2004 that requires government agencies to table their Annual Report before Parliament.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Pene Baleinabuli', with a horizontal line underneath.

**Pene Baleinabuli
Official Secretary to the President**



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CHAPTER 1

OVERVIEW



OFFICIAL SECRETARY'S REVIEW

- A major highlight in the year was the renewal of His Excellency the President Ratu Epeli Nailatikau's term of Office. This was His Excellency's second term following his initial appointment in 2009. The Swearing-In Ceremony was facilitated on 12 November by the Chief Justice the Honourable Anthony Gates in the presence of the Prime Minister, Honourable Rear Admiral (Ret'd) Voreqe Bainimarama, Cabinet Ministers and representatives of the public and private sectors, the diplomatic community, religious and community leaders and Head Prefects of various secondary schools.
- The Office of the President supported His Excellency's active programme of ceremonial and community engagements throughout the year. His Excellency the President attended to over 180 events including delivering 70 speeches. Chapter 4 provides a breakdown of His Excellency's engagements.
- The Official Secretary Mr. Joeli Rokovada retired from Government service in June 2012. Mr Rokovada served in Government for more than a decade and held the position of Official Secretary for almost four years. Prior to this appointment, he was the Commissioner Western Division. He was also the Director for the National Disaster Management Office. During his tenure as Official Secretary, Mr. Rokovada oversaw, among other outputs, the production of the Office of the President's Protocol Manual which now serves as an invaluable guide to the State ceremonial and official functions administered by the President.
- The change of the Official Secretary in June 2012 provided the opportunity for the Office to conduct a situational analysis of its operations to identify strategic areas to strengthen its services to the Head of State through the alignment of services to the principle legislations and guiding documents including the Executive Authority of Fiji Decree 2009; the People's Charter for Change, Peace and Progress; the Strategic Framework for Change; and the Roadmap to Democracy and Sustainable Socio-Economic Development, among others. Following the analysis, the Office implemented the first phase of its organizational reform against the backdrop of Government's civil service reforms.
- From the second half of 2012, greater emphasis was placed on strengthening the working relationship between the Office of the President and the Office of the Prime Minister. Although this relationship existed before, the renewed efforts in 2012 were in cognizance of the country's socio-political history and the perceived need to improve the coordination of the President's national and international programmes that had an impact on Fiji's nation-building efforts lead by the Government-of-the-day. This was operationalized through the participation of the Official Secretary in the senior management meetings convened by the Permanent Secretary in the Office of the Prime Minister. Consultations with the Hon. Prime Minister on issues of national and international significance became more consistent.



OFFICE OVERVIEW

- At the operational level, the Office of the President is headed by the Official Secretary who is responsible for coordinating all forms of direct support for the President to enable the President to fulfill all his roles and responsibilities as defined in the Nation's guide documents. In 2012, these guide documents included but were not limited to the following: Executive Authority of Fiji Decree 2009 and Amendment Decree 2009; Administration of Justice Decree 2009; State Services Decree 2009; Honours and Awards Act 1995; the People's Charter for Change, Peace and Progress; the Strategic Framework for Change; and the Roadmap to Democracy and Socio-Economic Development 2009-2014.
- In the second half of 2012, following a situational analysis, work in the Office of the President was divided into four divisions namely the Executive Support Division, the Operations Division, the Corporate Services Division and the Security Division. The Security Division was under the charge of the President's Aide-de-Camp while all the other divisions reported to the Official Secretary. Specifically, the responsibilities of the four division were as follows:
 - Executive Division: provided advice on Government's policy positions on issues of national and international significance; provided direct professional support to the President by planning, organizing and managing all of the President's national and international engagements; coordinated and drafted the President's speeches and statements; coordinated and drafted the President's correspondences.
 - Operations Division: This division included the Domestic Services Section, which provided housekeeping, cooking and laundry services. It also included the Landscape Section that was responsible for the upkeep of State House and the Presidential Compounds in Suva, Deuba and Lautoka. The Division also comprised the Projects Management Unit that was established in the second half of 2012 to better manage all the Capital Projects for the Office.
 - Corporate Services Division: covered responsibilities from finance, human resources management, information technology support to administration, registry and transport management. The Division also oversaw the functions of Fiji's College of Honour Secretariat.
 - Security Division: The division was responsible for providing 24-hour security for the President. It also coordinated security for the State House and Presidential compound in Suva. The division comprised officers from the Republic of Fiji Military Forces and the Fiji Police Force.



OUTLOOK FOR 2013

- For 2013, the Office will continue to re-position itself to improve the support services towards His Excellency the President. The underlying and ultimate philosophy is to build the Office's capacity to the optimum level so that it could assist Fiji's Head of State to successfully fulfill all his obligations to the nation.
- A development of national interest in 2013 will involve His Excellency the President's assent to Fiji's new Constitution in accordance with Government's commitment as articulated in the Roadmap to Democracy and Sustainable Socio-Economic Development.
- The Office will seek to reactivate the Honours and Awards programme to ensure continuous recognition of members of the public for their community services and especially their contributions towards nation building.
- The organizational reform in-line with Government's overarching civil service reform agenda will continue to underpin the management of the Office.



CHAPTER 2

REPORT ON ROLES, OUTCOMES AND OUTPUTS



ROLES

Vision	To be the Pillar of National Unity and Beacon of Racial Harmony.
Mission	To maintain and reinforce the foundation of lasting peace, harmony and unity with respect to the values, rights and freedom of all.
Values	<p>The core intrinsic and enduring values:</p> <ul style="list-style-type: none"> • Honesty and fairness • Respect for Truth and Justice • Impartiality • Human Rights & Human Dignity • Transparency and accountability • Peace, unity and stability • Tolerance • Safety and Security
Legislations & Documents	<ol style="list-style-type: none"> 1. Executive Authority of Fiji Decree 2009 and Amendment Decree 2009 2. State Services Decree 2009 3. Administration of Justice Decree 2009 4. Honours and Awards Act 1995 5. People's Charter for Change, Peace and Progress 6. The Strategic Framework for Change 7. The Roadmap to Democracy and Sustainable Socio-Economic Development 2009-2014
Responsibilities	<p>To provide support services for the effective functioning of the Office of the President in following areas:</p> <ol style="list-style-type: none"> 1. To ensure that the roles and functions of His Excellency the President under all the relevant governing legislations are carried out smoothly. 2. To provide professional administrative and domestic support. 3. To facilitate the proper administration and utilization of the annual budgetary process in accordance with Public Service rules and regulations and Financial Instructions 4. To coordinate security services and personal protection to the President and his immediate family.
Strategic Priority Areas	As Head of State and Commander-in-Chief, the President symbolizes 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.



OUTCOME

Table 1: Targeted Outcome

Targeted Outcome	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

OUTPUTS

Table 2: Targeted Outputs

Outputs	Sub-Outputs
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
Support Services	Enhancement of quality service delivery befitting the President and his household



CHAPTER 3

ORGANIZATION STRUCTURE



Organization Structure - As at January 2012

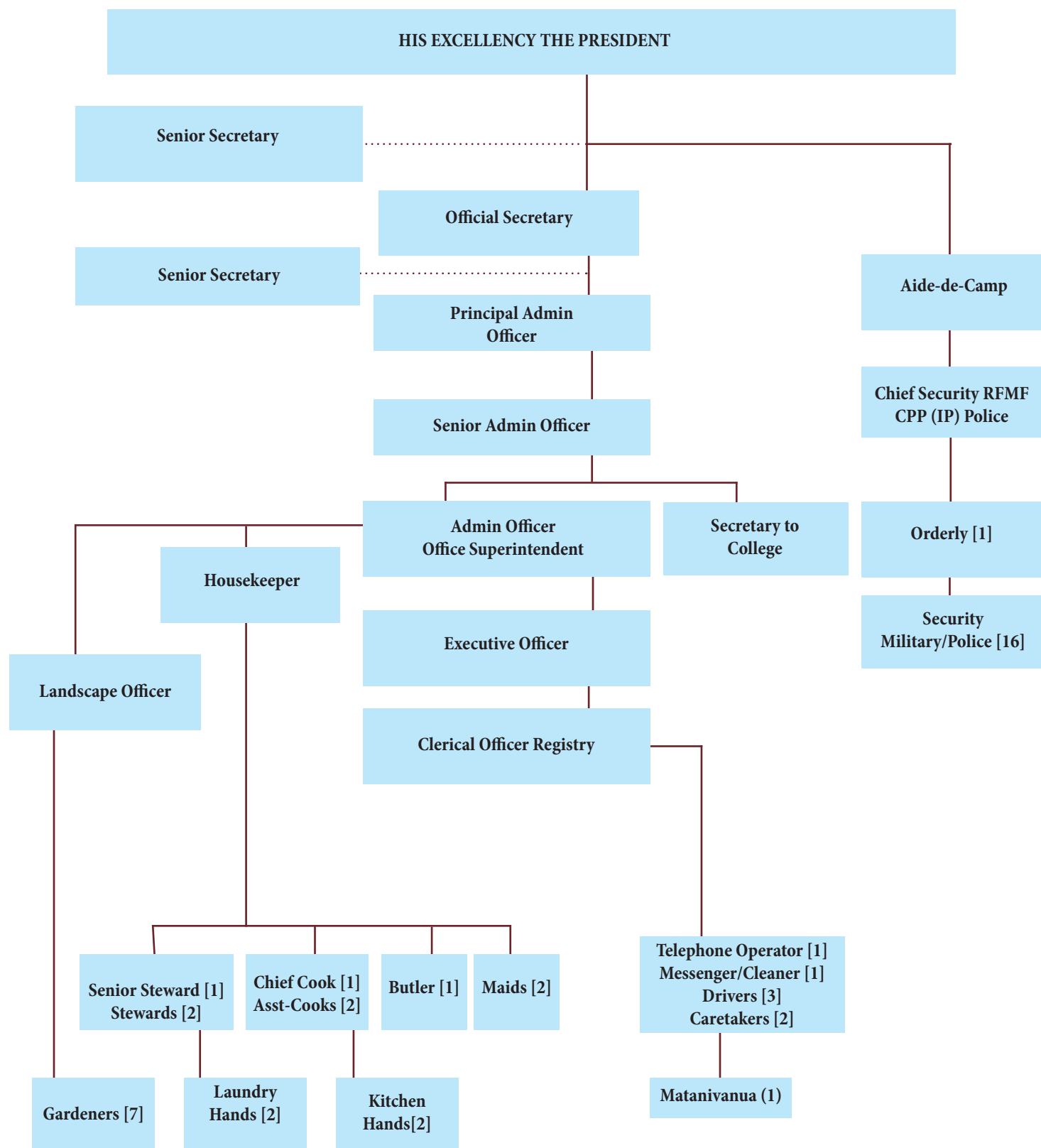


Figure 1: Organisation Structure January 2012



Organization Structure - As at October 2012

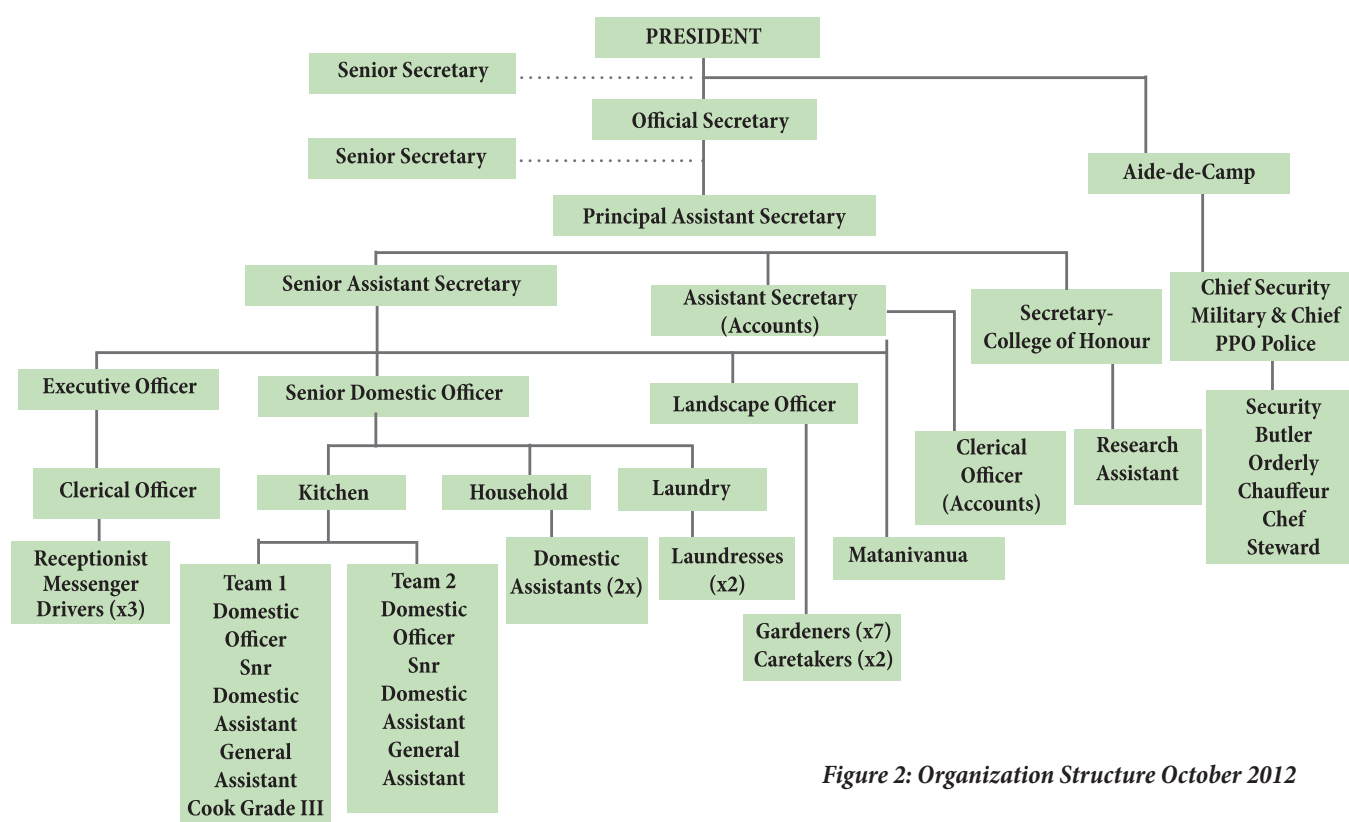


Figure 2: Organization Structure October 2012

Notes:

- The Office reviewed its organizational structure in October 2012 as part of the strategic re-positioning to improve its services to the President. A major change included the delegation of two officers to specifically handle all the accounting responsibilities on a full-time basis. The situational analysis noted that the Office did not have a fully dedicated Accountant or an Accounts Section. For over 16 years, the accounting duties were handled by the Senior Assistant Secretary who also attended to other Administrative functions. Efforts will be made to secure appropriately qualified and experienced accountants to better manage the accounting responsibilities.
- The new structure was also meant to improve operational efficiencies by transitioning from a steep hierarchical to a horizontal structure and delegating decision-making authority to front-line managers. Efforts will also be placed on this to continuously improve all operational systems and processes, provide clear career paths for the staff and especially improve succession planning and staff capacity building.



CHAPTER 4

PROGRAMME COMPONENTS



PROGRAMME COMPONENT 1

Official And Ceremonial Functions

Official and ceremonial functions are those governed by Legislations and Protocol:

**Table 3:
Presentation
Of Credentials**

Credentials presented to His Excellency the President in 2012			
#	Date	Name	Designation
1.	24/01	HE Mr V. Mathews	High Commissioner of the Republic of Singapore
2.	02/02	HE Dr H. Kmonicek	Ambassador Extraordinary and Plenipotentiary of the Czech Republic
3.	06/03	HE Mr E. Oshima	Ambassador Extraordinary and Plenipotentiary of Japan
4.	05/04	HE Mr J. P. Oti	High Commissioner of the Solomon Islands
5.	12/04	HE Mr M. Selepeng	High Commissioner of the Republic of Botswana
6.	17/04	HE Mr J. M. S. Escorihuela	Ambassador Extraordinary and Plenipotentiary of the Kingdom of Spain
7.	17/04	HE Dr H. Porias	Ambassador Extraordinary and Plenipotentiary of Austria
8.	24/04	HE Mrs Maria Del C. H. Caseiro	Ambassador Extraordinary and Plenipotentiary of the Republic of Cuba
9.	24/04	HE Mr Nguyen Hong Cuong	Ambassador Extraordinary and Plenipotentiary of the Socialist Republic of Vietnam
10.	06/06	HE Mr Rubem Correa Barbosa	Ambassador Extraordinary and Plenipotentiary of the Republic of Brazil
11.	12/07	HE Mr F. K. Muller	Ambassador of the Republic of the Marshall Islands
12.	28/09	HE Mr R I J. Ryul	Ambassador of the Democratic People's Republic of Korea
13.	27/09	HE Admiral T. S. G. Samarasinghe	High Commissioner of the Democratic Socialist Republic of Sri Lanka
14.	23/10	HE Mr H. Brouri	Ambassador of the People's Democratic Republic of Algeria
15.	23/10	HE Mr G. L. Montegiordano	Ambassador of the Republic of Italy
16.	30/10	HE Mr A. M. Abdullan	High Commissioner of the Islamic Republic of Pakistan
17.	30/10	HE Mr M. Sangiampongso	Ambassador of the Kingdom of Thailand
18.	20/11	HE Mr N. A. Andisha	Ambassador of the Islamic republic of Afghanistan
19.	11/12	HE Mr L. Faavae	High Commissioner of Tuvalu



CHAPTER 4

**Table 4:
Swearing-In
Ceremonies**

Swearing-in Ceremonies Administered by His Excellency the President			
#	Date	Post	Delegate
1.	12/01	Puisne Judge	Mr Prabaharan Kumararatnam
2.	18/01	Puisne Judge	Mr Susantha Balapatabendi
3.	22/02	Minister for Labour, Industrial Relations and Employment	Mr Jone Usamate
4.	22/02	Minister for Youth and Sports	Mr Viliame Naupoto
5.	27/02	Justice of Appeal of the Court of Appeal	Justice Eric Lloyd Basnayake
6.	13/03	Resident Magistrate	Ms Sufia Fazilat Hamza
7.	24/04	Justice of Appeal of the Supreme Court	Justice Sriskandarajah Sundaram
8.	28/05	Resident Magistrate	Mr Mohammed Saneem
9.	28/05	Resident Magistrate	Mr Siromi Dokonivalu Turaga
10.	28/05	Resident Magistrate	Mr Alipate Mataitini
11.	28/05	Resident Magistrate	Mr Charles R. Ratakele
12.	04/09	Resident Justice of Appeal	Justice Shyamsunder Suresh Chandra
13.	08/10	Ad-hoc Resident Magistrate	Mr Greg Bullard
14.	16/11	Minister for Agriculture, Fisheries and Forests	Mr Inia Seruiratu

**Table 5:
Presentation
Of I-Tatau**

Sporting Teams' I-Tatau to the President		
#	Date	I-Tatau by Sporting Teams
1.	11/05	Cricket Fiji
2.	23/05	Fiji Rugby U20
3.	29/05	National 15s Rugby Team
4.	09/07	Team Fiji to the London Olympics 2012
5.	03/10	National Digicel 7s Team
6.	08/10	Fiji Bati
7.	31/10	National Rugby Team
8.	21/11	Fiji U19 Basketball Team



CHAPTER 4

**Table 6:
Courtesy
Calls**

Courtesy Calls on His Excellency the President		
#	Date	Delegate/Delegation
1.	16/01	His Excellency Patrick Renault
2.	14/02	Fiji's High Commissioner to the courts of St James, His Excellency S. Mara
3.	15/02	Fiji's Head of Missions overseas
4.	07/03	Director General of the North America & Oceania Affairs, PRC. Mr. X. Fend
5.	08/03	Under Secretary-General & Director of UNAIDs, Mr. M. Sidibe
6.	14/03	Dr. M. Tooma
7.	12/04	Solomon Islands Governor General, His Excellency Sir F. Kabui
8.	25/04	Mr. N. Underhill and Finnish Consul based in Sydney, Ms. P. Kaikkonen
9.	02/05	Westpac General Manager, Mr. A. Hughes
10.	24/05	Lieutenant Colonel W. Hindson and family
11.	29/06	Fiji's Ambassador to Japan, His Excellency I. Mataitoga
12.	16/07	President of Marshall Islands, His Excellency C. Loeak
13.	19/07	Fiji's Ambassador to Brussels, His Excellency P. Vocea
14.	20/08	Japanese Vice Minister for Foreign Affairs, Mr. J. Nakano with 4 officials
15.	21/09	Chairman of the Standing Committee of National People's Congress of the People's Republic of China, His Excellency W. Bangguo
16.	07/11	Taiwan Medical Team
17.	15/11	Fiji's Ambassador to Korea, His Excellency F. Kau
18.	19/11	Fiji's Ambassador to Japan, His Excellency I. Mataitoga
19.	23/11	Delegation from the Red Cross Society of China
20.	11/12	Ambassador L. Qiangmin of the PRC and the Chinese Special Envoy to the Pacific Islands Forum Dialogue
21.	12/12	Fiji's High Commissioner to India, His Excellency Y. Karan
22.	13/12	Fiji's Permanent Representative to the United Nations, His Excellency P. Thompson

**Table 7:
Community
Engagements**

His Excellency the President's Community Engagements					
#	Date	Subject	#	Date	Subject
1.	16/01	Political Declaration HIV/AIDs meet	11.	17/02	Fiji Heads of Missions dinner
2.	26/01	Tour of the West disaster areas	12.	21/02	Japanese Ambassador farewell
3.	26/01	National India Day reception	13.	06/03	Rubbish Bags in Buses Launch
4.	27/01	Tour Nadi disaster areas	14.	08/03	Under-Secretary UN & Executive Director UNAIDs –joint meeting
5.	28/01	Tour of Ba disaster areas		15.	09/03
6.	29/01	Tour of Rakiraki disaster areas	16.	24/03	Opening of World TB Day
7.	13/02	Oxford/Cambridge Alumni dinner	17.	06/04	Visit to flood affected areas – Nadi
8.	15/02	2012 Earth Hour Launch reception	18.	07/04	Visit to flood affected areas - Nadi
9.	16/02	Japanese Ambassador H.E. Yoshizawa farewell reception	19.	08/04	Visit to flood affected areas - Nadi
10.	17/02	Fiji Heads of Missions – Closing	20.	13/04	University of Fiji Graduation



continued...

**Table 7:
Community
Engagements**

His Excellency the President's Community Engagements					
#	Date	Subject	#	Date	Subject
21.	19/04	Honour Fiji Journey Launch	51.	26/09	Republic of China National Day
22.	20/04	SMS Exploration in Fiji EEZ launch	52.	01/10	International Day of Older Persons
23.	27/04	South Africa National Day	53.	03/10	Republic of Korea National Day
24.	28/04	Fiji Scouts AGM chair & presentation of awards	54.	04/10	Life's Custom Service & BSP opening
25.	04/05	Earth Hour 30km Walk	55.	08/10	Indonesia National Day
26.	09/05	Europe Day Celebration	56.	09/10	Fiji Day Presidential Address
27.	11/05	'One Tyre One Good Deed Campaign' Launch	57.	09/10	Pacific International Relations launch
28.	18/05	Year of Sustainable Energy for All	58.	10/10	Fiji Day Reception
29.	12/06	"No Plastic ..." Poster Opening	59.	18/10	Fiji Fashion -Echoes of the Pacific
30.	14/06	Duke of Edinburgh's Awards 2012	60.	19/10	PNG PM Hon. P. O'Neill
31.	24/06	Education Forum on Obstetrics and Gynecology- Inauguration	61.	26/10	Fiji HR Institute 2012 Convention opens
32.	28/06	Ambassador-Designate to Korea, F. Kau Commissioning	62.	10/11	Fiji Business Excellence Awards
33.	30/06	Red Cross Society Inter. Meeting	63.	11/11	Remembrance Day
34.	03/07	D. Whippy Monument unveiling	64.	22/11	FDB Small Business Awards
35.	10/07	Ambassador-Designate to PNG, R. Tikotikoca Commissioning	65.	23/11	Red Cross Society of China dinner
36.	11/07	American Independence anniversary	66.	27/11	Launch of World Aids Day 2012
37.	12/07	Ambassador-Designate to UAE, R. Nair Commissioning	67.	30/11	Fiji Children's Award Presentation
38.	13/07	Fiji Children's Awards Launch	68.	30/11	FJN+ Red Tie Fundraising Dinner
39.	14/07	France National Day	69.	01/12	2012 World Aids Day Celebrations
40.	16/07	Local Govt. for Climate Change Regional Conference	70.	05/12	Emperor of Japan birthday reception
41.	16/07	BSP First & Premium Branch opening	71.	07/12	Fiji SPBD Women Micro Entrepreneur Awards
42.	18/07	Climate Change Conference	72.	10/12	Pacific Road Cycling Championships
43.	20/07	Fiji's Gas Fired Crematorium Opening	73.	11/12	Nobel Peace Awards Ceremony
44.	24/08	Engaging Pacific Leaders & Delegates farewell dinner	74.	12/12	Flora & Fauna Banknotes unveiling
45.	27/08	2012 Pepsi ICC EAP U17 Cricket	75.	13/12	Inter-faith Strategy on HIV/AIDS & Pacific Guide to HIV/AIDS launch
46.	31/08	"Empower Pacific" - Launch	76.	21/12	Draft Constitution receipt from Constitution Commission members
47.	13/09	I. Delai Gold Medal Win celebrations	77.	21/12	Year-end reception hosted by MoFAIC
48.	14/09	PNG National Day	78.	24/12	Christmas Message to the Nation
49.	21/09	NPCPPC, HE Banggu, Standing Committee Chairman meeting	79.	25/12	Christmas visit to Govt. institutions
50.	26/09	FANCA Sports Tournament guest	80.	31/12	Awareness on Government's 2013 Initiatives for Older Persons launch



CHAPTER 4

**Table 8:
Patronage**

Organizations in which His Excellency the President is the Patron		
#	Date	Organisation
1.	6 Apr 2010	Union Club
2.	23 Apr 2010	Fiji National Cycling Federation
3.	23 Apr 2010	National Golf Association of Fiji
4.	30 Apr 2010	Fiji Association of Sports & National Olympic Committee
5.	14 June 2010	Royal Suva Yacht
6.	2 Sept 2010	United Club
7.	7 Sept 2010	Suva Lawn Tennis Association
8.	20 Sept 2010	Cricket Fiji
9.	7 Dec 2010	Medical Services Pacific
10.	18 Mar 2011	Fiji Scouts Association
11.	12 Jul 2011	Fiji Rugby Union
12.	14 Dec 2011	St John Association of Fiji
13.	16 Jan 2012	Honour Fiji Journey
14.	2 Mar 2012	Fiji Children's Awards
15.	17 April 2012	Fiji Red Cross Society
16.	April, 2012	Red Cross Society of China
17.	May 2012	Earth Hour Ambassador
18.	9 Oct 2012	Fiji Football Association

**Table 9:
School Visits**

His Excellency the President's School Engagements					
#	School	Roll	#	School	Roll
1.	Jasper Williams High	757	14.	Nadi Christian Community Sec. School	14
2.	Natabua High School	1031	15.	Cuvu College	840
3.	Tilak High School	981	16.	Sigatoka Andra High School	465
4.	Korovuto Sec School	627	17.	Sigatoka Methodist High	665
5.	Maharishi College	154	18.	Adi Cakobau School	606
6.	Mulomulo Secondary	239	19.	Indian College	997
7.	Nadi College	550	20.	Mahatma Gandhi Memorial School	713
8.	Nadi Muslim College	1079	21.	International Secondary School Suva	229
9.	Rt. Navula Secondary	617	22.	St. Joseph's Secondary Sch	565
10.	Sabeto Secondary	250	23.	Cathedral Secondary School	489
11.	Sangam [SKM] College	1004	24.	Votualevu High School	631
12.	Swami Vivekananda College	995			
13.	Votualevu High School	631			
TOTAL					14497

His Excellency the President being Fiji's special Representative on HIV/AIDs began visiting secondary schools in Fiji from 2011. By December 2012, His Excellency had visited 24 secondary schools and colleges to raise awareness on HIV/AIDs. He spoke to over 14 000 students.



CHAPTER 4

**Table 10:
Overseas
Engagements**

His Excellency's 2012 Overseas Engagements			
Date	Country	Date	Country
24/07 – 05/08	London:	08/08 – 12/08	Thailand:
1. High Commissioner & Fijian Community		12. UNAIDS Regional Office visit & meeting with the UNAIDS RST Director Bangkok Mr. S. Kraus.	
2. Olympic Games opening reception		13. Visit to Orphanage victims of HIV/AIDS	
3. Fiji Team games			
4. Kew Garden Museum for research			
5. St. John's Headquarters			
6. British Ex-Servicemen's League		15/08 – 19/08	Singapore:
7. Pacific Island Team's Reception		14. The Straight Times	
		15. Courtesy Call on Singaporean President His Excellency Tony Tan	
05/08 – 08/08	India:	16. Singapore National Library	
8. Fiji Mission in India		17. Singapore National Archives	
9. UN Secretary General Special Envoy on HIV/AIDS for Asia & Pacific meeting			
10. World-wide Friendship Association dinner			
11. Visit to the Apollo Hospital			

**Table 11:
Total Number Of
Engagements**

Total Number of Engagements for 2012		
#	Engagements	Total
1	Presentation of Credentials	19
2	Swearing-in	14
3	I-Tatau	8
4	Courtesy calls	22
5	Community engagements	80
6	School visits	24
7	Overseas visit engagements	17
Total Engagements		184



Comparative Data of His Excellency's Engagements From 2010-2012

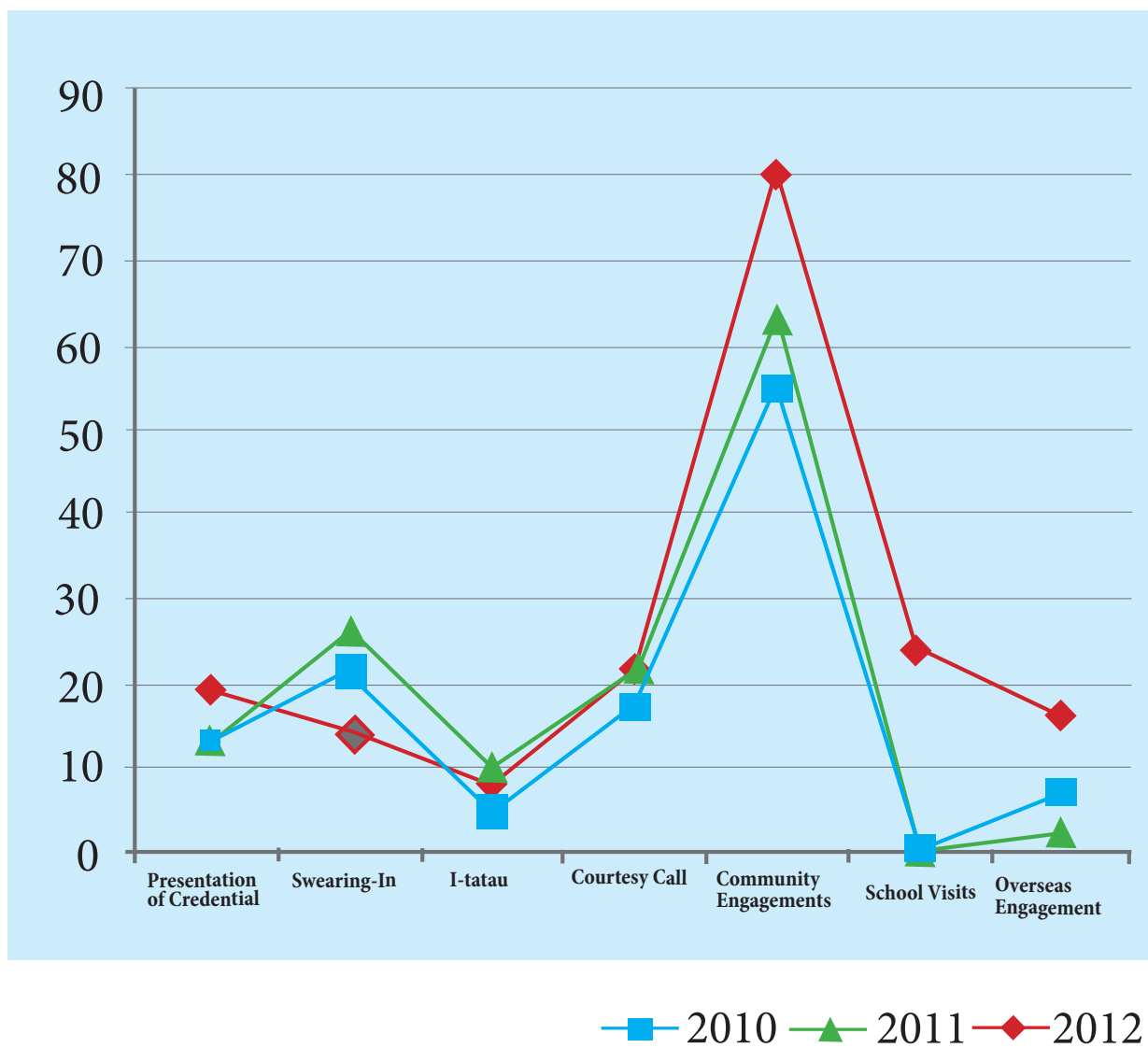


Figure 3: Comparative Data



CHAPTER 4

PROGRAMME COMPONENT 2

Fiji College of Honour and Award System

Under the Fiji Honours & Awards Act 1995, His Excellency the President is the Chancellor of the Order of Fiji and is therefore the fount of all honours and awards for Fiji.

With the advice of the College of Honour, the President appoints and approves the granting of awards.

Plans to revive the College got underway as there had been no Investiture Ceremony since 2010. A stock take of medals was carried out and a number of medals were also ordered to replenish the existing stock.

A new Secretary to the College was appointed in July 2012 following the retirement of the Secretary in 2011. Following consultations with the Office of the Prime Minister and the Public Service Commission, the College Secretariat submitted five names for the President's consideration for appointment to the College. The recommended names were as follows:

1. Mr. Josefa Serulagilagi
2. Mr. Ikbal Jannif
3. Dr. Akanisi Kedrayate
4. Mrs. Raj Kewal
5. Mr. Edward Blakelock

PROGRAMME COMPONENT 3

Domestic Services

Roles and Responsibilities

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

1. Cater for Their Excellencies and immediate family members
2. Cater for functions hosted by Their Excellencies
3. Maintain general hygiene and tidiness of the household
4. Provide laundry, maid and cooking service

Staff

Allocation:	9
Established:	3
Government Wage Earners:	6

Division

The work at the Household is divided into three operational areas, namely: Kitchen, Laundry and Household. The officers work in shifts.



PROGRAMME COMPONENT 4

Landscape Services

Roles and Responsibilities

The role and responsibilities of the Landscape Section is the general upkeep and cleanliness of the State House compound and premises including:

1. Proper cleaning, clearing and pruning of flowers and flower beds
2. Mowing and raking of lawns
3. Preparation of gardens and planting of seasonal flowers
4. Cleaning and upkeep of House and office walls and walkways
5. Assisting in the organization of official functions
6. Daily cleaning of swimming pool and other amenities
7. General maintenance around the compound

Staff

Allocation: 7

Current: 6

Internal Transfer: 1

Correctional Services Allocation: 7

Table 12:
Bure Engagements

Bure Engagements for 2012			
No:	Location	Month	Visitor
1	Taunovo	January	1. First Lady with visitors from England 2. OC Samabula 3. DPC Southern Reliever – Viliame 4. PSC Staff Picnic – Mr. Galuvakadua
2	Taunovo	March	First Lady and guests
3	Taunovo	April	1. PA Namosi, OC Navua. Health Inspector, Forestry Officer – Inspects and spray cottage with pesticides 2. Mr. Rokoura (PM's Office) – picnic, kindergarten 3. Bio Security Staff – Cottage inspection and spray
4	Taunovo	May	Bio Security Staff (Lautoka) – spray cottage (termites)
5	Taunovo	July	12 PWD workmen for maintenance program. Cottage fencing and electrical work
6	Taunovo	August	PWD Electrical – replace meter box and install security lights
7	Taunovo	October	PWD HQ Officials – inspect maintenance
8	Taunovo	December	1. First Lady visits cottage en route from the West 2. A/SAS and Landscape Staff assist with Cyclone Evans damages



PROGRAMME COMPONENT 5

Security Services

Security Officers under the command of the Aide-de-Camp comprises both military and police officers whose roles are to specifically protect and ensure the physical safety and security of His Excellency the President and his family. They include the regular unit and the assigned guards that man the entrances. They provide 24-7 protection and advice on security issues.

PROGRAMME COMPONENT 6

Management And Accountability

6.1 Capital Projects:

The Office was given funds for two capital projects in the year:

1. Coronation Ground Drainage (Phase 1)- \$125, 000.00
2. New Staff Quarters (1x4)- \$724, 814.00

The implementation of the projects started towards the end of the year and were continued in 2013.

6.2 Human Resources

Table 13:
Human Resources

Establishment	Approved Provisions	No. Filled	No. Vacant
Established Staff	23	11	12
Government Wage Earners	18	16	2
Sub Total	41	27	14

Staff Movements

Staff movements continued for reasons such as appointments, re-engagements, transfers on promotion, pre-retirement leave and resignation.

Table 14:
Staff Movements

Effective Date	Name	Designation	Movement
March	L. Debalevu	Domestic Officer	New Appointment
4th April	M. Blakelock	Secretary to the College of Honour	Retired
7th May	S. Vukibora	Laundress	New Appointment
7th May	F. Vanagalau	Laundress	Resigned
June	M. Vaubula	Kitchen Hand	New Appointment
6th June	J. Rokovada	Official Secretary	Retired
6th June	P. Baleinabuli	Acting Official Secretary	Transferred from Ministry of Lands & Mineral Resources
23rd July	M. Naqali	Office Assistant	New Appointment
24th July	A. Mataitoga	Secretary to the College of Honour	Transferred from Ministry of Education
15th August	N. Waibutu	Laundress	Retired
December	I. Tuinamata	Driver	Resigned
17th December	M. Tikoivavalagi	Driver	Resigned



CHAPTER 4

Training & Capacity Building

Only four officers attended training during the year:

1. Mr. P. Delaivuna: OHS Modules 1 and 2
2. Ms. F. Rasari: Service Exams 'E'
3. Joseva Vosawale: OHS Training
4. Saimoni Ratukadreu: OHS Training

Comparative Analysis of Training From 2010-2012

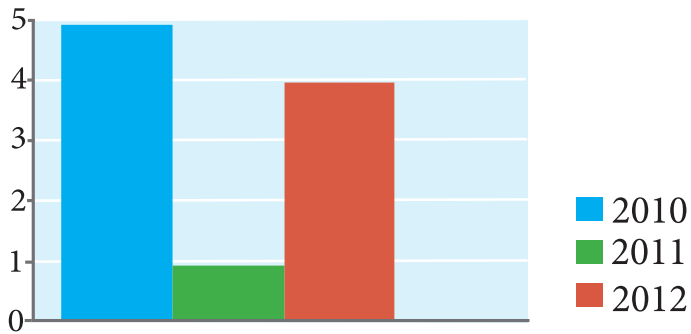


Figure 4: Comparative Training

6.3 Transport Management

Vehicle Return

A summary of the 2012 fleet costs, fuel and maintenance

Vehicle	Fuel	Maintenance	Mileage (km)
GN 493	\$8780.77	\$10902.24	19568
GN 226	\$3716.09	\$2863.85	9894
GN 116	\$5914.74	LEASED VEHICLE	19022
GP 090	\$4970.73	LEASED VEHICLE	18475
GN 004	\$7066.20	\$3973.87	\$23832
GN 359	\$4387.62	\$8715.36	21401
GN 462	\$6370.35	\$1729.76	22947
GK 219	\$583.30	\$5115.60	0
TOTAL	\$41789.80	\$33300.68	135139

Table 15:
Vehicle Return

Vehicle Report

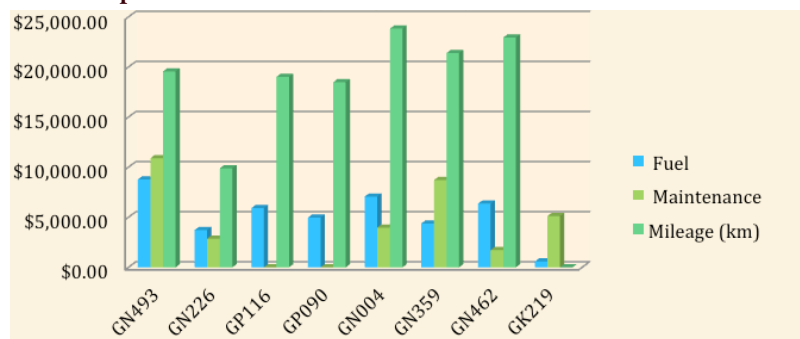


Figure 5: Vehicle Report



CHAPTER 5

APPENDICES



2012 FINANCIAL
STATEMENTS



OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

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8th Floor, Ratu Sukuna House,
MacArthur Street,
P. O. Box 2214,
Government Buildings,
Suva, Fiji Islands.

REPUBLIC OF FIJI
OFFICE OF THE AUDITOR GENERAL

Telephone: (679) 330 9032
Fax: (679) 330 3812
Email: info@auditorgeneral.gov.fj
Website: <http://www.oag.gov.fj>



Excellence in Public Sector Auditing

OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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 2012, 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.

Qualification

Capital construction expenditure totalling \$62,500, being carry-over expenditure to be utilized in year 2013 has been recorded in the Statement of Receipts and Expenditure contrary to the carry-over policy and the Financial Management Act 2004.

Qualified Audit Opinion

In my opinion:

- (a) Except for the matter referred to in the qualification paragraph, 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 2012.

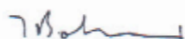


- (b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

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

1. Other losses in the *Statement of Losses* could not be substantiated as the Office failed to conduct a Board of Survey contrary to section 49 (1) of the Finance Instructions 2010.
2. Advances outstanding totalling \$288,241 were not reconciled and journalized to the relevant expenditure allocations during the year. As such, expenditure is understated in the Statement of Receipts and Expenditure.

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.



Tevita Bolanavanua
AUDITOR GENERAL

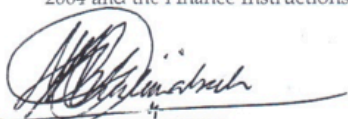
3 June 2013



OFFICE OF THE PRESIDENT
MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2012

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 2012; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Mr. Pene Nonu Baleinabuli
Official Secretary

Date: 31/05/13



Ms. Salesia Draunidalo
Principal Assistant Secretary

Date: 31/5/2013



OFFICE OF THE PRESIDENT

STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 \$	2011 \$
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (a)	468,649	364,780
Unestablished Staff		191,250	200,354
Travel & Communications	3 (b)	217,211	259,042
Maintenance & Operations		239,703	244,932
Purchase of Goods & Services	3 (c)	76,150	32,739
Special Expenditure	3 (d)	---	21,359
Total Operating Expenditure		<u>1,192,963</u>	<u>1,123,206</u>
Capital Expenditure			
Capital Construction	3 (e)	236,133	---
Total Capital Expenditure		<u>236,133</u>	<u>---</u>
Value Added Tax		109,473	91,993
TOTAL EXPENDITURE		<u>1,538,569</u>	<u>1,215,199</u>



OFFICE OF THE PRESIDENT
 APPROPRIATION STATEMENT
 FOR THE YEAR ENDED 31 DECEMBER 2012

SEG	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$	Actual Expenditure \$	Carry - Over \$	Lapsed Appropriation \$
Operating Expenditure							
1	Established Staff	508,351	(13,011)	495,340	468,649	---	26,691
2	Unestablished Staff	178,239	13,011	191,250	191,250	---	---
3	Travel & Communication	259,400	24,400	283,800	217,211	---	66,589
4	Maintenance & Operations	325,377	(50,377)	275,000	239,703	---	35,297
5	Purchase of Goods & Services	104,775	25,976	130,751	76,150	---	54,601
	Total Operating Expenditure	1,376,142	---	1,376,141	1,192,963	---	183,178
Capital Expenditure							
8	Capital Construction	425,000	(100,000)	325,000	236,133	---	88,867
	Total Capital Expenditures	425,000	(100,000)	325,000	236,133	---	88,867
13	Value Added Tax	167,200	(15,000)	152,200	109,473	---	42,727
	TOTAL EXPENDITURE	1,968,342	(115,000)	1,853,341	1,538,569	---	314,772

Appropriation Movements

In 2012, Cabinet approved the redeployment of \$115,000 from the Office of the President's budget to other Ministries and Departments.

Other movement through departmental virement were as follows:

Virement No.	Virement In	Virement Out	Amount (\$)
DV0101	SEG 3	SEG 4	17,973
DV0102	SEG 5	SEG 4	32,403
DV0103	SEG 3	SEG 5	6,427
DV0104	SEG 2	SEG 1	13,011
Total			69,814



OFFICE OF THE PRESIDENT
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 DECEMBER 2012

Loss of Money

The Office of the President did not record loss of money for the year ended 31 December 2012.

Loss of Revenue

The Office of the President did not record loss of revenue for the year ended 31 December 2012.

Loss (other than money)

The Office of the President did not record loss of assets for the year ended 31 December 2012.



OFFICE OF THE PRESIDENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

NOTE 1: REPORTING ENTITY

The Office of the President provides the necessary assistant support to His Excellency, the President in the performance of constitutional functions. The President is vested with the Executive Authority of the State and is the Commander-in-Chief of the Republic of 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 People's Charter for Change, Peace and Progress.

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 Fiji Revenue & Customs Authority (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 2012

NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Established Staff costs increased by \$103,869 or 28% in 2012 compared to 2011. This increase is attributed to the three percent (3%) increase in salary for all established staff. Also, vacant positions were filled in year 2012.
- (b) Travel and Communications expenses decreased by \$41,831 or 16% in 2012 compared to 2011. His Excellency's travel was catered from the Ministry of Finance, miscellaneous expenditure. Telecommunications expenditure increased during the year.
- (c) Purchase of Good and Services expenditure increased by \$43,411 or 133% in 2012 compared to 2011. This was due to purchase of office equipment that needed replacement and the purchase of office furniture for His Excellency, the President.
- (d) The Special Expenditure allocation was re-classified to Purchase of Good and Services in 2012.
- (e) Capital Construction expenditures were undertaken in year 2012 for land preparation to build maisonette staff quarters and for the drainage and civil work carried out for coronation ground at Government House.

NOTE 4: OPERATING TRUST

As at 31 December 2012, the Operating Trust Fund Account had a balance of \$14,287. 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 2012, the Office had a balance of \$287,729 in the RFA account. Most of the balances under this account had been brought forward from previous years.



[illegible]

