



# **2017-2018 ANNUAL REPORT**

OFFICE OF THE PRIME MINISTER

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# CORPORATE PROFILE

## OUR VISION

**A BETTER FIJI FOR ALL THROUGH STRONG LEADERSHIP AND EXCELLENCE IN SERVICE.**

Our purpose as an organisation at the apex of Government is to ensure that the Prime Minister and Cabinet can govern Fiji in the most effective way possible.

## OUR MISSION

To achieve our vision, we will effectively provide sound policy advice and administrative support to the Prime Minister and Cabinet in an efficient manner and through a commitment to the highest levels of professional integrity that is founded and driven by its values.

## OUR VALUES

LOYALTY	to the Government of the day
RESPECT	for one another and for the rule of law
RELIABILITY	to do our jobs properly and assuring the Government that it can depend on us for support
ACCOUNTABILITY	for everything that we do and the decisions we make
PROFFESIONALISM	through a high level of competence, honesty and fairness in the delivery of our services
TOLERANCE	for individual differences and working together without prejudice, bias, or discrimination; and
UPHOLD	the Values and Ethics of the Fiji Public Service

## ABOUT THE REPORT

This Report details our performances and commitments in our focus areas of robust leadership and development during the 2017-2018 financial years.

It also provides data and examples that highlight our progress and describe our approach.

The Report has been prepared in line with the Financial Management Act and Section 14 of the Amended of the Public Service Act 1999 which states that “(1) Within 2 months after the end of each year ending on 31 December, the Commission must provide the Minister with an annual report and a report of the performance of each permanent secretary during the year.”

This Report includes the following:

- The Organisation Structure in the Office of the Prime Minister
- Outlines the contribution of the respective Division/ Units’ outcomes, outputs and Key Performance Indicators, and,
- Highlights the achievements and results in the Office of the Prime Minister



## REFERRAL LETTER FROM PERMANENT SECRETARY

30th November 2018

Honourable Josaia Voreqe Bainimarama  
Prime Minister of the Republic of Fiji  
Office of the Prime Minister  
Government Building  
Suva

Dear Sir,

In accordance with the Financial Management Act 2004 requirements, I hereby submit for your information and presentation to Parliament, the Annual Report for the Office of the Prime Minister for the 2017-2018 financial years.



Yogesh J. Karan  
Permanent Secretary



## Foreword: Permanent Secretary

I am pleased to present the Annual Report for the Office of the Prime Minister which provides an overview of the Ministry's performance and achievements for the financial years- August 2017 to July 2018.

The Report also outlines the Ministry's achievements as earmarked in the Annual Corporate Plan.

The reporting period was one of the busiest spells for the OPM considering, the Hon. Prime Minister's Presidency role at the 23rd Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP23).

The COP23 preparation was a huge undertaking which involved essential logistical arrangements and scheduling for the Hon. Prime Minister, series of high-level dialogues, commitments, and conferences and meetings with relevant organisations and multilateral agencies ahead of the annual conference.

Fiji's Presidency goal was basically aimed at delivering an innovative COP that would advance the Paris Agreement.

The COP23 Presidency role opened opportunities for Fiji to engage closely with global leaders, financiers, experts and institutions for the purpose of developing a more sustainable and climate-resilient economy.

An event of such magnitude was successfully undertaken through the undying support and sacrifice made by the OPM staff, along with other key players, who gave their level best to achieve maximum results.

The OPM will continue to take on the challenges and work towards achieving its roles and functions and to serve the Hon. Prime Minister and Cabinet well.

I am thankful to my team for the good comradeship and hard work. We will continue to realign our core roles and responsibilities to deliver our Ministry's Vision, Mission and Values.

I also convey my sincere gratitude to all our donor partners for their unwavering support and commitments.

Last but not the very least, I express my heartfelt gratitude to the Hon. Prime Minister for his well-founded leadership and guidance.



Yogesh J. Karan  
Permanent Secretary

# ACRONYMS

Table 1.1 – Acronym and its description used in the report by various Unit within the Office of the Prime Minister

Hon. PM	Honourable Prime Minister
PSOPM	Permanent Secretary for the Office of the Prime Minister
OPM	Office of the Prime Minister
COP23	Conference of the Parties 23
ESO	Executive Support Office
PO	Private Office
CO	Cabinet Office
CSU	Client Services Unit
EU	European Union
UNGA	United Nations General Assembly
ACP	African, Caribbean, and Pacific Group of States
BOS	Board of Survey
PEPO	Principal Economic Planning Officer
SEPO	Senior Economic Planning Officer
TLFC	I-Taukei Lands and Fisheries Commission
COMPOL	Commissioner of Police
CRFMF	Commander of the Republic of the Fiji Military Forces
DS	Deputy Secretary
UNFCCC	United Nations Framework Convention on Climate Change
CAPP	Climate Action Pacific Partnership
DRRP	Disaster Risk Reduction Policy
MVT	Melanesian Vasu I-Taukei
CCEM	Conference of Commonwealth for Education Ministers
FAO	Food Agriculture Organisation
CHOGM	Commonwealth Heads of Government Meeting

## Our Senior Leaders



**Yogesh Karan**  
Permanent Secretary



**Peniana Lalabalavu**  
Deputy Secretary  
Policy Division

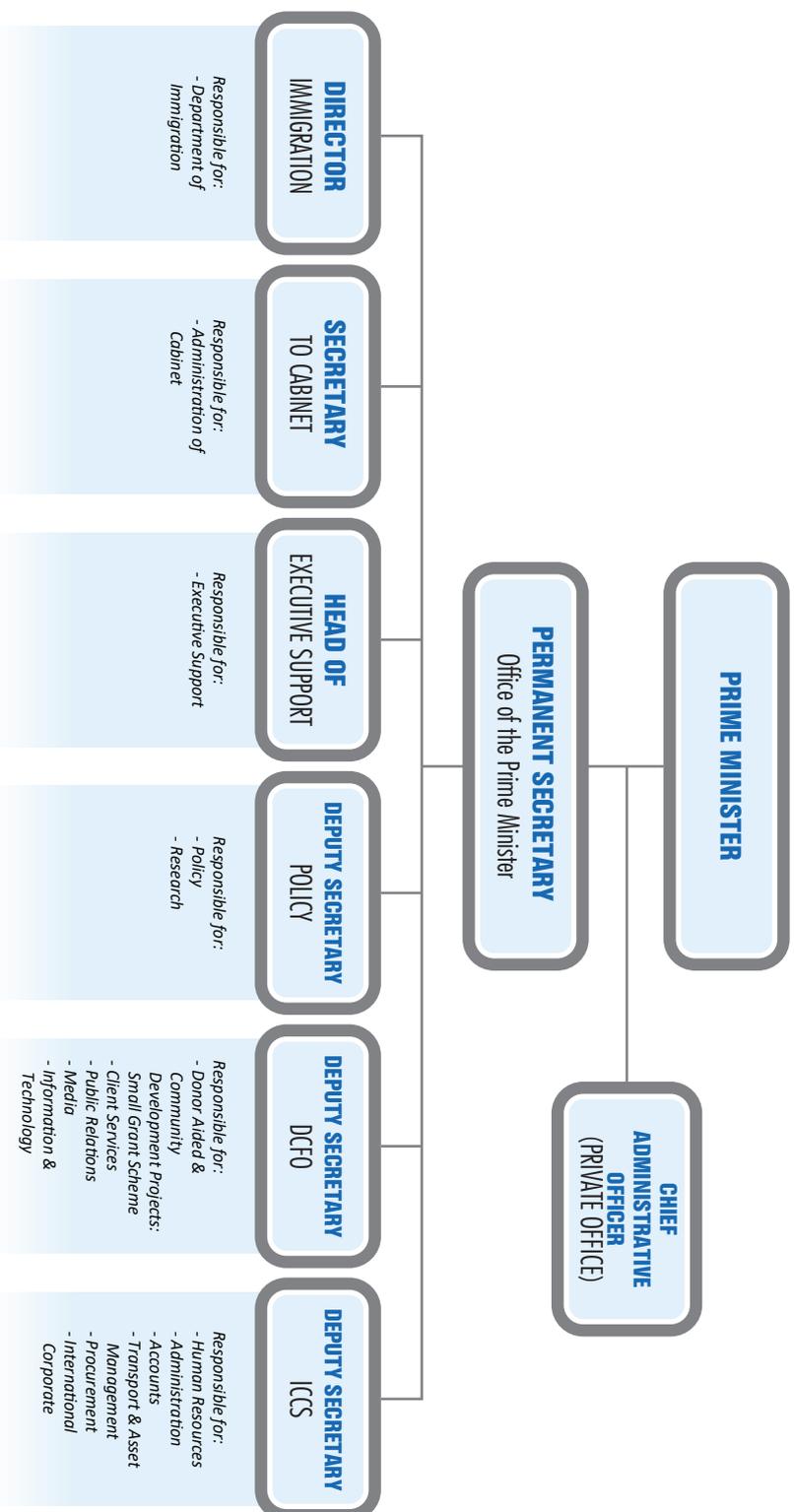


**Sakeasi Waikere**  
Deputy Secretary- Corporate  
Services and International  
Cooperation



**Susan Kiran**  
Secretary to the Cabinet

# ORGANISATION STRUCTURE: 2017-2018



# THE DIVISIONS

## CABINET OFFICE

The Cabinet Office is an independent office under the Office of the Prime Minister. It provides secretariat support to the Cabinet. The Office is administered by the Secretary to Cabinet. It also provides sound advice to the Hon. Prime Minister, Cabinet and Assistant Ministers for effective decision-making. It promotes inter-ministerial/inter-departmental coordination for the implementation of decisions and policy directions of the Fijian Cabinet. It acts as the custodian of Cabinet records. The Office manages ministerial emoluments, and administers laws relating to former Prime Ministers and Presidents' pensions, parliamentary allowances, as well as the Coat of Arms and the Fiji Flag.

### Our Performance Story Results:

From August 2017 - July 2018, the Cabinet Office had three established staff and two support staff.

During this period, the Cabinet Office coordinated nine Cabinet meetings and facilitated decisions on 243 Cabinet submissions from 21 Ministries under the portfolio of 13 Ministers. These decisions were on legislations, regional and international meetings and conferences, financial matters, policy issues, and matters pertaining to regional and international cooperation. A total of 60 Annual Reports were also tabled in Cabinet.

Ministerial leave, overseas travel and acting appointments were administered in consultations with the Hon. Prime Minister.

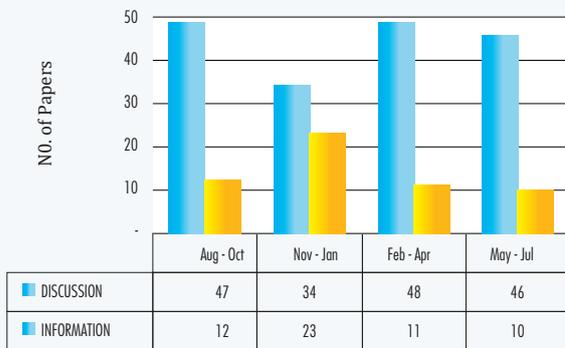
The Office continued to facilitate parliamentary retirement allowances for Members of Parliament, former Prime Ministers and Presidents' pensions and requests for the use of the Fiji Flag and the Coat of Arms.



Find below are the Annual Reports tabled in Cabinet:

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Office of the Prime Minister	Office of the President 2011 Annual Report Office of the President 2012 Annual Report Office of the President 2013 Annual Report
Ministry of I-Taukei Affairs	I-Taukei Trust Fund Board 2016 Annual Report
Solicitor-General's Office	The Independent Legal Service Commission 2016 Annual Report Civil Aviation Authority of Fiji 2016 Annual Report Department of Legislature 2014 – 2015 Annual Report Fiji Public Trustee Corporation Limited 2016 Annual Report Pacific Fishing Company Limited 2016 Annual Report Airports Fiji Limited 2016 Annual Report Fiji Corrections Service 1 January to 21 July 2016 Annual Report Fiji Independent Commission Against Corruption 1 January to 31 July 2016 Annual Report Fiji Broadcasting Corporation Limited 2010 Annual Report Fiji Broadcasting Corporation Limited 2011 Annual Report Fiji Broadcasting Corporation Limited 2012 Annual Report Fiji Broadcasting Corporation Limited 2013 Annual Report Fiji Broadcasting Corporation Limited 2014 Annual Report

Papers Tabled in Caabinet from August 2017 - July 2018



GOVERNMENT MINISTRIES	ANNUAL REPORTS
	Fiji Broadcasting Corporation Limited 2015 Annual Report Consumer Council of Fiji January – July 2016 Report Fiji Independent Commission Against Corruption 01 August 2016 – 31 July 2017 Annual Report Fiji Financial Intelligence Unit 2017 Annual Report
Ministry of Economy	Reserve Bank of Fiji Insurance 2016 Annual Report Unit Trust of Fiji 2016 Annual Report Fiji National Provident Fund 2017 Annual Report Reserve Bank of Fiji August 2016 – July 2017 Annual Report Office of the Auditor-General 2016 & 2017 Annual Reports Fiji Revenue & Customers Services 2016 & 2017 Annual Reports
Ministry of Public Enterprise	Investment Fiji 2015 Annual Report Fiji Development Bank 2016 Annual Report Fiji Ports Corporation Limited 2016 Annual Report Housing Authority 2015 Annual Report Fiji Electricity Authority 2017 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Education, Heritage and Arts	Ministry of Education, Heritage and Arts January – July 2016 Annual Report Fiji Higher Education Commission 2015 Annual Report Fiji National University 2016 Annual Report University of the South Pacific 2017 Annual Report
Ministry of Industry, Trade and Tourism	Ministry of Industry, Trade, and Tourism 2014 Annual Report Fiji Commerce Commission 2014 Annual Report Fiji Commerce Commission 2015 Annual Report Investment Fiji 2015 Annual Report Investment Fiji 2016 Annual Report
Ministry of Local Government, Housing and Environment	Housing Authority 2014 Annual Report
Ministry of Women, Children and Poverty Alleviation	Ministry of Women, Children and Poverty Alleviation 2014 Annual Report Ministry of Women, Children and Poverty Alleviation 2015 Annual Report Ministry of Women, Children and Poverty Alleviation 1 January 2016 to 31 July 2016 Annual Report Ministry of Women, Children and Poverty Alleviation 2016-2017 Annual Report
Ministry of Agriculture	Ministry of Agriculture 2013 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Defence and National Security	Fiji Police Force January – July 2016 Report
Ministry of Employment, Productivity and Industrial Relations	Ministry of Labour, Industrial Relations and Employment 2008 Annual Report Ministry of Labour, Industrial Relations and Employment 2009 Annual Report Ministry of Labour, Industrial Relations and Employment 2010 Annual Report Ministry of Labour, Industrial Relations and Employment 2011 Annual Report Ministry of Labour, Industrial Relations and Employment 2012 Annual Report Ministry of Labour, Industrial Relations and Employment 2013 Annual Report Ministry of Employment, Productivity and Industrial Relations 2014 Annual Report Ministry of Employment, Productivity and Industrial Relations 2015 Annual Report Ministry of Employment, Productivity and Industrial Relations 2016 Annual Report
Ministry of Youth and Sports	Ministry of Youth and Sports 2016 Annual Report Fiji National Sports Commission January – July 2016 Annual Report
Ministry of Health and Medical Services	Ministry of Health and Medical Services January – July 2016 Annual Report

# EXECUTIVE SUPPORT OFFICE

The reporting period was the year in which the ESO team was heavily involved in supporting the Hon. Prime Minister and PS in their preparations for Fiji's COP23 Presidency. The ESO team was given the responsibility of logistical support and scheduler for a COP President. Whilst the team had no experience in providing logistical support for a COP President let alone scheduling, the challenge was accepted and we made things work even though it was one of the most grueling moments of our lives. It was a year of many challenges with new learning curves but most importantly, a year of triumph for the team with major accomplishments.

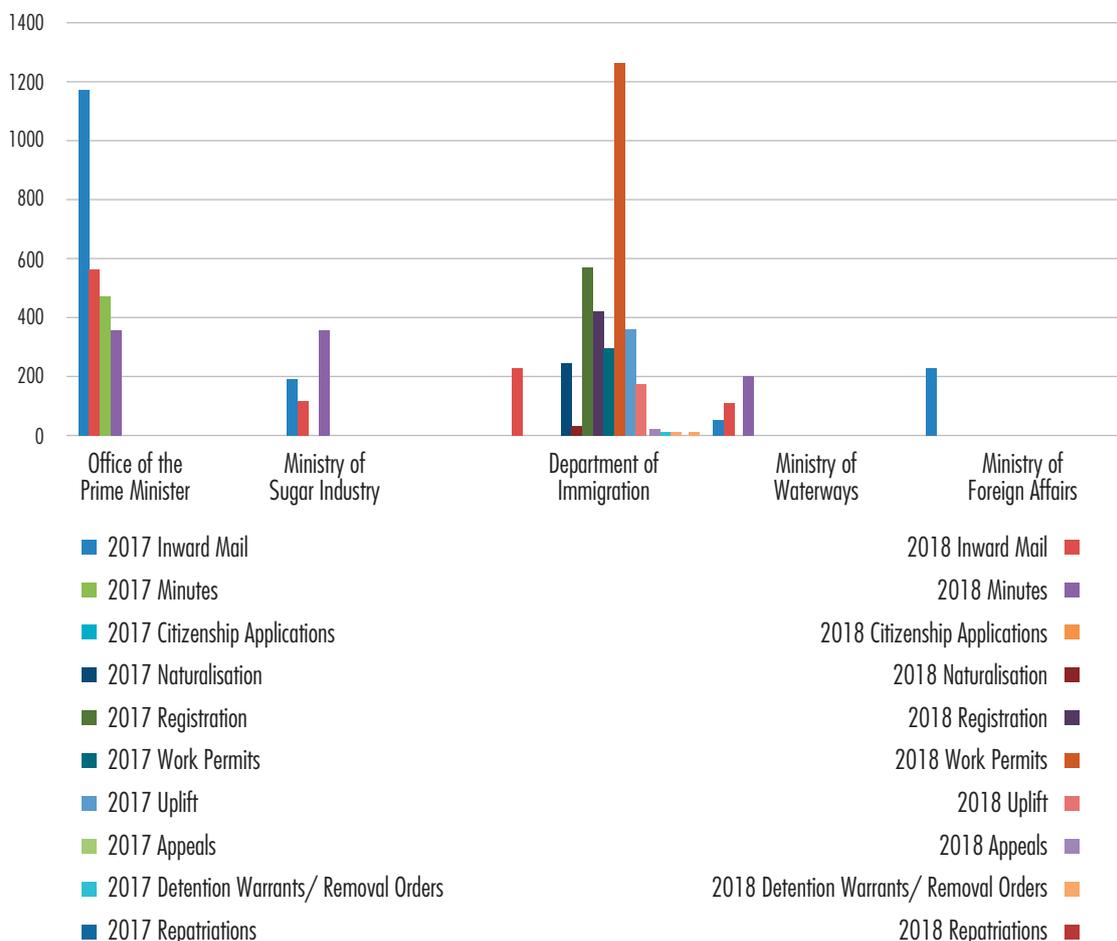
## Achievements

### 1. Supporting the Hon. Prime Minister and Permanent Secretary in carrying out their roles and functions.

In addition to the preparation for COP23, the ESO team provided support in the implementation of the Prime Minister's role as set out in the Constitution and his Ministerial assignments, and the Permanent Secretary's role as set out in Section 127 of the Constitution. An example of the Prime Minister's role is the engagement of expatriates, as outlined in the Constitution; this can only be approved by the Prime Minister. Thus, these submissions were also received at the OPM for processing.

In June 2017, the Permanent Secretary was shouldered with another role as the Permanent Secretary for Waterways, in addition to his role as Permanent Secretary for the Office of the Prime Minister, and Foreign Affairs and Immigration.

This saw an increase in the volume of work carried out by the ESO team, with the same number of officers to respond to the emerging responsibilities and priorities of the Prime Minister and Permanent Secretary. This was reflected in the volume of inward files received by ESO which was usually checked, sometimes rewritten by the team to maintain the quality of the submissions before they were being submitted for tabling to the Prime Minister and Permanent Secretary.



In the 2017-2018 financial years, the ESO supported the Prime Minister and Permanent Secretary on the following:

## 1. Guests Of The Office Of The Prime Minister And Important National Events

In the lead up to the COP23, Fiji hosted the first-ever Climate Action Pacific Partnership Conference at the Grand Pacific Hotel in Suva and a Pre-COP event on Denarau in Nadi where leaders, climate champions and negotiators from around the world had gathered in preparation for the main COP23 event.

Along the margins of the two meetings, the Prime Minister held bilateral talks with:

- Paula Bennett, Deputy Prime Minister, Minister for Climate Change Issues, Minister of Police, Minister of State Services, Minister of Tourism, and Minister for Women
- His Excellency MIGUEL ARIES CANETE - (European Union) Commissioner for Climate Change
- Mr Khalid Abuleif – Kingdom of Saudi Arabia’s Chief Climate Change Negotiator
- Vice Minister Pawel Salek-Secretary of State and Government Plenipotentiary for Climate Change in Poland
- Ms Amina J. Mohammed - UN Deputy Secretary-General
- Mr Nicolas Nulot-French Minister for Ecological and Inclusive Transition
- Senator Hon. Concetta Anna Fierravanti-Wells, Minister for International Development and the Pacific.

## 2. Advancing Fiji’s Interest Through Enhanced Engagement With International Partners

The Prime Minister undertook significant bilateral visits overseas to extend relations, but more so in his capacity as incoming COP23 President, for the purpose of setting up the necessary groundwork in preparation for the Oceans Conference and COP23.

The Prime Minister also met the Prime Minister of Kazakhstan along the margins of the Expo 2017 Astana - under the theme ‘Future Energy’ where the two leaders discussed areas of mutual cooperation.

The ESO team with the Policy Division and Ministry of Foreign Affairs also planned, coordinated and successfully delivered 18 of the Prime Ministerial overseas visits and events/meetings in eight countries.

2017	Meetings	Venue
July	Inaugural Climate Action Pacific Partnership (CAPP)	Suva
Aug	Specialised Expo 2017 Astana - under the theme ‘Future Energy’	Kazakhstan
Sept	Canada, EU and China Climate Meeting	Montreal
Sept	72nd Session of the UN General Assembly (UNGA 72)	New York
Oct	Fiji Day Celebrations (2-5 Oct)	Vancouver
Oct	Fiji Day Celebrations (6-8 Oct)	Santa Rosa
Oct	Fiji Day Celebrations (15 Oct)	Sydney
Oct	Pre-COP Meeting (17-18 Oct)	Nadi
Nov	COP23 – UN Climate Change Conference (6-17 Nov)	Bonn
Dec	International Solar Alliance Summit (6 Dec)	New Delhi, India
2018	Meetings	Venue
March	International Solar Alliance Summit	New Delhi, India

2017	Meetings	Venue
April	Commonwealth Heads of Government Meeting London 2018 - 25th Meeting of the Heads of Government of the Commonwealth of Nations	London
May	Forty-seventh Sessions of the Subsidiary Body for Implementation (SBI 46) and Subsidiary Body for Scientific and Technological Advice (SBSTA 46)	Bonn
	Third part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-3)	
May	PALM 8	Tokyo
June	Petersburg Dialogue	Berlin
June	Ministerial Meeting on Climate Change	Brussels
June	ACP Meeting	Brussels

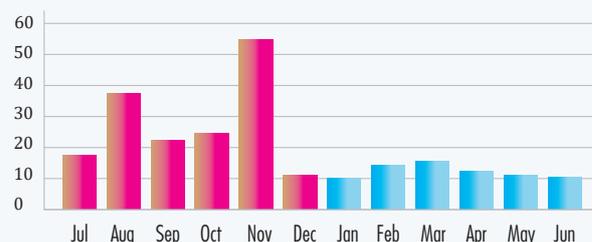
## 3. Speeches And Messages

The ESO team was crucial in the organisation of the draft and the final formatting of the Prime Minister’s speeches. The Prime Minister delivered more than 250 speeches and bilateral talking points and provided messages during the reporting period.

The peak in the number of speeches shown in August 2017 was attributed to the opening of a number of early childhood centres or school blocks under the TC Winston Rehabilitation Programme. In September 2017, the high number was primarily due to the UNGA visit. In October 2018, the number of Fiji Day celebrations was the reason for the higher than average number of speeches whilst in November, the Prime Minister had one local event. Additionally, 28 speeches were delivered in Bonn during the COP23. The Prime Minister, in his capacity as COP23 President, also held 27 meetings and these included chairing of session meetings, holding meetings with the groupings and bilateral meetings.

Prime Minister Bainimarama also met Prime Minister Abe along the margins of the PALM 8.

July 2017 - June 2018 Speeches & Talking Points



## Other Responsibilities

The ESO team also assisted in the participation of staff as selection panel members for recruitments. The Office also facilitated with decision-making on the following:

- Approvals for tinting of Government vehicles
- Permanent Secretary’s Forum meetings
- Permanent Secretary’s Hour
- Approval for the use of Albert Park
- Overseas Official Release of Permanent Secretaries, COMPOL and CRFMF
- Recruitment of Non-Fiji Nationals or Expatriate Appointments
- Implementation of the Diplomatic Missions Act

## PRIVATE OFFICE

The primary responsibility of the Private Office is to ensure efficient and timely provisions of administrative and logistic support, and protocol services for the Hon. Prime Minister and his spouse. The Office is also responsible for the effective management of their security requirements in close consultation with the Republic of Fiji Military Forces and Fiji Police Force. The Office also facilitates other relevant services required at the Hon. Prime Minister's residence. Furthermore, it also attends to public complaints, accommodating the Hon. Prime Minister's open door policy and any other relevant duties.

### Correspondences Addressed To The Hon. Prime Minister

The Private Office received 149 correspondences addressed to the Hon. Prime Minister as tabulated below;

Accepted	39
Apology	30
No Further Action	13
Information	2
Another Minister to deputise	48
PS Education to officiate	1
Meet GM iTLTB	1
Request for Brief	2
Meet Chairman iTLFC	1
Meet Climate Change Champion	7
PS iTaukei Affairs to deputise	1
Commissioner Eastern to officiate	1
To see D/Environment	1
Needed further information	2

- Programmes attended – 141
- Correspondences to Private Office – 310
  - Memo – 55
  - Letters – 152
  - Minutes - 103

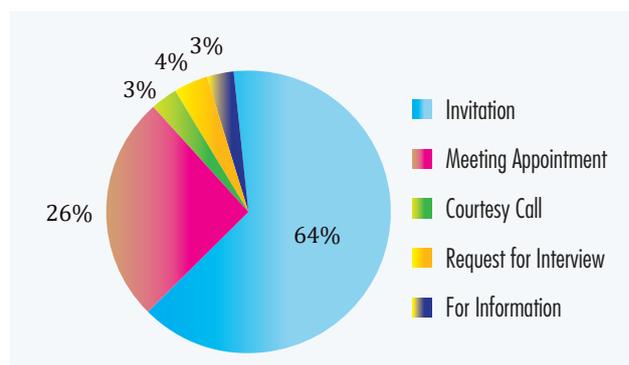
The correspondences addressed to the Hon. Prime Minister are usually received by the Private Office. At times, some of these correspondences are received by the Executive Support Office through the Permanent Secretary.

### 2017-2018 Highlights

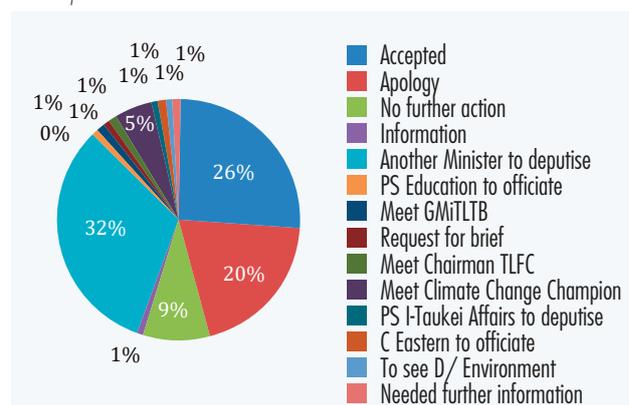
"I commend India's initiative for establishing the International Solar Alliance (ISA) which aims for global cooperation to work for efficient exploitation of solar energy and to reduce dependence on fossil fuel. According to Fiji's National five-year and 20-year Development Plans, further investments in renewable energy are expected to take place in areas such as geothermal, wave, tidal and energy derived from processing waste."

-PM Bainimarama made the statement while meeting the Prime Minister of India Hon. Narendra Modi.

### Summary Of Matrices Tabled Before The Hon. Prime Minister: August 2017-July 2018



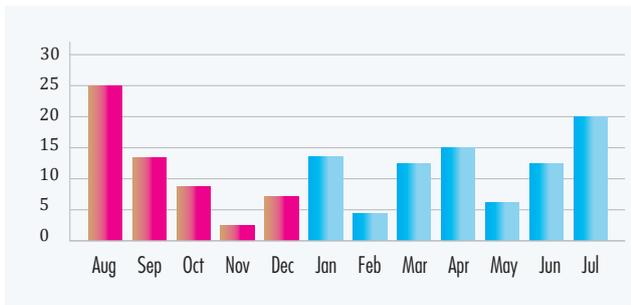
Correspondences addressed to the Hon. Prime Minister.



Responses to the correspondences addressed to the Hon. Prime Minister.

### The Hon. Prime Minister's Monthly Programmes: August 2017-July 2018

Month	Number of Programs
August	25
September	13
October	9
November	3
December	6
January	14
February	4
March	13
April	15
May	6
June	13
July	20
<b>Total</b>	<b>141</b>



### Private Office And The Executive Support Office

The Private Office also assisted the Executive Support Office on the following:

Attended the PM's Bilateral Meetings	Two Meetings
Correspondences marked from the Permanent Secretary (PS) and the Head of Executive Support	178 correspondences
Follow-up with correspondences marked to the Heads of Departments from the PS for all Ministries under the Hon. PM's portfolio	Nine monthly-follow ups (Nov 17 – July 18)

The PO and ESO work closely together due to the similarity in the role and functions of the Units.

The core roles of both the Offices are primarily to provide executive support and administrative services to the Hon. Prime Minister. Additionally, the Private Office is at times, roped in by the Permanent Secretary to carry out executive duties as and when the need arises.

## POLICY DIVISION

This report provides an overview of tasks and deliverables of the Policy Division between August 2017 and July 2018. The Division is responsible of eight (8) outputs which focus mainly on advisory support to the Hon. Prime Minister for his local and overseas engagements and roles in the COP23 coordination and participation in 2017. Apart from these, the other outputs comprise of providing policy briefs on subject papers on any national, regional and international issues.

To fully harness the effective delivery of the outputs of the Division, staff movement involving the secondment of staff to the COP23 Secretariat was considered. Given the significance of 2017 as the year of the COP23 Presidency role for the Hon. Prime Minister and Fiji as a whole, the Deputy Secretary was seconded as the COP23 National Coordinator. Similarly, the Chief Assistant Secretary (Akini Dauqau) was the Fiji Culture Manager in charge of the establishment and organisation of events at the Fiji Pavilion.

The secondment was for a period of eight months (May 2017 to December 2018), leaving the Division with two officers (excluding the Secretary) to deliver the deliverables of the Division expected for the year. During this period, the Division represented by the two officers participated on related events and programmes, including the Climate Action Pacific Partnership (CAPP), Climate Change Week, and Pre-COP. The officers also participated in a two months training for Negotiators which was essential for the technical team at the COP23 Conference in Bonn, Germany.

Additionally, the Division also provided key policy briefs, advice and support which included analysis undertaken for consideration in the 2017-2018 National Budget, analysis of TTLB board papers, facilitation of mahogany licences, Cabinet paper analysis and support for local and overseas engagement for the Hon. Prime Minister. This also included the drafting of talking points, messages and preparation of information booklet for all international engagements.

At the end of Quarter 2 to Quarter 4, the Division was further strengthened through the appointment of the Senior Economic Planning Officer (SEPO) which assisted the Division in the successful completion of its major outputs which focuses on policy advisory support to the Hon. Prime Minister. There were a number of briefs submitted during the year including analysis of subject papers on any national, regional and international issues, information briefs on re-emerging issues and the provision of national and international responses to the Hon. Prime Minister's counterparts.

The Division also represented the OPM in policy forums and international engagements and facilitation of other special tasks such as the Foundation for the Education of Needy Children, (FENC Fiji) grants disbursement, Fiji Mahogany Trust, Vatukoula mine workers and played the secretariat role to the Mahogany Industry Council. In terms of facilitation of human resources processes, the Deputy Secretary and Directors are part of the recruitment panels and moderation of performance assessment in other Ministries including, the OPM.

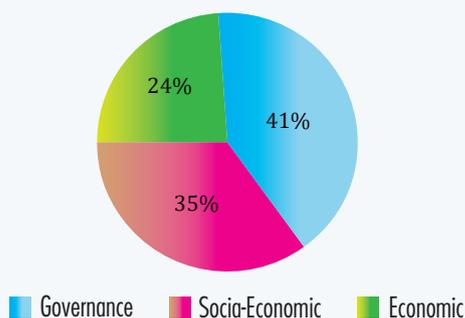
### Provision Of Thoroughly Researched Factual Evidence-Based Advice To The Hon. PM And PS

#### Cabinet Paper Analysis

The Division prepares briefs on all Cabinet papers for the Hon. Prime Minister. The brief is the analysis of the purpose and what it hopes to achieve in terms of outcomes and way forward. It also takes into account Government direction and situation analysis in terms of historical, social, economic and political impacts.

The Division analysed a total of 17 Cabinet papers. Most of the Cabinet papers submitted during this period were Memorandum of Understanding (MOUs) between a Government Ministry and its counterpart from a foreign country, followed by Cabinet information papers on outcomes of engagements and papers seeking endorsement on international engagement attendance and hosting.

#### Analysed Sectorial Cabinet Papers

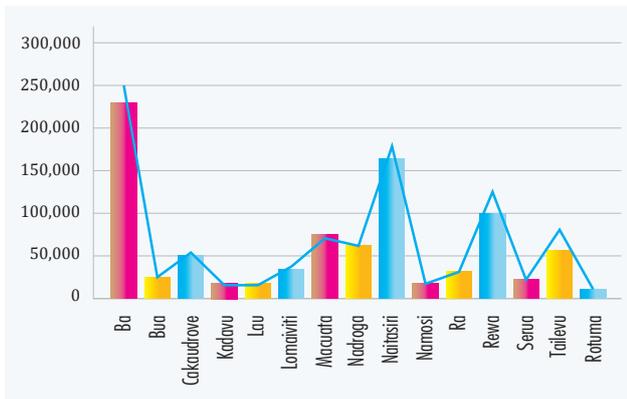


#### Subject Paper Analysis

In addition to the Cabinet papers, the Division also undertook research, formulation and analysis of subject papers on national, regional and international issues which were submitted to the Permanent Secretary for his consideration and decision. The subjects covered all thematic areas including views and position of the OPM on national, regional and international issues. These papers were passed from his Office for analysis and recommendation on the best option and decision regarding the matter.

In addition to the various comments undertaken on MOUs and Annual Reports, the Division summarised an analysis on the preliminary results of the 2017 Housing and Population Census for Fiji. The highlights of the analysis is summarised as follows:

**Brief on the 2017 Preliminary Results of the Population and Housing Census** - Fiji's total population has increased by 47,616 (5.7%) to 884,887 as compared to 837,271 recorded in 2007. The average annual growth rate for the past 10 years till September, 2017 is 0.6%. There has been a decreasing trend of annual growth rate since 1986 with the following results - 1986 (2%), 1996 (0.8%), 2017 (0.6%). The decline is mainly due to lower birth rates and out migration. The working



population data revealed that there are a total of 625,099 people available to furnish the supply of labour for the production of economic goods and services; 315,442 males and 309,657 females.

Other subject papers analysed by the Division during the year included the following:

- Comments on the MOU between the Fijian Elections Office and Office of the Prime Minister
- Brief analysis on the Fiji Women's Rights Movement publication
- Provide inputs and comments on the Terms of Reference on Sectoral Working Group on Policy Oversight of the National Development Plan
- Terms of Reference for the Sectoral Working Group on Policy Oversight of the National Development Plan
- Analysis of the Agriculture Sector in Fiji: Draft 01- 29 January, 2018
- Brief on FWRM Annual Report: 2016-2017
- Brief to PSOPM-Comparative Analysis of OPM for Various Countries
- UNFCCC reasons for scaling up finance for adaptation and resilience
- Background information brief on Climate Finance

### Background Profile Information

The Division provided briefs to the PS on the Hon. Prime Minister's engagements and events attended. The briefs provided background information on specific events and engagements for the Hon. Prime Minister's reference.

Events briefs prepared included the engagements on One Planet Summit in Paris, JICA cooperation with Fiji, ASEAN ministerial meeting on Climate Change in Singapore and the International Conference of Chief Justices of the World, among others.

### Analysed Manifesto and National Initiatives

The Division continues to monitor the progress of the 37 major manifesto initiatives in terms of implementation through consultations with the responsible ministries/departments. The initiatives are categorised into the three sectors (Economic, Socio and Governance). The first update was submitted in the 4th quarter of 2016, with an implementation rate of almost 70% of the total initiatives.

The second update on the budget utilisation as at Quarter 1 of the 2017-2018 financial year was submitted to the Hon. Prime Minister. While only one initiative has yet to progress, most have been implemented. It is also noted that few initiatives from the economic sector are progressing slowly.

At this stage, the impacts of these initiatives have yet to be as-

essed. A total of 17 ministries were consulted to provide updates on the progress of the national initiatives and manifesto deliverables.

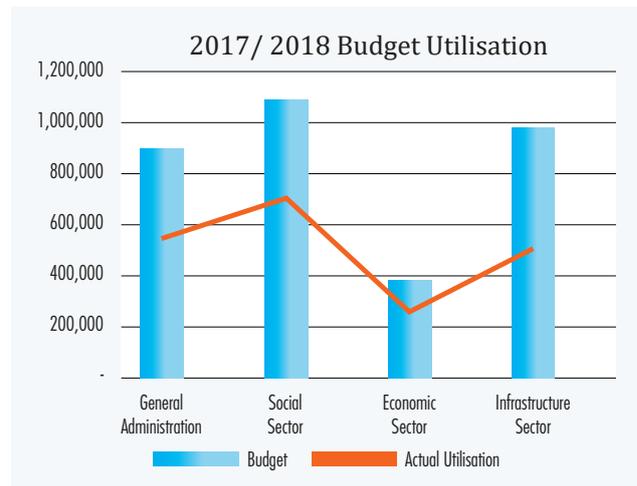
### Information Briefs on Emerging Issues

Information briefs were prepared for the new financial year budget consideration and budget utilisation report for Quarter 1 and 3 of all Government Ministries and Agencies.

The Division also prepared a brief for the PS to the Head of Mission Forum held in March, 2018 and some pointers for the Hon. Prime Minister to the first Cabinet meeting, this year.

Other briefs prepared included:

- Circulated year to date updates on 2017-2018 budget utilisation – June, August, October in 2017, and January and May in 2018
- Pointers for 2017-2018 National Budget – June 2017
- Pointers for 2018-2019 National Budget – May 2018
- Pointers for PS Forums – July 2017 and January 2018
- Pointers for Heads of Missions Forum – March 2018
- Pointers for Hon.PM to Cabinet meeting
- Policy Division Consultations for TC Keni Rehabilitation and Recovery Strategies
- Drafted Rationale on TC Keni Government assistance



### Provision Of National And International Communication And Responses To The Hon. Pm's Counterparts

Part of the Division's work involves a lot of time in drafting messages for the Hon. Prime Minister's counterparts and this also includes drafting of congratulatory messages to Heads of States and Dignitaries for National Days and Condolences for victims of natural disasters, among other things.

The Division drafted a total of 12 messages as listed below;

- Draft congratulatory message-Nauru
- Draft congratulatory message-Australia Commonwealth Day
- Prime Minister of India- 68th Anniversary National Day
- Premier Niue – 43rd Anniversary
- Cook Islands- 52nd Anniversary
- President USA- California Fire
- Mrs Barbara Bush-Condolence message
- Debrum – Cook Islands
- President of France – Natural Disaster
- Prime Minister of Australia- Assistance for Cyclone Gita
- Lord Marland of Odstock – Invitation Commonwealth Busi-

ness Forum, CHOGM

- Minister for Power for Foreign Affairs, Venezuela – Acknowledge commemoration of Fiji's 47th year of independence

Additionally, a few responses were also made on diplomatic notes addressed to the Hon. PM regarding given situations and circumstances. Diplomatic notes were received from the following renowned Dignitaries, to which responses were made accordingly.

- Letter to Lord Marland of the Commonwealth Enterprise and Investment Council
- Response letter to the Federal Councillor, Swiss Confederation – Acknowledge support on Oceans and COP23
- Response Letter to the Minister for Environment and Energy, Maldives
- Response Letter to the UNFCCC Executive Secretary
- Response Letter to Ban Ki Moon, GGGI
- Response to Minister for Foreign Affairs, Singapore- Christmas well-wishes
- Response letter to Prime Minister, Malaysia- Support for Fiji to host the 2020 CHOGM

## Facilitation Of The Hon. Pm's Local Engagements

### Drafting and Editing of Speaking Engagements

The Division drafted speeches and talking points for Hon. PM's local engagements. During this period, seven (7) talking points were prepared and 21 speeches for the Northern and Kadavu Tours.

- Talking Points for the Hon. Prime Minister regarding the presentation of the New Mahogany Licences
- Drafted speech for the official opening of Coqeloa Bridge
- Drafted speech for ANZ Fiji Tourism Awards
- Fiji Police Force pass-out parade
- Ram Leela presentation
- Chinese New Year
- Opening of the Sai Prema Foundation Medication Centre
- Northern Tour (15 speeches)
- Kadavu Tour (6 speeches)

## Coordination Meetings: Logistics and Preparations

The Division represented the OPM to coordination meetings or inter-agency meetings, for local and overseas engagements chaired by the Ministry of Foreign Affairs. The Division was part of the following inter-agency committee;

- Oceans Conferences – Regional
- Pre-COP
- CAPP
- UAE State visit
- Archbishop of Canterbury – 2018
- CCEM - 2018
- FAO – 2018
- India's Pacific Conference
- CHOGM – 2018

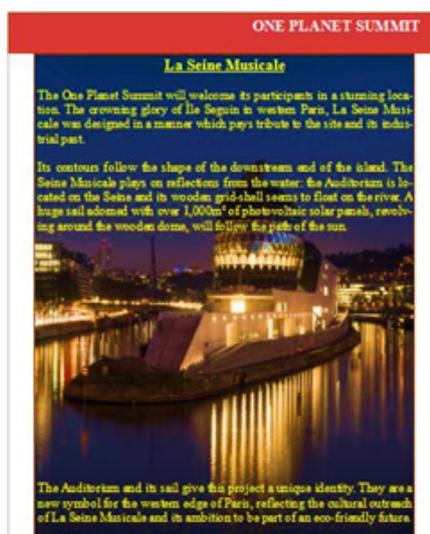
## Facilitation Of The Hon. Pm's Official Overseas Engagements

There were 12 Information Kits prepared for overseas engagements during this period. The kits included programmes, engagement briefs, and outcomes of previous engagements, profiles of signatories and visiting country trade updates.

Talking points for bilateral meetings and speaking engagements for the Hon. PM were also edited and revised by the Division.

These bilateral meetings and speaking engagements were held along the margins of the following engagements:

- Trade Symposium
- Astana Expo
- Canada
- Sydney
- Belt and Road Forum
- ISO
- CHOGM
- NZ
- UNGA
- One Planet Summit
- ISA
- PALM8



Background information and profiles of engagements included:

- Foreign office facilitation on the ISA Event
- Japan International Cooperation Agency (JICA)
- Brief on One Planet Summit, Paris – 11 – 13th December, 2017
- Brief on Sovereign World Fund Institute
- Brief on the Crans Montana Forum
- Brief on the International Conference of Chief Justices of the World
- Brief on the Association of International Cooperation
- Brief on the ASEAN Ministerial Meeting on Climate Change
- Brief on AidData College of William and Mary

## Assist In The Coordination Of The Cop23 Presidency In Fiji And In Bonn, Germany

The Policy Division staff were involved in the COP23 Presidency secretariat and coordination in Fiji and in Bonn. The DS was the National Coordinator for the COP23 Secretariat and CAS Socio, Akini Qauqau was the Director Culture. The CEPO and CAS Governance were part of the Presidency Negotiation Team.



### Orientation programme on the partnership role between the German Government and Fiji

DS and CAS Socio attended two consultation meetings with the UNFCCC on COP23 logistics and venue setup in Bonn, Germany.

CEPO and CAS Governance attended a one-month negotiation training conducted by two COP consultants and negotiators from the UNDP. The two officers provided daily briefs and reports to the Chief Negotiator on their respective thematic areas. This was part of their negotiation tasks.

### Coordinated the designing and establishment of the Fiji Pavilion in Bonn, Germany

CAS Akini, in his role as the COP23 Fiji Pavilion and Culture Manager, held the leading role in designing the Fiji Pavilion in Bonn.

Tasks and activities involved were:

- Conducted consultation meetings with Vegedes and Schemes on the design of the Fiji Pavilion
- Drafted the design of the COP23 Fiji Pavilion

- Conducted consultation with local artisans for the procurement of Fijian artefacts for the construction of the pavilion
- Selected and engaged local artisan in consultation with the Ministry of iTaukei
- Supervised the construction of the Fiji Pavilion
- Coordinated the display of various Climate Action Strategies and programmes in the pavilion

### Coordinated Fiji Cultural Programmes and Logistics for the Culture Team

Akini was also responsible for the coordination of Fiji Cultural programmes, which included the following tasks:

- Developing a COP23 Fijian culture plan
- Finalised budget component of the culture plan
- Conducted consultation meetings with the Fiji Police Force Commissioner
- Conducted consultation meetings with DHL
- Conducted consultation with Bio-Security, Fumigation Fiji Ltd
- Submitted finalised cultural programme team
- Arranged airfreight of Fiji Police Band Equipment's and Fiji Pavilion materials

Logistics and travel arrangements were jointly undertaken with UNFCCC in Bonn which included the coordination of visa applications and the Cultural Performance Preparation for the cultural team and the finalised engagement details for the Police Jazz Band.

### Climate Action Pacific Partnership (CAPP) Conference, Fiji – July 2017

- CAS Akini also assisted in the CAPP conference preparation which was held in Suva in July, 2017. He conducted consultation meetings with service providers and coordinated the setup of the venue, cultural performance for the welcoming ceremony and cocktail reception for Heads of Governments and Dignitaries at the Thurston Garden.
- CEPO attended the CAPP conference and CAS Governance assisted in the registration of participants.

### National Climate Change Week (NCCW)- Fiji

- DS as the National Coordinator for COP23 chaired two stakeholder meetings for the National Climate Week.
- CAS Governance was part of the selection panel for the Western Division Education programme during the National Climate Change week. The programme included oratory, drawing, and poetry competitions. She also coordinated with the Ministry of Education on the oratory finalists at the closing of the NCCW.
- CAS Socio organised the setup of the venues, in partnership with the respective Ministries.

### Pre-COP 2017 – Sheraton Resort, Fiji

CAS Socio coordinated the following activities for the Pre-COP held at the Sheraton Resort in Fiji in October, 2017;

- Welcoming ceremony accorded to Heads of States/Government
- Vaka Ceremony at Sheraton Beachfront
- Welcoming dinner hosted by the Hon.PM and coordinated the setup of information booths and cultural display booths by local artisans

## Provision Of Advice, Support To External Partners

### Formulation of statements by the Hon. PM for Private and Public Organisations

The Division drafted messages and statements required by the Hon. PM on national events, sports and school magazines.

Messages and statements drafted during this period were for the following:

- Sanatan Annual Convention Magazine
- School Magazine
- Super Rugby Magazine
- NZ Fiji Trade Magazine
- Commonwealth Games
- Diwali Message
- Arya Pratinidhi Sabha of Fiji Centennial Celebration Magazine

### Representation of OPM in Policy Forums, Ministerial Programmes and International Engagements

A. The Division represented the Office of the Prime Minister on 16 local policy forums listed below:

- Coordinate and prepared OPM submission to the DRR Policy (after attending the DRR Policy stakeholders meeting)
- National Financial Inclusion Taskforce
- Inclusive Products and Services Working Group
- National Disaster Council
- Macro-Economic Committee
- SID India Event
- Regional Oceans Conference
- National Oceans Conference
- Joint Meeting regarding the Heritage Tourism in Levuka
- Workshop on Road Safety Action Plan
- Joint Meeting regarding the National Methamphetamine Response Strategy
- Workshop on Long-Term Planning for improvement of maritime facilities
- Workshop on Protected Areas
- Meeting with FNPF on Business Assistance Scheme
- Meeting with RBF on the Insurance Landscape
- Rural Development Symposium

B. The Division also represented the OPM to the following international engagements:

- Belt & Road Initiative (March and May)
- CELAP in China (September)
- COP23 (November)
- CHOGM (March and April, 2018)
- Oceans Conference (June 2017)
- France (December 2017)
- PALM 8 (May 2018)

### Secretariat Support to the Mahogany Industry Council (MIC)

The CEPO provided secretariat support to the MIC. Activities and programmes coordinated and facilitated for this period included:

- Flying minute submissions
- Issuance of new licences

- MIC fund reconciliation
- Information briefs
- Consultations with FHCL
- Meeting with FNPF on FHCL loan arrears
- Attending to mahogany industry queries

### Facilitation of Fiji Mahogany Trust (FMT) Grant

The CEPO ensured efficient disbursement of the FMT grant. Last year, the grant was disbursed in May and July 2017 and this year (2018), the first disbursement was in May. He also conducted presentations at the FMT Board of Trustee meetings and continued consultations with the FMT Manager.

### Social Assistance to Vatukoula Mine Workers

CEPO continued to facilitate social assistance to the Vatukoula mine workers. From last year until May this year, activities facilitated and conducted in this regard included:

- Consultations on rural housing projects
- Site visit of rural housing project sites
- Trustees engagements
- Attended to VSATF queries
- Joint meeting with FMWU on 1991 strike
- Attended to FMWU-related queries
- Letters to SGO regarding legal advice

### Facilitation of Foundation Education of Needy Children (FENC), Fiji.

The Division was also responsible for the disbursement of the FENC grant. A total grant of \$200,000 was released on a quarterly basis in the last financial year. The grant was released based on the beneficiaries (students assisted and school items provided) information from FENC Fiji and acquittals of grant disbursed in the previous quarter.

## Facilitation Of OPM Management And Human Resources Processes

### Action of correspondences from PS's office.

Listed below are responses and actions made to correspondences received by the PS's office;

- National Security and Defence Council (NSDC) Agenda
- Inter-agency consultations on Biketawa Plus with Pacific Islands Forum Secretariat
- Invitation to attend final consultations on policy papers for the CHOGM
- Proposal for potential projects – Republic of Fiji - China Shenyang International Economic & Technical Cooperation Ltd to Hon. PM
- Secretariat briefing to PS on Strategic Plan Formulation – MOFA
- Invitation to the Fiji Annual Geospatial Information Management Conference 2018: 23rd March 2018 at Novotel conference room, Lami
- Steering Committee for the development of Fiji's National Adaptation Plan
- Clarification of issues – Audit report on general administration sector 2016
- Special extended ASEAN Ministerial Meeting on Climate Change, Singapore
- Draft - Forward for the National Security Strategy Document: to finalise the Hon. PM's foreword
- Seeking comments on the Aide Memoire on the establish-

- ment of the Australia Pacific Security College
- Request for meeting with PSOPM – Ms. Amy Sherwood, Deputy Head, South East Asia & Pacific Dept. of the Foreign Commonwealth office
- Comments on the development of the Biketawa Plus – Invitation to the Rural Development Symposium
- Update to agency members on the results of the SOM/ COW meetings in preparation for the CHOGM Meeting (MOFA Level 2 Conf Room)
- Centenary celebrations of Arya Pratinidhi Sabha of Fiji/ Gurukul Arya Samaj/ Gurukul Primary
- Report of a trade dispute: Compulsory fixed term contracts, 1.5% pay rise FPSA with interested parties, FTA, FTU, FNA & FOHWA vs OPM

### Formulation of Draft OPM Strategic Plan 2018-2022 and Proposed Organisation Structure

The Policy Division submitted the draft OPM Strategic Plan for 2018-2022 to the PS. The long-term plan focused on delivering the four strategic priorities of;

- Leadership & Coordination
- Policy
- Implementation
- Evaluation

The next step will be consultation with our stakeholders, starting with the HODs of the OPM.

A revised organisation structure to deliver the Strategic Plan and Strategic Priorities was also submitted to the PS.

### Selection Panels and Moderation Committee within Government Agencies

DS and two Directors (CEPO & CASG) were part of the selection panel and moderation committees in other ministries, including the OPM.

- DS was the selection panel for five (4) Director-level positions at the Ministry of Foreign Affairs and Central Moderation Committee for OPM and Immigration Department.
- CEPO for five (5) First Secretary-positions and two (2) with Ministry of Foreign Affairs and a Principal Research Officer for Ministry of I-Taukei Affairs.
- CASG for Director Policy & Research position & Senior Research Officer for the Ministry of Sugar and a Senior Economic Planning Officer and Principal Economic Planning Officer for the Office of the Prime Minister and 14 Roko Tui positions at the Ministry of I-Taukei Affairs.
- Sub-moderation committee for the OPM, Ministry of Sugar, President's Office and Immigration Department.

### Referrals from Hon. Prime Minister and PS

The Division also dealt with referrals from the Hon. PM and PS on land issues, business advisories, investments facilitation, FNPF reconsiderations, LTA matters, TELS and Help for Homes requests.

### Facilitate Training opportunities and other responsibilities

The Division also prepared summary for Parliament sessions. Highlights of the Parliament discussions were categorised into sectors and its respective programmes and national initiatives.

CEPO facilitated an internal OHS training and also officiated the closing of the training.

Other tasks included the summary of issues of clarification on the release of funding to the Ministry for Waterways.

## Facilitation of OPM's Financial Process Requirements

### Develop Utilisation Guidelines

CEPO drafted the Minority Sports Guidelines and the Mahogany Industry Fund Guidelines. The fund utilisation guideline is a financial process requirement.

### Challenges

- Staffing continues to be a major challenge for the unit. The unit has been functioned with three Directors and a Deputy Secretary for almost two years. The Principal Economic Planning Officer position (PEPO) is still vacant whilst the SEPO was appointed in October, 2017. Considering the volume of work and the non-delivery of the Division's core function, the current staff establishment is deficient and may need to be addressed immediately.
- Access to quality data and information is still a challenge faced by the Division. The essence of policy advisory support is important and critical analysis is required in most of our work as this ultimately helps the Hon. Prime Minister and PS in making sound decision and choices. The bureaucracy in retrieving needed information/ data contributes to the delay in the provision of timely advice and support to the senior management. Requested information has to go through the formal communication channel and observing the normal protocol of reporting in Ministries and Departments.
- Information not shared by Ministries and Officers attending events, workshops, trainings or engagements. The Division is challenged with providing good analysis, it lacks updated information and progresses made on various policies. Retrieving information would require a formal request to various Ministries and Departments.
- Strengthening and promotion of networking, exchanges of experience and cooperation amongst government policy experts, stakeholders and policymakers, is seen as the biggest challenge given that Ministries and Departments are working in silos. However, we tend to work towards the same objective, often in close vicinity but not sharing information.
- Limited professional development opportunities for staff can jeopardise the implementation of pedagogical reforms. Given the enormous growing body of literature in various fields of developments that can enhance effectiveness and productivity.

### LEARNINGS

- Strengthen coordination and information-sharing internally. There is a need to improve internal coordination with regards to contribution and feedback of the OPM to policy issues requested by Ministries and Agencies.
- Require ample time to research on issues. Considering the challenge of information gathering and standards required type of information are not readily available. Officer should

be given ample time to research to ensure quality responses and submission.

- Providing updates on implementation progress of national initiatives. OPM needs to be well informed of progress of targeted Government programmes and national initiatives. We may need to submit bi-annual briefs.

### **Way Forward**

- A regulatory requirements need to be instituted to ensure that information gathering, development of database programme implementation is a necessity.
- Provision of additional staff to ensure a fully-fledged Policy Division would impact the quality and depth of advice provided to the Hon. PM and Permanent Secretary as thorough research are conducted ensuring, evidence-based data and figures are provided to support development statements, draft speeches, messages and briefs on national initiatives and our progress on international commitments.
- The need to establish a coordinating agency or mechanism that spells out the roles of various actors and linkages, need to work on sector acts and policies with a view to remove duplication and overlaps as well as the need for further research in order to establish its actual worth and contribution to the economy.

## INTERNATIONAL COOPERATION UNIT

The International Cooperation Unit is a newly-established Unit which was set up by the Permanent Secretary in the Office of the Prime Minister to assist in the facilitation of all the Hon. Prime Minister's international cooperation and engagements. The Unit is also responsible of taking the lead role in coordinating with partners from conceptual phase to implementation of development assistance.

Additionally, the Unit is also tasked with providing responses to international correspondences received by the Hon. Prime Minister. It also follows up with local implementations to international commitments. The Unit also assists in the coordination of bilateral and multilateral meetings that Fiji is party to including, the preparation of official briefs to management on such engagements.

### Staffing

The Unit is under the Deputy Secretary for the Development, Co-operation and Facilitation Division and presently manned by one staff who is the Principal Economic Planning Officer. This is a new addition to the fold and the Ministry, through the current experience, will identify ways in which the Unit will be best placed.

### Key Objectives

#### Objective 1: Coordination of International Cooperation Engagements included;

- Facilitation of meetings with bilateral partners on development cooperation issues
- Coordination of development cooperation processes including the preparations of Memorandum of Agreements between development partners and Fiji
- Facilitation of procurement processes of machinery and technical assistance through development cooperation programmes
- Coordination of the Signing of MOUs and handing-over ceremonies of development assistance (machinery)
- Coordination of training – development cooperation projects

#### Objective 2: Facilitation of International Correspondences for OPM;

- Facilitate in the drafting of international correspondences, including congratulatory messages to both bilateral and multilateral partners.

### Major Achievements

Meetings with Members of the Diplomatic Corps in country on Development Cooperation matters;

#### Assistance from the Government of Japan

- Ambassador Masahiro Omura of Japan – Development Co-operation

#### Grant Assistance for Grassroots Human Security Project

On September 1, 2017, a Grant Contract Signing Ceremony for the Grant Aid for Grassroots Human Security Projects (GGP) programme was signed by H.E. Mr. Masahiro Omura, Ambassador of Japan, and Hon. Prime Minister Josia Voreqe Bainimarama.

- Japanese Government's Assistance to Adopt a School Programme – Handing Over Ceremony - 1st September, 2017.

- The Japanese Government provided assistance worth FJ \$5.24 million for the rehabilitation of the following five schools which were damaged by Tropical Cyclone Winston: Varavu Sanatan Dharam School, Votua Catholic School, Vunibokoi District School, Namena District School, and Lawaki District School.

- This assistance aimed to support resilience, building our infrastructure particularly, in the education sector.

- Facilitation of donour-funded equipment by the Government of Japan- Farming Machinery – Japan International Cooperation Systems facilitating procurement processes.

#### Assistance of 200 vehicles from the People's Republic of China

- A total of 200 China-aided vehicles were handed over to the Fijian Government by the People's Republic of China in February, 2018. This included include 50 school buses, 30 ambulances, 50 police cars, 50 minibuses and 20 panel vans.
- The assistance contributed to a better service in the education, healthcare and other sectors in both urban and rural areas. Total cost of assistance is FJ\$17.5million.
- This project demonstrated the strategic partnership between China and Fiji based on mutual respect and common development aspirations.

#### Assistance by the Government of India

##### Sugar Cane Farmers- Mechanisation programme

- 30 new Mahindra tractors and implements to FSC to assist cane farmers

##### Support to Fiji's Micro Small and Medium Enterprises

- Commitment by the Hon. Prime Minister Modi of US\$5m (FJ\$10.1m) to support MSME development.

##### Assistance to the Fijian Elections Office

- A total of \$224,000 was received for the procurement of vehicles to support the Fijian Elections Office.

#### Other Major Tasks Achieved

- Drafted over 80 international and local correspondences.
- Facilitated vetting of MOUs between Fiji and Peoples Republic of China and Government of Japan on Development Cooperation matters.
- Supported the COP23 Presidency in Bonn.

## Challenges

- Need for better coordination between Government agencies and partners in terms of development cooperation matters.
- Timely facilitation of vetting processes.
- Clear understanding of procurement guidelines from partners by local counterparts.

## Way Forward

- The International Cooperation Unit will continue to work with development partners and agencies in ensuring that the commitments made by partners are implemented efficiently and promptly.
- The Unit will ensure that all necessary Government processes are adhered to and the timely facilitation of these processes through consistent follow-ups.
- Given that the Unit is currently manned by one Principal Officer, the inclusion of another officer will greatly support the objective of the Unit.

# DEVELOPMENT COOPERATION AND FACILITATION DIVISION

## RURAL AND OUTER ISLANDS – COMMUNITY DEVELOPMENT

### Overview

The Small Grant Scheme highlights the budget utilisation, project achievements and project implementations. The Scheme addresses the needs of the rural communities in terms of community improvements, education and individual development.

Projects assisted were focused on three (3) sectors namely education, community improvement and individual development. This is in line with the 2013 Fiji Constitution on the Bill of Right and that is, the right to education, right to clean water supply, access to basic infrastructure, right to housing and health services, among others.

Majority of the projects funded under the Scheme was on the education sector followed by community improvement and individual development.

The Scheme also facilitated projects identified by the Hon. Prime Minister. These projects are usually implemented immediately due to their statuses for the benefit of ordinary Fijians.

Of the \$9million allocated in the 2017-2018 financial years, actual expenditure as of 31st July 2018 was \$9million (100%).

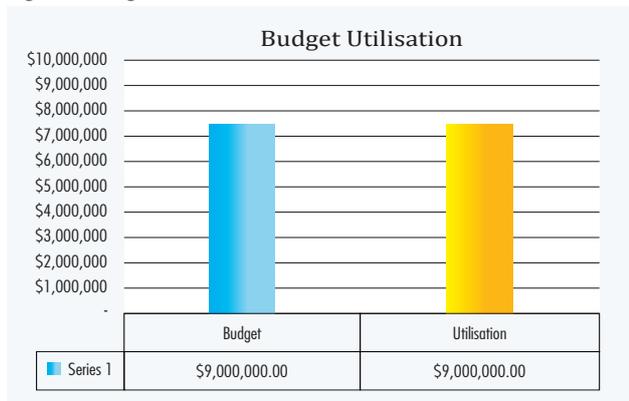
Project assessments and payment are in accordance with the 2016 Development Cooperation and Facilitation Division Standard Operating Procedures and Financial Instruction.

Tender process, vetting of contracts, obtaining approvals of waiver of tender and cash advance payment are key areas that needs to be improved in terms of timeline for timely implementation of projects and payment to the vendors.

Overall, projects documentation, and filing systems and database are well-kept and maintained.

### Small Grant Scheme Budget Utilisation

Figure 1: Budget Utilisation

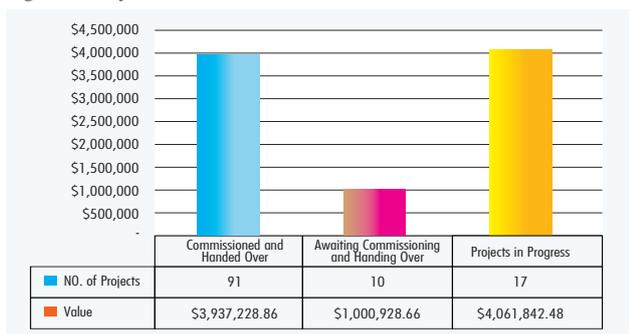


As shown in Figure 1, the Office of the Prime Minister received a budget of \$9million for the year 2017-2018, of which the actual expenditure of \$9million (100%) was utilised.

### Project Achievements

A total number of 118 projects were funded under the 2017-/2018 Small Grant Scheme Budget. Of the 118 projects, 100 were completed and 18 are still in progress.

Figure 2: Project Achievements



As shown in figure 2 above, 91 projects were commissioned and handed over during the financial year, 10 are completed but yet to be commissioned and 17 are in progress. Below are some pictures of the implemented projects during the reporting period:

Project Name	Description of Assistance	Project Cost	Pictures of Project Implementation
Dogotuki District School, Macuata	1 x 2 bedroom staff quarter	\$141,700	
Vuya District School, Bua	1 x 2 classroom Block	\$270,865.23	
Vaturova- Koroalau High School	1 x 2 classroom block	\$230,208	
Bukuya Health Centre Mortuary	Mortuary	\$443,711.35	
Joseva Kevu Vesikula	Supply of Boat and Engine	\$16,984	
Nubu Primary School	Construction of ECE Buildings	\$152,60	
Puran Lal	Supply of Boat and Engine	\$16,984	

## Project Implementation: 2017-2018

Table 1: Project Implementation Status

No. of Projects	Approved Projects		Completed		In-Progress	
	Number	%	Number	%	Number	%
118	100	84.76	18	15.25		

Table 1 represents the status of projects approved in 2017-2018. Of the 117 projects approved, 100 (85.47%) projects were completed.

Majority of these projects are shown below;

Projects in-progress are the ones above \$50,000 in cost especially for new building construction, which requires stakeholder input and approval from initiation stage to completion stage.

The process included tender, vetting of agreement and management of project, which normally take an average of two to three months to complete. Most of these construction projects will be completed in the next financial year.

### Strategic Issues

Below are the strategic issues identified in the management of data and during the management of projects from initiation to implementation stages;

- Measuring the physical implementation of project in the rural and maritime island
- Delay in the delivery and payment of goods to maritime islands and areas that are not accessible by roads
- Maintenance of updated and timely project data to capture the project cycle.

### Strategies

The Division has to review the Standard Operating Procedures on the following:

- Conduct monthly and quarterly monitoring to measure physical progress of the project
- Storage room or an area to be allocated for storage of items being procured to allow the timely delivery and payment of goods to the supplier
- Development of a database to be used by project officers for synchronisation of data and producing of timely and reliable data for management and decision-making.

## Donour Funded Projects And Logistics

### Overview

This report details of the various logistical support provided by the Office of the Prime Minister, through the Development Cooperation and Facilitation Division (DCFD), to facilitate the implementation of the various on-going China-aided projects during the 2017-2018 financial years.

As part of its responsibility, DCFD continued to work with stakeholders including the Government line agencies, the Chinese

Embassy and the Chinese Government-appointed contractors to facilitate the implementation and timely completion of the following projects below:

- Agricultural Development (Rice) in Vanua Levu
- Stinson Parade & Vatuwaqa Bridge reconstruction, Suva
- Marist Brothers High School Ground
- Vatuwaqa and Stinson Parade Bridge
- Renovation of the Civic Auditorium
- Valelevu Sports Complex

### Logistic Support Provided

As part of the Unit's deliverables, DCFD provided logistic support that included obtaining Immigration Exemption permits for Chinese contracted personnel engaged at the various project sites. The Unit also facilitated customs clearance and landing formalities through the payment of the Value Added Tax (VAT) on consignments of goods imported into the country for the exclusive use on China-aided projects and other miscellaneous issues such as processing VAT refunds on the local purchase of goods and services directly associated with the project obtaining duty concession from the Minister for Economy. The Unit also facilitated waiver of port charges in the event of delay on the removal of goods from the wharf.

The timely facilitation of logistic support is crucial for the timely implementation of all China-aided projects and this is achieved through effective networking with our various external partners and agencies who are the final providers of the required services. A quick turn-around time is the bottom line for logistical support. DCFD is committed to ensuring that the necessary facilitation is provided in the shortest possible time.

Tabulated below are the details of the logistic support provided on the respective project:

### Completed Projects

No	Name of Project	Project Cost	Status
1	Tacirua East Housing development – Low Cost Housing	RMB 60m	Housing Authority has confirmed the cancellation of loan Hon. Prime Minister has approved the cancellation of loan Awaiting Government of Fiji to sign off the project
2	Juncao (Mushroom) Technology Demonstration Center Project	RMB 32.7m	1st phase completed in December 2016 for the construction of Demonstration Center for training of farmers and research
3	Renovation of Suva Civic Auditorium	RMB 150m	Renovation commenced on 13 March 2017 and completed on 13 September 2018: Auditorium High-level meeting room, conference room, dining room Defects Liability period to expire on 13 September 2019
4	Rice Development Project in Vanua Levu	RMB 25m	Completed in December 2016
5	Donation of 200 vehicles	RMB 55m	Letter of Exchange has been signed and Chinese Government is conducting internal bidding
6	Renovation of State House Fence	Unknown	Completed in September 2018

## Ongoing Projects

No	Name of Project	Project Cost	Status
1	Marist Brother High School Ground upgrading  (Guangdong Provincial Government)	RMB 2.6m	Ground has been completed on 14 September 2018: 100m running track International rugby ground and 15m jumping pit. Defect Liability will expire on 14 September 2019
2.	Valelevu Sports Complex  (Guangdong Provincial Government)	Unknown	MOU signed on 14.08.18 Awaiting the Chinese team to visit the site and provide design
3	2nd Phase Juncao (Mushroom) Technical Cooperation Project	RMB 8.2m	Technical team arrived in July, 2018 to use the Demonstration Center for training and cultivation of mushroom
4	The Stinson Parade Bridge and Vatuwaga Bridge reconstruction project	RMB 91m	Chinese team commenced with bridge construction in 2015 and completed on 01.01.2018 Defect liability will expire on 01.01.2019
5	Fiji-China Rice Development		Technical team arrived on 21 September 2018 for training of farmers and producing of rice varieties
6	Navua Hospital Technical Cooperation	RMB 12.5m	Technical team arrived in May 2016 to conduct repair and maintenance and provide training on medical equipment usage Technical team will be here for 3 years
7	X-ray Scanner Machines	Unknown	Arrived in Fiji on 5 October 2018 To track illegal items entering the port of entries
8	Friendship Garden Land Mark  (Guangdong Provincial Government)	Unknown	MOU signed on 12 March 2017 The site has been rejected by nearby communities and Suva City Council has to look for another site
9	State House Squash Court  (Guangdong Provincial Government)		MOU has been signed (14.08.18) Contractor is currently doing the design
10	Saint John Bosco Primary School playground upgrading  (Guangdong Provincial Government)	RMB 8m	MOU has been signed Upgrading of school ground is expected to commence in November, 2018
11	LED light for roads	Unknown	Ministry of Infrastructure and Transport is working on the Supplementary Agreement and Cabinet paper.

## Awaiting donor funds from Chinese Government

No	Name of Project	Project Cost	Status
1.	Vunidawa Sporting Complex	Unknown	Chinese side did not agree with the previous site because of the high cost (hillside) and prone to flooding  Ministry of Youth and Sports had identified new site  Geo-technical survey was conducted by Mineral Resources Department and forwarded to Chinese Embassy for budget consideration

No	Name of Project	Project Cost	Status
2	Nanau Seawall  (Guangdong Provincial Government)	Unknown	Chinese Technical team conducted assessment and send to China for budget consideration
3	Renovation of Vodafone Sporting Complex	Unknown	Chinese side is yet to make decision and budget costing. However, urgent request sent to Ministry of Commerce in China
4	10 Jetties (Viti Levu and Vanua Levu)	Unknown	Chinese side is yet to make decision and budget costing

## Subvention And Development Funds (Rotuma, Rabi, Kioa & MVT)

### ROTUMA SUBVENTION FUND

#### Introduction

The Government through the Office of the Prime Minister provided \$240,000.00 funding assistance to Rotuma under the 2016 & 2017 financial year. The fund is called the "Rotuma Subvention Fund" and administered by the Office of the Prime Minister.

#### Council Of Rotuma

The Council of Rotuma is a statutory body established under the Rotuma Act, Cap 122. The main role of the Council is to ensure that the Rotuman customs and traditions are maintained and that the social and economic needs of the community are addressed.

#### Rotuma Subvention Fund

Rotuma Subvention Fund assisted the Council of Rotuma in the payment of its operational expenses and funding small development projects that benefitted the entire community on Rotuma.

The Subvention Fund is distributed as follows:

- A total of \$132,000 for operational grant
- A total of \$108,000 for small development projects.

A total of \$157,364.99 out of the budgetary allocation of \$240,000.00 was utilised as at 31 July 2017. This represented 66% utilisation rate of the total budgetary allocation.

#### Challenges

The delay in releasing monthly operational grant to the Council of Rotuma was one of the challenges faced during the financial year. Preparation and submission of monthly acquittals of funds by the Council of Rotuma is an area that needs improvement. The Office of the Prime Minister and the Council of Rotuma will be working closely to address this problem.

Furthermore, the following activities also took place in the 2017-2018 financial years which contributed to the delay in the utilisation of Rotuma Subvention Fund:

- Charging of the Chairman, Council of Rotuma by FICAC
- Resignation of the Chairman, Council of Rotuma
- Appointment of Interim Chairman, Council of Rotuma which does not comply with Rotuma Act, Cap 122
- Delay in the signing of the Grant Agreement

## Development Projects

There were ten major projects funded and six of these were income-generating projects. The projects, at a total cost of \$88,594, have benefitted about 3000 people on the island. Funding of fiberglass boats and outboard engines is aligned to the Ministry of Fisheries' programme of maximising the utilisation of sea resources in Rotuma that will generate income to the community.

## RABI SUBVENTION FUND

### Introduction

Rabi Island was also provided a funding assistance of \$155,000.00 under the Rabi Subvention Fund. The funds were distributed as follows: \$38,000.00 was for operational grant and \$117,000.00 for development projects.

### Rabi Council Of Leaders

The Rabi Council of Leaders was established under the Banaban Settlement Act, Cap 123. Currently, the Administrator, Mr Karia Christopher is in charge of the Rabi Council of Leaders since 10 June, 2013 after the dissolution of the Rabi Council of Leaders by the Hon. Prime Minister.

### Rabi Subvention Fund

A total of \$112,577.22 out of the \$155,000.00 was utilised during the 2017-2018 financial years. This represents 73% of the total funding. There were five development projects funded and out of these, three were income-generating projects. The projects have benefitted about 5000 people on the island.

The Rabi Council of Leaders was also provided with monthly operational grant from the Office of the Prime Minister to assist in their operation. A total of 10 monthly payments were released and acquittals of these funds were submitted in a timely manner on a monthly basis.

### Challenges

Given below were some of the challenges in regards to the facilitation of Rabi Subvention Fund and other assistance to Rabi:

- Ad-hoc requests of development projects submitted by the Rabi Council of Leaders without any proper planning and priorities.
- The mindset of the community where they waited for Government to assist in their need rather than initiating things on their own to solve the problem.

### Development Projects

There were five projects amounting to \$80,910.52 funded from the Rabi Subvention Fund during the financial year. Out of these, three were income generating projects for the four villages on Rabi.

There were three other projects submitted by the Rabi Council but were not able to be funded as there was a need for a Technical Officer to verify the scoping and costing. These projects are the renovation of two community halls and fencing project for Rabi High School.

## KIOA DEVELOPMENT FUND

### Introduction

Kioa Island was also provided with \$70,000 from the Government through the Office of the Prime Minister. The objective of the development fund is to assist in improving the livelihood of about 900 people living in Kioa.

Salia Village is the only village on Kioa Island and all development issues was handled by the Kioa Island Council.

A total of three projects at a cost of \$28,114.14 were funded at the end of the reporting period.

### Challenges

Given below were some of the challenges in facilitating Kioa Development Fund:

- The Council has been very slow in responding in a timely manner on the submission of development projects despite the assistance of the District Officer Tukavesi.
- The Council's requests are mainly on ad-hoc basis with no proper planning. An area that needs improvement and more consultation with stakeholders like the Island Council and DO Tukavesi.

## MELANESIAN/ VASU I-TAUKEI DEVELOPMENT FUND (MVT)

### Introduction

The MVT Development Fund is allocated by Government through the Office of the Prime Minister to assist in funding of development projects for the minority communities such as the descendants of the Solomon Island, PNG, Vanuatu, Chinese, Part Europeans, Samoans, Kiribati and other minority communities who are citizens of Fiji.

A total of \$100,000.00 was allocated under MVT Development Fund during the 2017-2018 financial years for these communities. It is important to note that projects should be community-based and no funding for individual requests.

### MVT Development Fund

There were five development projects funded at a total cost of \$73,745.37 from the MVT Development Fund in the 2017-2018 financial years. These projects have all been implemented and have benefitted close to 50,000 people.

### Challenges

Some of the challenges encountered in facilitating the MVT Development Fund were as follows:

- The minority communities are scattered throughout Fiji. They do not have a statutory body that looks after their welfare like Rotuma and Rabi. They come under respective District Officers and Provincial Administrators. We often rely on the Provincial Administrators and District Offices to identify these communities for the submission of their development needs for funding consideration.
- Provincial Administrators and District Officers from the Central and Western Divisions do not respond to our requests in a timely manner to assist us with identifying the minority communities and their needs. We will continue to work closely with the Provincial Administrators and District Officers throughout the country to identify and locate these minority communities.

## CLIENT SERVICES UNIT

The OPM's Client Services Unit was established in early 2017 and was entrusted with handling complaints and assistance requests brought to the attention of the Office of the Prime Minister.

This is part of OPM's open door policy and is also an avenue to gauge the effectiveness of Government's operational systems – information dissemination, public service delivery and program implementation.

Despite having a dedicated unit at OPM, recent experiences indicated the need to review and strengthen the current protocols targeted for clients. These range from internal processes to interventions with external parties/agencies that have been referred cases from OPM.

### Current Complaints Protocol

The current cases dealt with at the OPM are received through the following mediums:

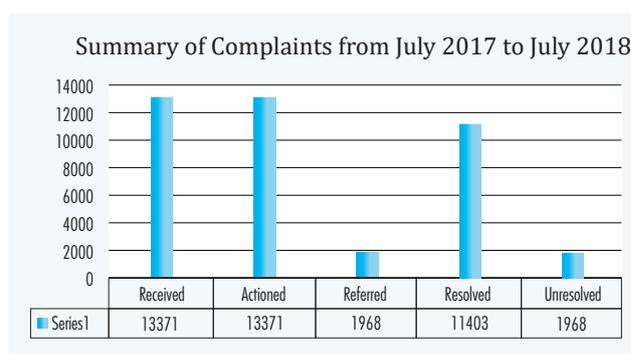
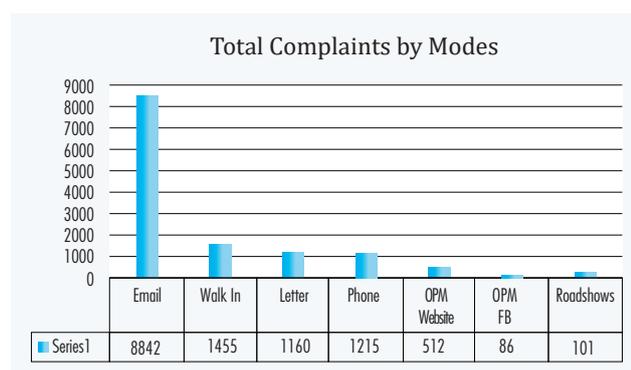
- Letters through postal means or hand delivered
- Walk-in customers
- Phone calls
- Emails
- OPM websites
- OPM social media platforms
- Referrals from the Hon. Prime Minister, including missed mobile calls
- Referrals from the PSOPM
- Talanoa sessions hosted by the Hon. Prime Minister

The following operational strategies are currently adopted by the Client Services Unit:

- Each customer, since early 2017, has an open file which is usually updated on actions taken
- Three of the four staff handles cases (4 hour daily shifts at the OPM booth), while the fourth member updates the files on the actions taken
- An excel-based database is shared within the Unit that allows only one person to update actions at any point in time but this can be viewed by the remaining three Unit staff

## Strategies

### Facilitate and address client complaints



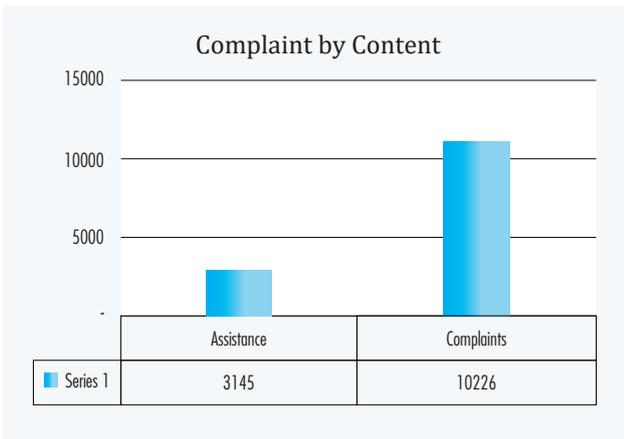
### Major Achievements

There were 13,371 complaints facilitated by the Unit between the periods of July 2017 to July 2018. During these periods, 14.75% of the issues were referred and 85.25% of the total complaints received were resolved. The unresolved cases signified the lack of feedbacks received by the Unit from other Government agencies and organisations on the statuses of the referred cases. The highest number of complaints recorded was through email and this was directly associated to the Workers Strike at Airport Fiji Limited in January, 2018. The ATS saga was later resolved through the Employment Tribunal Decision.

### New Initiatives

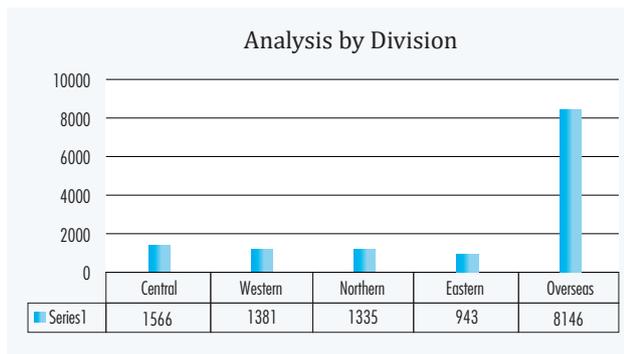
Client Service Officers were rostered daily to attend to complaints, conduct investigations, and mediations with stakeholders and site inspections to various locations across the country. The Officers have been handling all the cases effectively and efficiently, however there is a need for more staff considering the increasing demand of the OPM intervention. Further to this, a designated officer was assigned to log all complaints into the excel database as this was an area of weakness in terms of data recording. Previously, client data were usually distorted and it was difficult to measure the actual complaints received and their statuses. With the current structure, the team is managing to handle all cases received with the current resources and manpower.

## Detailed Activities & Outputs

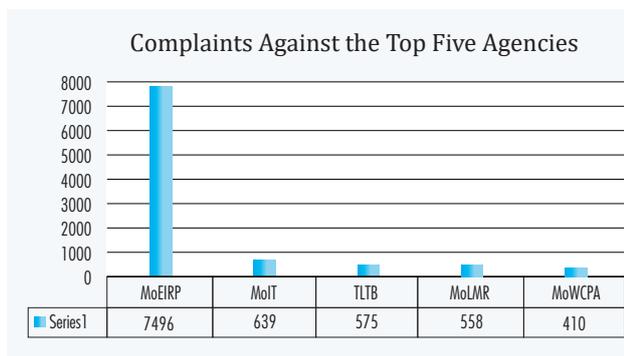


Of the total issues raised with OPM, 24% were requests for assistance and 76% were complaints. Some requests for assistance included;

- Requests for information
- How to apply for Government assistance
- More information on FNPF criteria
- Information on first-home ownership
- Assistance for project proposals
- Seeking advice on land issues



The Central Division, being the most accessible to the front desk, recorded the highest number of client complaints.



The graph and table above showed the complaints against the top five agencies;

- The Ministry of Employment was the focus of attention because of employment disputes. Also, the ATS saga increased the rate of complaints to the OPM.
- The request for road development and maintenance by FRA continued to be an area of public concern with the need for extension of public utilities such as electricity and water.

- I-Taukei Land Trust Board cases involved complaints on policy and process payment for leases and applications for renewals.
- The Ministry of Lands and Mineral Resources recorded issues concerning land purchases and land leases.
- As for the Ministry of Women, Children and Poverty Alleviation, issues recorded were related to the implementation of the social welfare benefit schemes to alleviate poverty.

# HUMAN RESOURCES STATEMENT

Human Resources support and uphold the vision of the Office of the Prime Minister by fostering a positive and engaging work environment while identifying and responding to the changing needs of the reform initiatives.

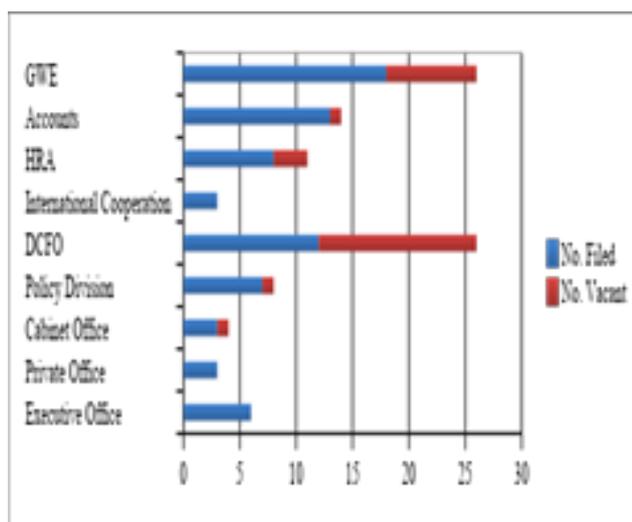
Some of the major achievements for the fiscal year 2017/2018 are: Fijian Civil Service Transition in terms of Job Evaluation Exercise, implementation of the Discipline guideline, Open Merit based Recruitment and Selection Process.

## Staff Establishment

### Staffing

The total number of staff employed by the Office of at the end of the Financial Year 2017/2018 are as follows:

DIVISION	NUMBER ON THE GROUND		NUMBER OF VACANT POSTS	TOTAL APPROVED ESTABLISHMENT
	Male	Female		
Executive Office	2	4	0	6
Private Office	1	2	0	3
Cabinet Office	0	3	1	4
Policy Division	1	5	2	8
Development, Cooperation & Facilitation Office (DCFO)	8	4	14	26
International Cooperation	2	1	0	3
Corporate Services	5	16	4	25
GWE	16	2	8	26
<b>TOTAL</b>	<b>35</b>	<b>37</b>	<b>29</b>	<b>101</b>



The Office of the Prime Minister has an approved establishment of 101 from which 72 positions are substantively filled and 29 vacant.

## Recruitment & Selection 2017-2018

### Recruitment & Selection

OPM uses a fair and effective recruitment process under the OMRS system to employ the right person for each job vacancy.

Tabulated below is the total number of activities undertaken in Recruitment & Selection for the financial year 2017/2018:

Recruitment & Selection 2017-2018		
No.	Types of appointments	TOTAL
1	Acting Appointment	3
2	Extension of Acting Appointment	3
3	New Appointment	20
4	Extension of Contract	12
5	Deemed Resignation	1
6	Resignation	3
7	Re-engagement	2
8	Internal Posting	2
9	Temporary Appointment	2
10	Ext of Temporary Appointment	2
11	Retirement	2
<b>TOTAL</b>		<b>52</b>

- OPM has made 20 new appointments in the 2017-2018 Financial Year, which is 20% of its approved staff establishment.
- Extension of contract was given to those staff whose contract was expiring for continuity of work.

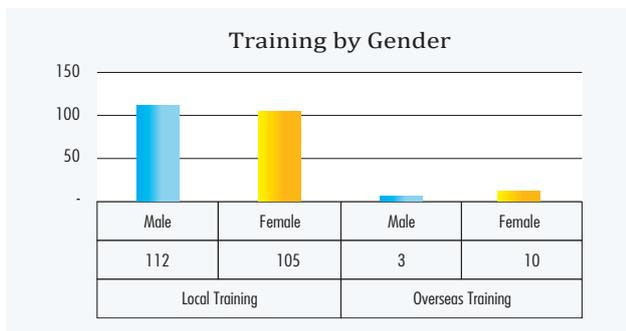
## Training & Development

During the period, 129 learning events were delivered locally and overseas. This demonstrates an ongoing commitment to providing a range of shorter-form learning and development opportunities focusing on specific capability development needs.

Apart from Local and Overseas Trainings, on-the-job training such as action learning groups and coaching were also provided to staff.

Month	Local Training		Overseas Training	
	Male	Female	Male	Female
August	9	6	1	0
September	0	1	1	0
October	1	2	0	0
November	0	0	1	4
December	0	2	0	0
January	0	0	0	0
February	35	23	0	1
March	7	11	0	1
April	0	1	0	0
May	8	6	0	0
June	1	1	0	0
July	0	5	0	1
<b>TOTAL</b>	<b>61</b>	<b>58</b>	<b>3</b>	<b>7</b>

The table shows that 64 (49%) males and 65 (51%) females were given some sort of training in the 2017-2018 financial year.



## Performance Management

Following the result of the moderated performance assessment for assessment period May 2017 to April 2018 which was confirmed for implementation in November 2018, it is to note that salary movement and payment of salary arrears was made in December 2018 (backdated to 02/08/18 for Government Wage Earners and 13/08/18 for Established Staff) in alignment with the Performance Management Framework.

Total (60) officers at Tier 4 level and below have their performance assessment moderated by the Ministry Moderation Committees and eleven (11) officers at Tier 2 & 3, their performance were assessed and moderated by the Inter Ministry Moderation Committee (IMMC).

For this exercise, tabulated below is the summary of the confirmed staff performance results in terms of salary movement by Work Unit/Division:

Work Unit	Step 1-2	Step 2-3	Step 3-4	Step 1-3	Step 1-4	Step 2-4	No Step Movement
Executive Support Office	0	1	1	0	0	0	3
Private Office	0	0	1	0	0	0	2
Cabinet Office	0	1	2	0	0	0	0
Policy Division	0	2	1	0	0	1	2
Development, Corporation & Facilitation Office (DCFO)	0	2	8	0	0	0	2
International Cooperation	0	0	1	0	0	0	2
Corporate Services	7	3	19	1	1	1	7
<b>TOTAL</b>	<b>7</b>	<b>9</b>	<b>33</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>18</b>

From the above table, it can be concluded that majority (75%) staff received some sort of salary movement (1, 2 or 3 step movement). Those that did not receive any sort of movement either had performance issues, had signed a new contract of service or is on probation.

In addition to the above table, below are the details of the moderated assessment by Work Unit:

DESCRIPTION	WORK UNIT						
	ESO	PRIVATE OFFICE	CABINET OFFICE	POLICY DIVISION	DCFO	ICCS	TOTAL
Incorrect Salary Step	0	0	0	0	0	0	0
Remain on the same Salary Step	3	1	0	1	1	6	12
Performance Payment	1	0	0	0	0	0	1
Movement in Salary Step	2	2	2	3	6	22	37
No Movement in Salary Step	1	1	0	1	1	1	5
Probation Assessment (Step Movement)	0	0	1	1	4	10	16
Probation Assessment (No Movement)	0	0	0	0	0	0	0
Form not Completed	0	0	0	0	2	0	2
Cannot be Assessed (Temporary)	0	0	0	0	0	2	2
<b>TOTAL NO. STAFF</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>14</b>	<b>41</b>	<b>75</b>

It is to note that OPM had 100% implementation of the Performance Management outcome for financial year 2017/2018.

## ACCOUNTS DIVISION

The role of the Accounts Division is to provide financial supports services to the Office of the Prime Minister. The Division comprises of the Budget & Financial Reporting Compliance; Audit Report; Procurement Compliance Report and other financial services within the OPM and Cabinet Office assignments.

In the 2017-2018 financial years, the following major Financial and Accounting functions were achieved:

- 100% of our reconciliation was submitted
- 91.2% of overall approved budget was utilised
- 100% payment of Parliamentary Pensioners
- 100% payment were done to suppliers
- Adherence to the closing of the 2017-2018 circular as set out by the Ministry of Economy
- Meeting the economic requirement of the Office in support of its business operation

### Asset Management

#### Annual Board of Survey (BOS)

The 2017-2018 BOS report was approved and received from the Ministry of Economy in September 2018. The items written off had a total value of \$5,528. Items recommended for disposal were discarded at the Naboro Landfill whereas those items recommended for donation were offered to the following schools and offices:

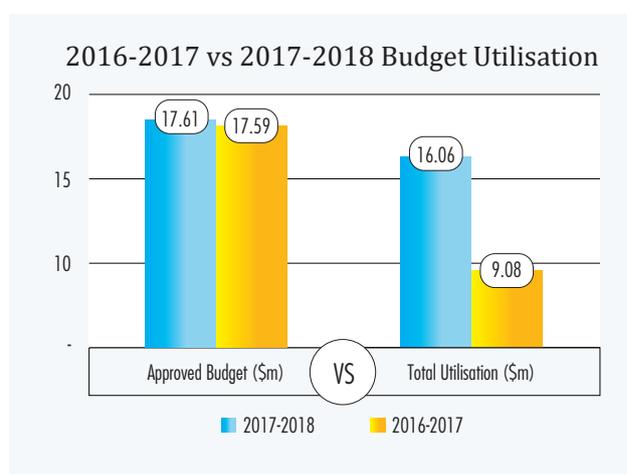
- Ratu Kadavulevu School
- Tai Primary School
- Veiuto Primary School
- Turaga ni Koro's Office (Kumi Village, Tailevu)
- Tailevu North College
- Korovou Primary School

#### Vehicle and Transport

A total of 28 vehicles were engaged by the OPM during the 2017-2018 financial year- two of which were issued to the former Prime Ministers namely, Mr Sitiveni Rabuka and Mr Laisenia Qarase while nine vehicles were used by the OPM and the remaining 17 vehicles were maintained by the Hon. Prime Minister's residence. The cost of fuel, repairs and maintenance recorded for the 2017-2018 financial years were \$270,022.11.

### Budget Overview Of The Office Of The Prime Minister

The OPM received a total budget of \$17.61 million for the 2017-2018 financial year compared to \$17.59 million for the 2016-2017 financial year.



The low utilisation in 2016-2017 was due to the change in financial year as the Ministry was trying to adjust systems and processes.

# FINANCIAL STATEMENT

## OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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Email: info@auditorgeneral.gov.fj  
Website: http://www.oag.gov.fj



File: 345

8 July 2019

The Honourable Josaia Voreqe Bainimarama  
The Prime Minister  
Government Buildings  
SUVA

Dear Honourable Bainimarama

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION**  
**AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018**

The audited financial statements for Office of the Prime Minister and Department of Immigration for the year ended 31 July 2018 together with my audit report on them are enclosed.

Particulars of the errors and omission arising from the audit have been forwarded to the management of the Office for necessary action.

Yours sincerely

Ajay Nand  
**AUDITOR-GENERAL**

cc: Mr. Yogesh Jitendra Karan, The Permanent Secretary, Office of the Prime Minister

Encl.

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF  
IMMIGRATION

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2018

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2018

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## INDEPENDENT AUDITOR'S REPORT

### OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

I have audited the consolidated financial statements of the Office of the Prime Minister and Department of Immigration, which comprise the consolidated Statement of Receipts and Expenditure, consolidated Appropriation Statement, consolidated Statement of Losses, Statement of Receipts and Payments Chinese Grant, Statement of Receipts and Payments Taiwan Grant, Statement of Receipts and Payments Retention Fund, Statement of Receipts and Payments Mahogany Industry Council Fund and Statement of Receipts and Payments Immigration Bond Trust Account for the year ended 31 July 2018, and the notes to the consolidated financial statements including a summary of significant accounting policies.

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion paragraph the accompanying consolidated financial statements are prepared, in all material respects, in accordance with the Financial Management Act, the Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

#### Basis for Qualified Opinion – Department of Immigration

1. A variance of \$515,175 exists between the Integrated Border Control Management System (IBMS) which records the Department of Immigration's operating revenue and the FMIS general ledger. As a result, I was unable to substantiate the correctness of the operating revenue balance of \$12,703,433 recorded in the consolidated financial statements for the financial year ended 31 July 2018.
2. Detailed listings of work permit holders for whom security bond totaling \$28,724,628 was held in trust as at 31 July 2018 were not substantiated by the Department of Immigration. As a result, I was unable to establish the completeness of the amount of security bond reflected in the Immigration Bond Trust Fund Account.
3. An unreconciled variance of \$125,618 exists between the Immigration Bond Trust Fund Account cash at bank balance and the General Ledger (FMIS) balance. As a result, I was not able to ascertain that all receipts and payments had been accurately accounted and disclosed in the Immigration Bond Trust Fund cash account.
4. The Department of Immigration was unable to provide appropriate supporting documents including payment vouchers to substantiate payments totaling \$272,985 for Operating Account. As such, the Audit was unable to satisfy if these payments were properly processed and recorded in the consolidated Statement of Receipts and Expenditure.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Office of the Prime Minister and Department of Immigration

in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Other Matter – Department of Immigration

Internal controls over revenue, payroll expenses, procurements and payments and Bond Trust Fund Account for the Department of Immigration were generally found to be weak. This relates to lack of supervisory checks, reconciliations not properly carried out, improper record keeping and lack of proper planning and budget management. These internal controls weaknesses if not addressed promptly may result in material misstatements and possible financial losses in the future.

#### Management’s Responsibilities for the Financial Statements

The management of the Office of the Prime Minister and Department of Immigration are responsible for the preparation of the consolidated financial statements in accordance with the Financial Management Act, the Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

#### Auditor’s Responsibilities

My objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with ISA, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Prime Minister and Department of Immigration’s internal control.

- Evaluate the appropriateness of accounting policies used and related disclosures made by the Office of the Prime Minister and Department of Immigration.

I communicate with the Office of the Prime Minister and Department of Immigration regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Nand  
AUDITOR-GENERAL



Suva, Fiji  
08 July 2019

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2018

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We certify that the consolidated financial statements:

- (a) fairly reflect the financial performance of the Office of the Prime Minister and Department of Immigration for the year ended 31 July 2018; and
- (a) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and the Finance (Amendment) Instruction 2016.

Yogesh Jitendra Karan  
Permanent Secretary - Office of the PM

Date: \_\_\_\_\_



Benito Veramu  
Principal Accountant - Office of the PM

Date: 17/06/19

Nemani Vuniwaqa  
Director - Immigration

Date: \_\_\_\_\_



Umeshwar Ram  
Principal Accountant - Immigration

Date: 19/06/19

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Operating Revenue		12,703,433	13,636,715
Investment Revenue	3 (a)	71,275	---
Miscellaneous Revenue	3 (b)	211,073	---
<b>TOTAL REVENUE</b>		<u>12,985,781</u>	<u>13,636,715</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff		5,348,307	5,368,527
Government Wage Earners		561,169	595,026
Travel & Communication	3 (c)	2,295,295	1,571,160
Maintenance & Operations		1,360,834	1,175,167
Purchase of Goods & Services	3 (d)	623,013	974,801
Operating Grants & Transfers		620,030	665,573
Special Expenditure	3 (e)	613,958	226,756
<b>Total Operating Expenditure</b>		<u>11,422,606</u>	<u>10,577,010</u>
<b>Capital Expenditure</b>			
Capital Construction	3 (f)	---	17,872
Capital Purchase	3 (g)	193,071	91,291
Capital Grants & Transfers	3 (h)	9,000,000	3,163,482
<b>Total Capital Expenditure</b>		<u>9,193,071</u>	<u>3,272,645</u>
Value Added Tax		238,397	238,254
<b>TOTAL EXPENDITURE</b>		<u>20,854,074</u>	<u>14,087,909</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate	Appropriation Changes	Revised Estimate	Actual Expenditure	Carry-Over	Lapsed Appropriation
			Note 5	a	b		(a-b)
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
	Operating Expenditure						
1	Established Staff	6,694,126	(461,743)	6,232,383	5,348,307	---	884,076
2	Government Wage Earners	915,318	(25,000)	890,318	561,169	---	329,149
3	Travel & Communication	2,455,720	92,500	2,548,220	2,295,295	---	252,925
4	Maintenance & Operations	1,403,737	124,500	1,528,237	1,360,834	---	167,403
5	Purchase of Goods & Services	1,252,133	(100,257)	1,151,876	623,013	---	528,863
6	Operating Grants & Transfers	821,000	60,000	881,000	620,030	---	260,970
7	Special Expenditure	347,161	310,000	657,161	613,958	---	43,203
	<b>Total Operating Expenditure</b>	<b>13,889,195</b>	<b>---</b>	<b>13,889,195</b>	<b>11,422,606</b>	<b>---</b>	<b>2,466,589</b>
	Capital Expenditure						
8	Capital Construction	550,000	---	550,000	193,071	---	356,929
10	Capital Grants & Transfers	9,000,000	---	9,000,000	9,000,000	---	---
	<b>Total Capital Expenditure</b>	<b>9,550,000</b>	<b>---</b>	<b>9,550,000</b>	<b>9,193,071</b>	<b>---</b>	<b>356,929</b>
13	Value Added Tax	540,772	---	540,772	238,397	---	302,375
	<b>TOTAL EXPENDITURE</b>	<b>23,979,967</b>	<b>---</b>	<b>23,979,967</b>	<b>20,854,074</b>	<b>---</b>	<b>3,125,893</b>

## OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

### CONSOLIDATED STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2018

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#### Loss of Money

There was no loss of money recorded for the Office of the Prime Minister for the year ended 31 July 2018.

There was a loss of money recorded for the Department of Immigration amounting to \$576 for the financial year ended 31 July 2018. An investigation was carried out and the officer was terminated.

#### Loss of Revenue

There was no loss of revenue recorded for the Office of the Prime Minister for the financial year ended 31 July 2018.

There was a loss of revenue recorded for the Department of Immigration amounting to \$576 for the financial year ended 31 July 2018. An investigation was carried out and the officer was terminated.

#### Loss of Assets

There was loss of fixed assets recorded for the Office of the Prime Minister for the financial year ended 31 July 2018. Loss reports have been forwarded to the Ministry of Economy for their decision on surcharge actions against officers responsible. Given below are the detail of the losses:

Section	Item	Amount (\$)
Corporate Services Division	Mobile phone - Samsung S5	999
	Camera - Olympus UNK004062 VR - 350	330
	Latitude E5570 Core i7	2,554
	Samsung Galaxy J5 Prime	379
<b>Total</b>		<b>4,262</b>

The Office of the Prime Minister conducted the Board of Survey for the financial year ended 31 July 2018. The following items worth \$5,528 were approved by the Ministry of Economy to be written off:

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED STATEMENT OF LOSSES (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

Fixed Asset Category	Amount (\$)
Others	5,528
<b>Total</b>	<b>5,528</b>

There was no loss of fixed assets recorded for the Department of Immigration for the financial year ended 31 July 2018. The following items worth \$16,236 were approved by the Ministry of Economy to be written off:

Fixed Asset Category	Amount (\$)
Motor vehicles	4,497
Office Equipment	5,442
Furniture and Fittings	4,545
Others	1,752
<b>Total</b>	<b>16,236</b>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Interest		573	496
Assistance & Refunds		---	211,434
Reverse Statement Fee		6	---
<b>Total Receipts</b>	3 (i)	<u>579</u>	<u>211,930</u>
<b>PAYMENTS</b>			
Retention for Valelevu Multi-Purpose Court		22,595	---
Withholding Tax		57	50
Statement Fee		---	3
Withdrawal Transfer - Bank Fees		6	---
<b>Total Payments</b>		<u>22,658</u>	<u>53</u>
Net (Deficit)/Surplus		(22,079)	211,877
Opening balance as at 1 August 2017		572,806	360,929
<b>Closing Balance as at 31 July 2018</b>	4 (a)	<u>550,727</u>	<u>572,806</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Interest Received		165	50
Taiwan Cash Grant		424,032	---
<b>Total Receipts</b>	3 (j)	<u>424,197</u>	<u>50</u>
<b>PAYMENTS</b>			
Assistance to Community Projects		22,759	---
Assistance to Schools		16,500	---
Bank Charges		3	---
Withholding Tax		17	5
<b>Total Payments</b>		<u>39,279</u>	<u>5</u>
Net Surplus		384,918	45
Opening Balance as at 1 August 2017		50,125	50,080
<b>Closing Balance as at 31 July 2018</b>	4 (b)	<u>435,043</u>	<u>50,125</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Interest		1,045	968
Retention for Vatulele District School		---	17,061
Retention for Matanuca Primary School		---	12,189
Retention for Vunisaiki Primary School		53,038	60,962
Retention for Queen Victoria School		11,881	---
Retention for Nabua Resource Centre		23,642	---
Retention for Ballantine Memorial School		22,297	---
Retention for Naseyani Primary School		12,276	---
Retention for Tavua District School		11,667	---
Retention for Nubu Primary School		12,835	---
Retention for Dogotuki District School		11,444	---
Retention for Vuya District School		18,333	---
Retention for Kubulau District School		9,746	---
Retention for Immaculate Conception Primary School		9,684	---
Retention for Nausori Primary School		80,043	---
Retention for Vaturova Koroalau High School		11,510	---
Retention for Dama District School		3,476	---
Retention for Bukuya Health Centre		14,738	---
Retention for Raiwai Youth Hall		82,612	---
Retention for Suvavou Kindergarten		11,870	---
Retention for Rukurukulevu Village		12,577	---
Retention for Nausori District School		31,116	---
Retention for Biausevu Village Women's Group		26,735	---
Retention for Saint John Bosco Primary School		7,580	---
<b>Total Receipts</b>	3 (k)	<u>480,145</u>	<u>91,180</u>
<b>PAYMENTS</b>			
Bank fee		6	---
Resident Withholding Tax		105	97
Retention Payment - Rabulu Sanatan School		---	4,807
Withdrawal Transfer		40	---
FRCS Payments		4,633	---
Retention Payment - Nausori Primary School		40,022	---
Retention Payment - Mamanuca Primary School		11,630	---
Retention Payment - Vunisaiki Primary School		54,385	---
Retention Payment - Nabua Resource Centre		14,073	---
Retention Payment - Vatulele District School		16,278	---
<b>Total Payments</b>		<u>141,172</u>	<u>4,904</u>
Net Surplus		338,973	86,276
Opening Balance as at 1 August 2017		1,040,086	953,810
<b>Closing Balance as at 31 July 2018</b>	4 (c)	<u>1,379,059</u>	<u>1,040,086</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

MAHOGANY INDUSTRY COUNCIL FUND - STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Interest		21,116	17,095
Transfer from Ministry of Finance		---	---
License Fees		407,301	178,317
Reversal Withholding Tax		---	---
<b>Total Receipts</b>	3 (l)	<u>428,417</u>	<u>195,412</u>
<b>PAYMENTS</b>			
Audit Fees		50	
Bank chargers		61	43
Withholding Tax		2,112	1,710
Refund of License Fee		---	532,795
<b>Total Payments</b>		<u>2,223</u>	<u>534,548</u>
Net Surplus/(Deficit)		426,194	(339,136)
Opening Balance as at 1 August 2017		1,729,774	2,068,910
<b>Closing Balance as at 31 July 2018</b>	4 (d)	<u>2,155,968</u>	<u>1,729,774</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

IMMIGRATION TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
Immigration Bond Received		7,071,866	9,222,553
<b>Total Receipts</b>	3 (m)	<u>7,071,866</u>	<u>9,222,553</u>
<b>PAYMENTS</b>			
Immigration Bond Payment		3,562,587	4,187,530
<b>Total Payments</b>		<u>3,562,587</u>	<u>4,187,530</u>
Net Surplus		3,509,279	5,035,023
Opening Balance as at 1 August 2017		25,215,349	20,180,326
<b>Closing Balance as at 31 July 2018</b>	4 (e)	<u>28,724,628</u>	<u>25,215,349</u>

## OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

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#### NOTE 1: REPORTING ENTITY

##### Office of the Prime Minister and Department of Immigration

The Office of the Prime Minister ('OPM') assists the Prime Minister in his role as Head of Government and the Chairperson of Cabinet by providing administrative and logistical support. The Cabinet Office of the OPM provides Cabinet and the Prime Minister with secretarial support to ensure timely decisions for the effective running of Government.

The OPM also administers the implementation of a number of programmes, including the development of the mahogany industry, administration of small grants and the coordination of donor funding for community development projects (particularly in rural and maritime areas) and the administration of the Rotuma, Rabi, Melanesian Vasu-i-Taukei and Kioa Island Councils.

The OPM also has authority over the Department of Immigration, which is responsible for managing the flow of people across Fiji's borders. This includes passport issuance for Fijian citizens, entry and departure permits and the processing of applications for citizenship. The Department is in the process of introducing new technologies to improve internal operations and deliver more effective services to the public, namely through the installation of a Biometric Verification System.

#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES

##### (a) Basis of Accounting/Presentation

In accordance with government accounting policies, the financial statements of the Office of the Prime Minister and Department of Immigration are 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, Finance Instructions 2010 and the Finance (Amendment) Instruction 2016. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

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

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

## OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...) FOR THE YEAR ENDED 31 JULY 2018

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#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES (*Continued...*)

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 Service (FRCS). Actual amount paid to FRCS 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. The 2017 figures were amended to include the figures for Department of Immigration.

#### (d) Revenue Recognition

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

#### (e) Consolidated Accounts

The financial statements of the Office of the Prime Minister and Department of Immigration are consolidated as stated in the year 2017 - 2018 Appropriation Promulgation or Annual Appropriation Act.

#### NOTE 3: SIGNIFICANT VARIATIONS

- (a) The investment revenue recorded by the Office of the Prime Minister in 2018 of \$71,275 relates to the bank interest revenue earned from funds transferred as carry over funds which was maintained at a Commercial Bank.
- (b) The miscellaneous revenue recorded by the Department of Immigration of \$211,073 mainly relates to the bulk clearing of various revenue from the bank lodgement clearing account to the miscellaneous revenue allocation.
- (c) The travel and communication costs increased by \$724,135 or 46% in 2018 compared to 2017. This was mainly due to the increase overseas travel expenses for the Honourable Prime Minister and delegates. For the Department of Immigration this was due to the increase in local travels to attend to work duties in the divisional offices.
- (d) The purchase of goods and services costs reduced by \$351,788 or 36% in 2018 compared to 2017. This was due to the reduction in procurement of office equipment and supplies for the Office of the Prime Minister.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

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NOTE 3: SIGNIFICANT VARIATIONS (*Continued...*)

- (e) The special expenditure costs increased by \$387,202 or 171% in 2018 compared to 2017. This was due to the reimbursement of claims to the former Prime Ministers that was initially on hold and later approved by Cabinet to be paid.
- (f) The capital construction costs reduced by \$17,872 or 100% in 2018 compared to 2017 as no capital work was planned for the financial year.
- (g) The capital purchase costs increased by \$101,780 or 112% in 2018 compared to 2017. This was due to the increased in expenses incurred for the construction and fittings for Nadi Office for the Department of Immigration.
- (h) The capital grants and transfers costs increased by \$5,836,518 or 185% in 2018 compared to 2017. This was due to the increased in budget associated with the increase in project works to be carried out.
- (i) The decrease in Chinese grant trusts receipts is mainly attributed to the decrease in assistance received from the Chinese government during the year.
- (j) The increase in Taiwan grant trusts receipts is mainly attributed to the increase in assistance received from the Taiwan government during the year.
- (k) The increase in retention trust receipts is mainly attributed to the increase in small grant scheme projects undertaken. The increase in projects have led to more payments to contractors which has resulted in an increase in amounts retained while projects are carried out.
- (l) The increase in Mahogany Industry Council trust receipts is mainly attributed to the high demand of logs from approved license holders hence, the increase in license fees.
- (m) The decrease in Immigration Bond received was due to a decrease in permits issued.

NOTE 4: MAIN TRUST FUND ACCOUNTS

Trust money is to be accounted for separately from public money and other money. Trust money is to be kept in a separate bank account pending its withdrawal for use. The Office of the Prime Minister operates and maintains four main trust fund bank accounts.

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

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NOTE 4: MAIN TRUST FUND ACCOUNTS (*Continued...*)

The Department of Immigration operates and maintains one main trust fund bank accounts. Given below are the details of these accounts:

(a) Chinese Grant Trust Fund Account

The trust fund account is used to record and maintain grants that are provided by the Chinese Government to the Fiji Government through bilateral agreements in the form of letter of exchange. The funds are generally used to cater for those projects that are committed by the Honourable Prime Minister through request from the communities and evaluated based on its need and priority.

These are mainly projects that assist communities in the areas of education, integrated village/settlement developments, youth developments, women's and minority group settlement developments and are not provided for in the national budget estimates. The approving authority for the funding of assistance under this trust fund is the Honourable Prime Minister.

(b) Taiwan Grant Trust Fund Account

The trust fund account is used to record and maintain grants that are provided by the Taiwanese Government to the Fiji Government through bilateral agreements. The funds are generally used to cater for those projects that are committed by the Honourable Prime Minister through request from the communities and evaluated based on its need and priority. These are mainly projects that assist communities in the areas of education, integrated village/settlement developments, youth developments, women's and minority group settlement developments and are not provided for in the national budget estimates. The approving authority for the funding of assistance under this trust fund is the Honourable Prime Minister.

(c) Retention Fund Account

This trust fund account is used to maintain retention funds for various projects as per the conditions on the agreement. The funds will be paid out to contractors when certificate of completion is submitted and all conditions of the contract are met.

(d) Mahogany Industry Council Trust Fund Account

The Mahogany Industry Council Trust Fund ('Fund') was established in July 2015 for the sole purpose of administering all license fees paid by Mahogany Industry license holders.

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

NOTE 4: MAIN TRUST FUND ACCOUNTS (*Continued...*)

The license fees concept was introduced in June 2011 following the Mahogany Industry Development Act of 2010 and Mahogany Industry (licensing and branding) Act of 2011. The administration of the proceeds was handled by the Ministry of Economy and was only transferred to the Office of the Prime Minister, as Secretariat of the Mahogany Industry Council ('Council'), in August 2015. The use of the proceeds is at the discretion of the Mahogany Industry Council.

**Immigration Trust Fund Account**

The Immigration security bond trust fund account was established for the sole purpose of retention of money paid by non - Fiji citizens as security prior to the granting of the permit. Bonds are kept with the Department until such time, they leave the country then it will be refunded.

NOTE 5: APPROPRIATION MOVEMENTS

There was no redeployment of the Office/Department's funds during the year ended 31 July 2018. Other movements were made through virements as follows:

Virement No	From	To	Amount (\$)
<b>Office of the Prime Minister</b>			
01 / 2017-2018	Seg 4	Seg 4	20,000
02 / 2017-2018	Seg 4	Seg 4	20,000
03 / 2017-2018	Seg2	Seg2	5,000
04 / 2017-2018	Seg 1	Seg 2	20,000
05 / 2017-2018	Seg 1	Seg 2	5,000
06 / 2017-2018	Seg 4	Seg 5	38,000
07 / 2017-2018	Various	Seg 7	190,000
08 / 2017-2018	Seg 3	Seg 3	20,000
09 / 2017-2018	Seg 3	Seg 4	30,000
10 / 2017-2018	Various	Seg 4	20,000
11 / 2017-2018	Various	Seg 7	200,000
12 / 2017-2018	Various	Seg 3	100,000
13 / 2017-2018	Seg 4	Seg 4	10,000
14 / 2017-2018	Seg 2	Seg 2	2,901
15 / 2017-2018	Seg 2	Seg 2	4,599
16 / 2017-2018	Seg 2	Seg 2	500
17 / 2017-2018	Seg 4	Seg 4	5,000
18 / 2017-2018	Seg 5	Seg 7	20,000
19 / 2017-2018	Various	Seg 3	123,500
20 / 2017-2018	Seg 3	Seg 3	30,000
21 / 2017-2018	Seg 3	Seg 4	5,000

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

NOTE 5: APPROPRIATION MOVEMENTS (*Continued...*)

Virement No	From	To	Amount (\$)
<b>Department of Immigration</b>			
02 / 2017-2018	Seg 1	Various	36,743
03 / 2017-2018	Seg 1	Seg 6	61,270
04 / 2017-2018	Seg 2	Seg 1	16,714
05 / 2017-2018	Seg 5	Seg 3	10,000
06 / 2017-2018	Seg 4	Seg 4	25,000
07 / 2017-2018	Seg 4	Seg 4	1,450
08 / 2017-2018	Seg 4	Seg 3	10,000
09 / 2017-2018	Seg 1	Seg 1	150,000
10 / 2017-2018	Seg 2	Seg 2	20,000
11 / 2017-2018	Seg 1	Various	100,000
12 / 2017-2018	Seg 1	Various	80,000
13 / 2017-2018	Seg 1	Seg 4	10,000
14 / 2017-2018	Seg 5	Various	9,000
15 / 2017-2018	Seg 1	Various	13,700
16 / 2017-2018	Seg 2	Seg 2	650
17 / 2017-2018	Seg 1	Seg 1	5,000



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