



2018 - 2019 ANNUAL REPORT

OFFICE OF THE PRIME MINISTER
AND DEPARTMENT OF IMMIGRATION

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REFERRAL LETTER FROM THE PERMANENT SECRETARY

30th November, 2020

Honourable Prime Minister

Josaia Voreqe Bainimarama
Level 4, Government Building new Wing
Suva

RE: 2018-2019 ANNUAL REPORT

Dear Sir,

It is with pleasure that I submit for your information and presentation to Parliament, the Annual Report for the Office of the Prime Minister and Department of Immigration for the period of 1st August 2018 – 31st July 2019.

The report highlights the Ministry's performance and achievement in delivering services to our valued stakeholders as reflected in the 2018-2019 Annual Operational Plan.

This report has been prepared in accordance with the provision of the Financial Management Act 2004.

The Report further captures the commitment and diligence of all staff within the Ministry.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Yogesh J. Karan', written over a dotted line.

.....
Yogesh J. Karan
Permanent Secretary



ABOUT THIS REPORT

This Biannual Report details our performance and commitments in our focus areas of robust leadership and equitable development for all. It 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 entails the following:

1. The Organisation Structure in the Office of the Prime Minister; Department of Immigration and
2. Outlines our contribution of the respective Division/ Units Outcomes, Outputs and Key Performance Indicators; and
3. Highlights the Achievements and Results in the Office of the Prime Minister and Department of Immigration.



REVIEW BY THE PERMANENT SECRETARY

I have the pleasure of presenting our financial performance for the period ended 31st July, 2019.

The Office of the Prime Minister and Department of Immigration occupies a crucial position in providing sound policy advice and support to the Prime Minister and his Cabinet. It is the epic Government agency that is tasked with ensuring a well-coordinated system within Government in achieving its overarching goal of building a better Fiji for All Fijians.

We have delivered yet again another unprecedented year of performance and achievements of our Ministry deliverables. We had approached the fiscal year with a single focus of improving our services to our valued customers and Ministry stakeholders. Collectively, Executive management with the support of my hardworking staff

had to work in unison to deliver our Ministry Objectives,

As Head of Government the Prime Minister attentively continued to closely monitor the various programmes put in to address socio-economic developments needs of the people. This was done through visitation to the divisions and rural areas where he touched base with the people at times making "on the spot" decisions on issues raised to him that needed immediate attention. For the coming years we will continue to re-align our core roles to provide the best possible return to our customers. Focus will remain on creating awareness to staff on the importance of serving the Prime Minister, planning and promoting our image to our stakeholders and customers.

The Office of the Prime Minister and Department of Immigration was provided with a total budget of \$24m for this reported period. As at 1st July, 2018 we had a total employees of 185 that is 66 with Office of the Prime Minister and 119 from Department of Immigration. The Office of the Prime Minister has its re-organisation of structure effective from 01 November 2018. The major reason for the re-organisation was to maximize productivity with a minimum operational cost. Through this exercise, the ministry had a savings which is retained in its SEG 1 and 2 of the ministerial budget. The features of the review included the Re-titling of Functional Division, Re-titling/Re-defining of positions, Creation of Head of Division positions, Deletion and trade-off of existing vacant positions to create new and upgrade posts, strengthening of the Executive Support Office and also the Transfer of Functions and Positions. The reorganisation paved a way for a more structured and more learner and innovative workforce. The Office is an equal employer whereby employment opportunity is given to both males and females based on merit. This is evident through the number of staff on the ground.

The confidence and support entrusted to OPM and DOI staff has enabled the team to deliver well and further develop its main core responsibilities to achieve maximum results.

I would like to extend my sincere appreciation to all our partners for your unwavering commitments and support.

I am also grateful for the support and cooperation received from our donor partners or agencies.

Furthermore, my appreciation to the Hon. Prime Minister for his guidance, firm leadership and stewardship. Our achievements would not have been possible without the diversity of skills and commitments of my team. I thank them for their contribution and dedication throughout the year and look forward to their continuing support in the future.

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 and Department of Immigration.

ACRONYM	DESCRIPTION
ACP	Annual Corporate Plan
BCO	Border Control Officer
CI	Compliance and Investigation
CSD	Corporate Services Division
CO	Cabinet Office
CSU	Client Services Unit
DCFD	Development Cooperation and Facilitation Division
DCFO	Development Cooperation and Facilitation Office
DOI	Department of Immigration
ESO	Executive Support Office
FENC	Funds for Education of Needy Children
FHCL	Fiji Hardwood Corporation Limited
FRCA	Fiji Revenue & Customs Authority
FPF	Fiji Police Force
GWEs	Government Wage Earners
HOD	Head of Department
ICAO	International Civil Aviation Organisation
ILO	International Labour Organisation
MIC	Mahogany Industry Council
MOU	Memorandum of Understanding
MRP's	Machine Readable Passports
MVT	Melanesian Vasu I Taukei
OHS	Occupational Health & Safety
OPM	Office of the Prime Minister
PCCPP	Peoples Charter for change Peace and Progress
PD	Policy Division
PO	Private Office
PI	Prohibited Immigrant
POI	Person of Interest
PRMD	Public Relation & Media Division
PV	Permits and Visa

ACRONYM	DESCRIPTION
RDSSED	Roadmap to Democracy Sustainable Socio-Economic Development
SGS	Small Grant Scheme
TIP	Trafficking in Person
UN	United Nations
UNDP	United Nations Development Program
VSATF	Vatukoula Social Assistance Trust Fund

CORPORATE PROFILE

VISION

A Modernized Nation State through Robust Leadership & Equitable Development for All.

MISSION STATEMENT

The Office of the Prime Minister ensures that the Prime Minister is provided with comprehensive policy advice that impacts on Economic, Social, Governance and Cultural Development processes at national and all levels of society.

To achieve our vision, the Office of the Prime Minister will demonstrate:

1. Vigilant oversight of National Policies through robust coordination processes;
2. High visibility engagement with all key stakeholders; and
3. Innovative and Dynamic Processes for effective and sustainable policy development, implementation and evaluation of Government objectives.

VALUES

LOYALTY	to the Government of the day
RESPECT	one another and for the rule of law
RELIABILITY	to do our jobs honestly and diligently
ACCOUNTABILITY	for everything we do and the decision we make
PROFESSIONALISM	Through a high level of competence, honesty and fairness in the delivery of services.
TOLERANCE	For individual differences and working together without prejudice, bias or discrimination.
INTEGRITY	In upholding the values and ethics of the Fijian Public Services.

PART 1 – OVERVIEW OF THE OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION 2018-19

EXECUTIVE SUPPORT OFFICE (ESO)

The Executive support Office/Permanent Secretary's Office provides executive support to the Permanent Secretary and the Prime Minister. In addition, the Division's special responsibility includes:

- Contribute to Office of the Prime Minister's vision through the provision of timely, strategic, expert advice to Permanent Secretary to enable fully informed evidence-based strategic policy recommendations and decisions.
- Ensure the success of the Prime Minister's bilateral, regional, national and international engagements through the provision of high level executive support and preparatory ground work leading up to the Prime Minister's engagements and thereafter the follow up process on what has been agreed to in the meetings.
- Ensure vigilant oversight of implementation of the objectives the seven (7) divisions of the Office of the Prime Minister that is the Policy Division, Development Cooperation Facilitation Division, Cabinet Office, Corporate Services, International Relations and Private Office through monthly reporting of deliverables of the divisions to the Permanent Secretary.
- Notifying or conveying to relevant agencies the Prime Minister's decisions;
- Update and maintain the Prime Minister and Permanent Secretary's schedule;
- Vet submissions brought to the Permanent Secretary;
- Organizing the Prime Minister and Permanent Secretary's logistics for overseas official visits in liaison with the Ministry of Foreign Affairs.

PRIVATE OFFICE (PO)

The Private Office ensures efficient provision of administrative, logistic support, local protocol and ceremonial matters concerning the Prime Minister and spouse; effective management of their security requirements in conjunction with the Fiji Police Force and the Republic of Fiji Military Force procedures. The Private Office is also responsible for receiving and facilitating complaints addressed to the Prime Minister.

Other duties include:

- Notifying Ministries/Departments of the decisions made on their request for tinting of their respective government vehicles.
- Implementation of the Diplomatic Missions and International Organisations Act, 2016;

CABINET OFFICE (CO)

The roles and responsibilities of the Cabinet Office have expanded with the establishment of Fiji's first genuine democracy under a Parliamentary system. The CO supports the Prime Minister and Cabinet and ensures the effective running of Government. The Office provides advice to the Prime Minister and Ministers on Cabinet matters, coordinates the submission and timely circulation of Cabinet papers; records the deliberations and decisions of Cabinet, facilitates the implementation of its decisions, safeguards confidentiality of Cabinet information, and administers the Former Parliamentarians, Prime Minister's and Presidents' pension laws, the Fiji Flag and the Coat of Arms.

POLICY, RESEARCH AND INTERNATIONAL RELATION DIVISION (PRIRD)

Policy, Research and International Relation Division facilitates timely provision of thoroughly researched, factual and evidenced advice on issues; policies; and programs of National interest to the Prime Minister. These include thorough analysis of policies that impact economic and social developments, governance and cultural contexts. PRIRD facilitates Cabinet briefs to the Prime Minister during Cabinet meetings and consolidates information kits for his overseas engagements.

PROJECT PLANNING AND FACILITATION DIVISION (PPFD)

The Project Planning and Facilitaion Division consists of two units namely:

- (i) Project Planning and Facilitaion Division (PPFD); and
- (ii) Client Service and Media Unit (CSMU). The collective role of PPFD is to create awareness on Government's intent and objectives through consistent engagement and ensuring high visibility through facilitation of programmes and projects implementation.

PPFD in specific facilitates, conducts and follows up actions on offer of assistance to the Government through OPM by donor countries. The Division complements the work of the Budget and Aid Coordination Committee (BACC) of the Ministry of Economy in soliciting donor funds to be used for development purposes in Fiji.

The Division administers the Prime Minister's Small Grant Scheme, Rotuma Subvention Fund, Rabi Subvention Fund, Kioa Development Fund and MVT Development Fund. It also provides sound policy advice to the Prime Minister on matters pertaining to the Banaban Settlement Act, Banaban Lands Act, and Rotuma Act & Rotuma Lands Act.

The CSM is responsible for the dissemination of Government's initiatives and policies through public relations activities, media and radio talk back shows, road shows and exhibitions and dealing with the public feedbacks either through face to face consultations, dialogue or complaints. With the continuous inflow of complaints to the OPM, the Division has integrated the Client Services Unit into its work processes.

CORPORATE SERVICES DIVISION (CSD)

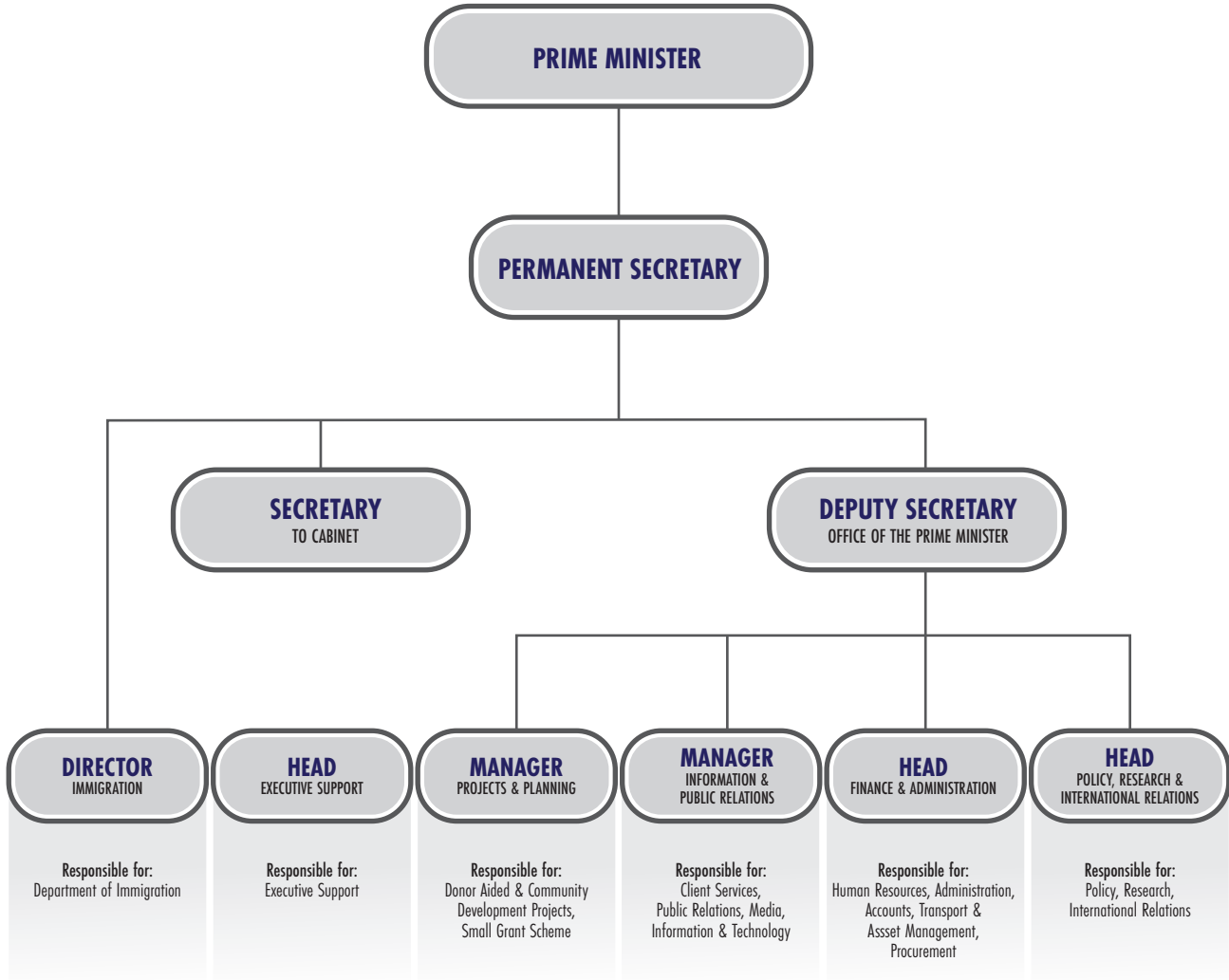
The Division provides policy advice, formulate and act on policy issues relating to all Corporate Services to the Office of the Prime Minister (OPM) through four (4) key areas:

- (i) Accounts Unit, Human Resources and Development Unit, Administration & Productivity Unit, and Information Technology Unit with all statutory obligations;
- (ii) The Accounts Unit is responsible for the budget & financial reporting compliance; audit report; procurement compliance report and other financial services within the OPM and the Cabinet Office assignment;
- (iii) The Human Resources and Development Unit is responsible for the Human Resources Management & Staff Development. The Administration & Productivity Unit is responsible for Asset Management, Records Management, Procurement, Logistic Support, Maintenance and Support, and Productivity Management; and
- (iv) The Information Technology Unit manages the information technology function including IT support, trouble shooting, back up, technology upgrades (applications etc.) and advice.

DEPARTMENT OF IMMIGRATION (DOI)

The Department of Immigration (DOI) under the Office of the Prime Minister is responsible for providing an efficient and effective Immigration service through the administration and enforcement of the following Laws: Immigration Act 2003 and Regulations; Passport Act 2002 and Regulations; and Citizenship Act 2009 and Regulations. The Department also aligns itself to the UN Convention on Refugees, the UN Convention on Transnational Organized Crime and its Protocols. (TIP), the ILO Convention (Labour Mobility), and ICAO (Passports and other Travel Documents). The strategic goals and objectives of the DOI are geared towards ensuring the integrity of Fiji's borders and the effective management of people movements into and out of Fiji.

ORGANISATION STRUCTURE



PART 2 – REPORT ON PERFORMANCE

EXECUTIVE SUPPORT OFFICE

Supporting the Prime Minister and Permanent Secretary carry out their roles and functions.

2018 - 2019 was an extremely busy period, the division supported the Prime Minister through the Permanent Secretary in his role. The Prime Minister's role as set out in the Constitution and Ministerial Assignment and the Permanent Secretary's role as set out in Section 127 of the Constitution.

The Prime Minister was the presiding Chair of COP 23 until December 2018 and therefore climate change related events were at the forefront of the Prime Minister's agenda. The ES Division were busy organizing local and international meetings for the Prime Minister on climate related issues. By 2019 there was a slight shift in focus and the Prime Minister attended engagements organized by UN Habitat

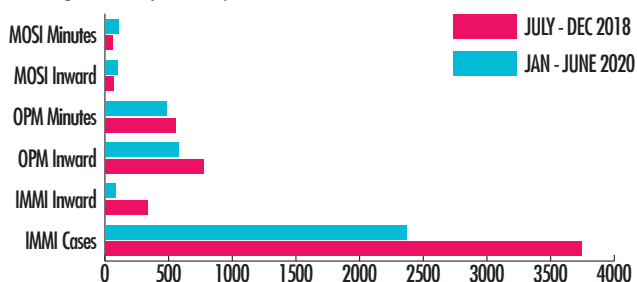
The Permanent Secretary was also overseeing the Office of the President, Ministry of Sugar Industry and the Department of Immigration.

The Department of Immigration embarked on the ePassport project in September 2018 and by March 2019, the ES Division was overseeing the passport renewals on a case by case basis to allow for smooth transition to ePassports with limited stock of normal passports. For the period April to June 2019, the ES team:

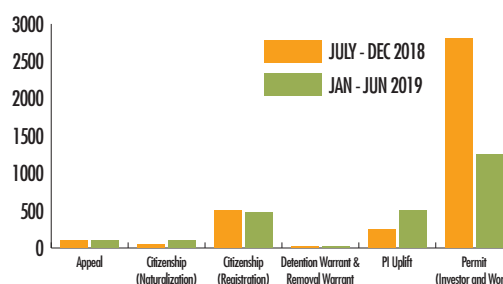
- (i) Submitted tabulated 2226 passport applications for PSOPM's decision;
- (ii) Informed Department of Immigration on PSOPM's decision on the 137 batches of passports applications (a total of 2226 individual passport applications);
- (iii) Liaised with the SG's Office on the ePassport contract;
- (iv) Attended meeting on ePassport contract funding;
- (v) Liaised with clients, ministries and diplomatic missions on the transition to ePassport; and
- (vi) Oversee the implementation of the ePassport project.

In 2018 - 2019 financial year, ES supported the Minister and Permanent Secretary in reaching decisions on more than 9,249 files or correspondences which were processed through the ES Division. The breakdown of the files are as follows:

Correspondence from July 2018 - June 2019



6,110 (excluding 410 immigration inward mails) of these were Immigration Files, which is approximately 70% of all correspondences, and these files ranged from Naturalization, Prohibited Immigrants, and Citizenship by Registration, Appeals, Detention warrants and Removal Orders to Work Permits.



Guests of the Office of the Prime Minister & Important National Events

The Prime Minister received 23 dignitaries (11 in 2018 and 12 in 2019) who paid a courtesy call on him. He had 2 bilateral meeting in this period with the Prime Minister of Papua New Guinea and the Prime Minister of Samoa in 2018.

Among the dignitaries the Prime Minister received the following dignitaries:

1. His Royal Highness Crown Prince of Norway;
2. His Royal Highness, Duke of Sussex;
3. President of Estonia;
4. President of Palau;
5. President of Marshall Islands;
6. Prime Minister of Papua New Guinea;
7. Prime Minister of Samoa;
8. Prime Minister of Australia; and
9. United Nations Secretary General

A more detailed table of the courtesy calls he received at the Office is as follows:

2018	NAME	TIME OF MEETING
8 July	Rt. Hon. Peter Hon. Neill, Prime Minister of Papua New Guinea	Bilateral meeting
13 July	H. E Patterson Oti – Solomon Islands High Commissioner	Farewell call
13 July	H. E. Zheng Zeguang – Vice Minister of Foreign Affairs, PRC	Courtesy call
3 August	Amb. Mirosljub Petrovic, Non Resident Amb, Republic of Serbia	Courtesy call
3 August	Radm Guam Bailin and Radm Qin Wei – Commanders of PRC PLA Naval Hospital Ship Ark Peace	Courtesy call

2018	NAME	TIME OF MEETING
6 August	Elizabeth Stephenson – Fiji Water Global President	Courtesy call
16 August	US Commander of Pacific Command	Courtesy call
22 August	H.E. Raden Mohammed B. S. Carnadi – Amb. Republic of Indonesia	Courtesy call
27 August	Hon. Tuilaepa Malielegaoi, Prime Minister of Samoa	Bilateral meeting
24 October	H.E. Kersti Kaljulaid, President of Estonia	Courtesy call
30 October	Minister Wang, Foreign Affairs, PRC	Courtesy call
15 January	H.E. Mr. Kiren Rijiju, Minister of State for Home Affairs, India	Courtesy call
17 January	Hon. Scott Morrison – Prime Minister of Australia	Courtesy call
2019	NAME	TIME OF MEETING
23 January	Mr. Sanaka Samarsinha, UNDP Resident Co-ordinator	Courtesy call
23 January	Australian Service Chiefs of Defence, Federal Police & Border	Courtesy call
25 January	H.E. Saad Abdulla Al Shareef, Non – Resident Amb. Of State of Qatar	Courtesy call
8 April	H.R.H. Haakon Magnus – Crown Prince of Norway	Courtesy call
15 May	New Zealand Deputy Prime Minister	Courtesy call
15 May	President of Palau	Courtesy call
15 May	President of Republic of Marshall Islands, Hilda Heine	Courtesy call
16 May	H.E. Antonio Guterres, UNSG	Courtesy call
4 June	Hon. Marise Payne, Minister of Foreign Affairs, Australia	Courtesy call
6 June	H.E. Mr. Kentaro Sonoura, Special Advisor to PM of Japan	Courtesy Call

The Executive Support team, was pivotal in the organizing of the draft speeches, formatting and finalizing of the Prime Minister's speeches. The Prime Minister delivered more than 188 speeches and provided messages in the reporting period.

The peak in the number of speeches are from the Prime Minister's Vanua Levu and Western Division tour in July 2018, August, 2018 and March, 2019.

Other Responsibilities

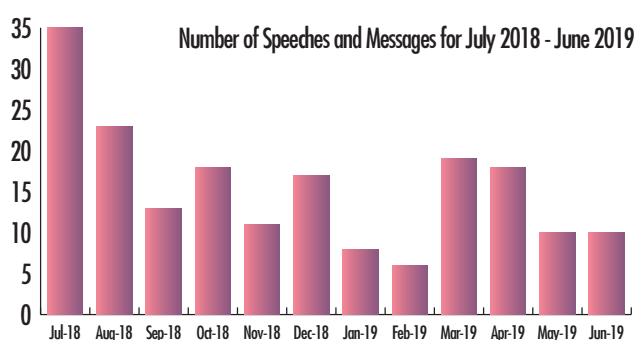
Other areas in which the ES team assisted, is through the participation of ES Staff as selection panel members for recruitments, the office also facilitated in the provision of decisions for the following:

- 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, COMPRI and CRFMF;
- Recruitment of Non-Fiji Nationals or Expatriate Appointments; and
- Implementation of the Diplomatic Missions Act

Apart from the overseas engagements and meetings, in July 2018, Fiji chaired the second Climate Action Pacific Partnership Conference (CAPP II) in Suva, Fiji. The ES team provided support to the Prime Minister through the Permanent Secretary.

The Prime Minister also opened the 52nd session of the annual meeting of the Asian Development Bank in Nadi.

Speeches and Messages



PRIVATE OFFICE

The Private Office's primary responsibility is to ensure efficient provision of administrative and logistic support and protocol services to the Hon. Prime Minister and his spouse, effective management of their security requirements in conjunction with the Republic of Fiji Military Forces and Fiji Police Force and the facilitation of required services to the residence. In addition, Private Office (PO) also attended to the public in relation to their complaints, accommodating the Hon. Prime Minister's open door policy, and any other duties as assigned by the Hon. Prime Minister.

Further to the above, the PO also facilitated Decision Making & Administrative/Logistic Support to the Hon. Prime Minister.

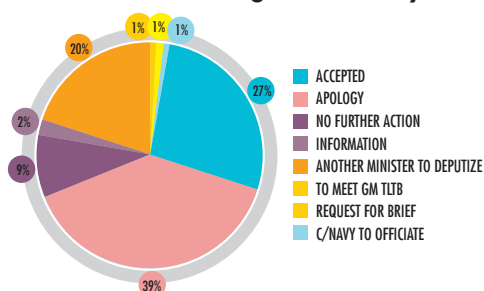
Correspondences addressed to the Hon. Prime Minister

The Private Office received 112 correspondences addressed to the Hon. PM. These correspondences were vetted by the Private Secretary and or the Permanent Secretary. The submission of these correspondences was then tabled to the Hon. PM through a matrix format for ease of reference. The breakdown of the responses is tabulated below:

Accepted	30
Apology	44
No Further Action	10
Information	2
Another Minister to Deputize	23
To meet GM TLTB	1
Request for Brief	1
C/Navy to officiate	1

The tabulated correspondences addressed to the Hon. PM are through the Private Office, it is important to note that the Executive Support Office also received correspondences addressed to the Hon. PM through the Permanent Secretary.

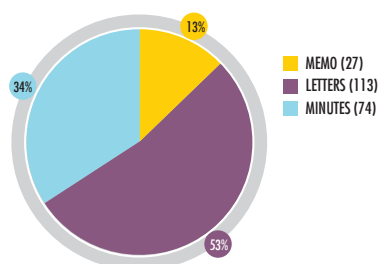
Summary of responses to the Matrices tabled before the Hon. Prime Minister - August 2018 - July 2019



Responses to the correspondences addressed to the Hon. Prime Minister

Summary of correspondences facilitated by Private Office

Correspondences to Private Office – 214



Correspondences facilitated by Private Office

2018-19 Highlights



The Hon. PM met with the Crown Prince of Norway, His Royal Highness Haakon Magnus on his visit to Fiji. *Source: Department of Information*



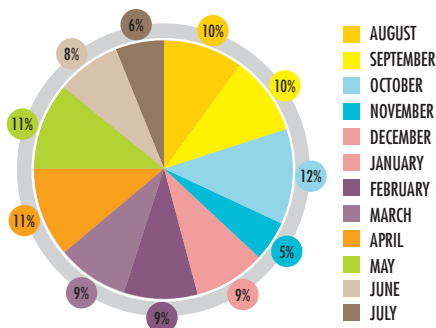
The Hon. PM hosted a dinner in honour of his Australian counterpart Hon. Scott Morrison at the Grand Pacific Hotel in Suva. PM Morrison visited Fiji on a two day official visit. *Source: Department of Information*



The Hon. PM who was also the COP 23 President co-chaired with the COP 24 President Mr. Michal Kurtyka at the closing of the Talanoa Dialogue in Katowice, Poland. **Source:** Department of Information

Summary of Programs prepared for the Hon. Prime Minister – August 2018 – July 2019

MONTH	NUMBER OF PROGRAMS
August	11
September	10
October	13
November	5
December	0
January	9
February	9
March	9
April	12
May	11
June	8
July	6
TOTAL	103



All the local logistics for the Hon. Prime Minister’s engagements were facilitated by Private Office whilst the overseas engagements were facilitated in collaboration with the Executive Support Office.

Assistance provided to the Executive Support Office (ESO)

The Private Office also assisted the ESO on the following:

CORRESPONDENCES MARKED FROM THE PERMANENT SECRETARY (PS) & HEAD OF EXECUTIVE SUPPORT (HES)	IMMIGRATION MATTERS
Facilitated 174 correspondences	Work Permits Processed – 1,039
	Citizenship Applications – 309
	PI Uplift - 75

Further to the above, PO also assisted ESO on the following activities:

- Facilitation of the Prime Minister’s meetings
- Facilitation of the Permanent Secretary’s meetings
- Facilitation of the Prime Minister’s speeches

The Private Office and the Executive Support Office worked closely together for all the Prime Minister’s engagements in consultation with the Personal Staff Officers who assisted both units in the facilitation of all the Prime Minister’s programs.

CABINET OFFICE



Our Role

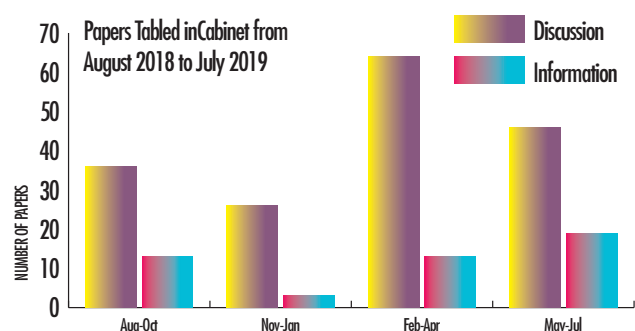
The Cabinet Office is an independent administrative arm at the Office of the Prime Minister that functions as a secretariat to Cabinet. The Office is led by the Secretary to the Cabinet who is responsible for providing support to the Prime Minister and Cabinet for effective decision-making. The core role of the Office involves coordination of Cabinet meetings and management of Cabinet records. The mandate of the Office further extends to administration of Ministerial leave, overseas travel, gazettal of acting appointments for Cabinet Ministers in consultation with the Prime Minister, and administration of laws pertaining to Fiji Flag, Coat of Arms and parliamentary pension allowances.

Our Performance

From August 2018 - July 2019, the Cabinet Office had three established staff and two support staff. During this period, the Cabinet Office coordinated 11 Cabinet Meetings, and facilitated decisions on 220 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. 90 Annual Reports were also tabled in Cabinet.

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

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



Tabulated below are the Annual Reports tabled in Cabinet:

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Office of the Prime Minister	1. Office of the President Annual Report 2015 2. Office of the President 2016 – July 2017 Annual Report
Ministry of iTaukei Affairs	1. iTaukei Trust Fund Board 2017 Annual Report
Ministry of Sugar Industry	1. Sugar Industry Tribunal Annual Report for the Year Ending 31st December 2011

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Sugar Industry	2. Sugar Industry Tribunal Annual Report for the Year Ending 31st December 2012
	3. Sugar Industry Tribunal Annual Report for the Year Ending 31st December 2013
	4. Sugar Industry Tribunal Annual Report for the Year Ending 31st December 2014
	5. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2009
	6. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2010
	7. Sugar Cane Growers Fund 2015 Annual Report;
	8. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2011
	9. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2012
	10. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2013
	11. Sugar Cane Growers Fund Annual Report for the Year Ending 31st December 2014
	12. Sugar Cane Growers Fund 2015 Annual Report
	13. Sugar Cane Growers Fund 2016 Annual Report
	14. Sugar Cane Growers Fund 2017 Annual Report
	15. Sugar Research Institute of Fiji 2008 Annual Report
	16. Sugar Research Institute of Fiji 2009 Annual Report
	17. Sugar Research Institute of Fiji 2010 Annual Report
	18. Sugar Research Institute of Fiji 2011 Annual Report
	19. Sugar Research Institute of Fiji 2012 Annual Report
	20. Sugar Research Institute of Fiji 2013 Annual Report
	21. Sugar Research Institute of Fiji 2014 Annual Report
	22. Sugar Research Institute of Fiji 2015 Annual Report
	23. Fiji Sugar Corporation Limited 2007 Annual Report
	24. Fiji Sugar Corporation Limited 2008 Annual Report
	25. Fiji Sugar Corporation Limited 2009 Annual Report
	26. Fiji Sugar Corporation Limited 2010 Annual Report
	27. Fiji Sugar Corporation Limited 2011 Annual Report
	28. Fiji Sugar Corporation Limited 2012 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS	
Ministry of Sugar Industry	29. Fiji Sugar Corporation Limited 2013 Annual Report	
	30. Fiji Sugar Corporation Limited 2014 Annual Report	
	31. Fiji Sugar Corporation Limited 2015 Annual Report	
	32. Fiji Sugar Corporation Limited 2016 Annual Report	
	33. Fiji Sugar Corporation Limited 2017 Annual Report	
	34. Fiji Sugar Corporation Limited 2018 Annual Report	
	35. Sugar Cane Growers Council 2007 Annual Report	
	36. Sugar Cane Growers Council 2008 Annual Report	
	37. Sugar Cane Growers Council 2009 Annual Report	
	38. Sugar Cane Growers Council 2010 Annual Report	
	39. Sugar Cane Growers Council 2011 Annual Report	
	40. Sugar Cane Growers Council 2012 Annual Report	
	41. Sugar Cane Growers Council 2013 Annual Report	
	42. Sugar Cane Growers Council 2014 Annual Report	
	43. Sugar Cane Growers Council 2015 Annual Report	
	44. Sugar Cane Growers Council 2016 Annual Report	
	45. Sugar Cane Growers Council 2017 Annual Report	
	46. Ministry of Sugar Industry 2012 Annual Report	
	47. Ministry of Sugar Industry 2013 Annual Report	
	48. Ministry of Sugar Industry 2014 Annual Report	
	49. Ministry of Sugar Industry 2015 Annual Report	
	50. Ministry of Sugar Industry 2016 Annual Report	
	Solicitor-General's Office	1. Fiji Public Trustee Corporation Limited 2017 Annual Report
		2. Department of Legislature 2016 - 2017 Annual Report
		3. Fiji Independent Commission Against Corruption 1 August 2017 – 31 July 2018 Annual Report
		4. Fiji Corrections Service 1 August 2016 to 31 July 2017 Annual Report
	Ministry of Economy	1. Reserve Bank of Fiji August 2017 - July 2018 Report
		2. Fiji National Provident Fund 2018 Annual Report
		3. Pacific Fishing Company Limited Annual Report 2017
		4. Office of the Auditor-General 2018 Annual Report
		5. Fiji Development Bank 2018 Annual Report
		6. Fiji Ports Corporation Limited 2017 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Economy	7. Energy Fiji Limited 2018 Annual Report
	8. Public Rental Board 2017 Annual Report
	9. Reserve Bank of Fiji 2018 Insurance Annual Report
	10. Reserve Bank of Fiji Insurance 2017 Annual Report
	11. Fiji Development Bank 2017 Annual Report
	12. Fiji Meat Industry Board 2014 Annual Report
	13. Public Rental Board 2016 Annual Report
Ministry of Communications	1. Fiji Broadcasting Commission 2017 Annual Report
	2. Media Industry Development Authority of Fiji 2010 – 2018 Consolidated Annual Report
	3. Fiji Broadcasting Corporation Limited 2016 Annual Report
Ministry of Defence & National Security	1. Fiji Police Force August 2016 – July 2017 Annual Report
	2. Ministry of Defence, National Security and Immigration Bi- Annual Report – January – July 2016
Ministry of Industry, Trade and Tourism	1. Film Fiji Annual Report for the Year ended 31 December 2014
	2. Film Fiji Annual Report for the Year ended 31 December 2015
	3. Ministry of Industry, Trade and Tourism 2015 Annual Report
	4. Fiji Commerce Commission 2016 Annual Report
	5. Consumer Council of Fiji 2016 -2017 Annual Report
Ministry of Local Government	1. Water Authority of Fiji 2013 – 2014 Annual Report
Ministry of Youth and Sports	1. Fiji National Sports Commission August 2016 - July 2017 Annual Report
	2. Fiji Association of Sports and National Olympic Committee 2017 Annual Report
	3. Ministry of Youth and Sports 2016 – 2017 Annual Report
Ministry of Fisheries	1. Ministry of Fisheries 2016/2017 Annual Report
Ministry of Infrastructure Transport, Disaster Management and Meteorological Services	1. Fiji Roads Authority 2015 Annual Report
	2. Fiji Roads Authority January – July 2016 Report
Ministry of Education, Heritage and Arts	1. Ministry of Education, Heritage and Arts 2016 – 2017 Annual Report
	2. Fiji Higher Education Commission 2016 Annual Report
	3. Fiji National University 2017 Annual Report

POLICY RESEARCH AND INTERNATIONAL RELATION DIVISION

Executive Summary

This annual report highlights the achievements of the Policy Division in the fiscal year August 2018 to June 2019. It provides an overview of the Division outputs as implemented during the reporting period. The report also outlines the Divisions contribution to the vision of the Office of the Prime Minister (Ministry) and its effort to provide policy advisory support to the Prime Minister. The Division remains dedicated to and focused on the core business of the Ministry that is “to 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 value”.

The Division is responsible for six (6) outputs which focuses on advisory support to the Prime Minister in local and overseas engagements and representing the Ministry in policy forums and national committees. Apart from these, the other outputs comprise of providing policy briefs on subject papers on any national, regional, international issues and referrals from the Prime Minister.

Against this backdrop, the Division took on a new role of providing advisory support to the PM on Parliament debates and facilitating responses on the fortnightly media “Noda PM Program”. In addition, the Division continues to deliver tasks requested and provide support to the PM on national and international engagements.

There were a number of briefs submitted during the year including an analysis on the increase in Import Substitution and Export Finance Facilities, assessment on Fiji and the Depletion of Coral Resources, subject papers on national, regional and international issues, re-emerging issues, and drafting responses for the PM to queries from national and international stakeholders.

Outcomes And Output Matrix

OUTCOME	OUTPUTS
Outcome 1 – Provision of Sound Policy Advice	1.1 Parliament motion briefs
	1.2 Cabinet briefs
	1.3 Subject paper analysis and policy briefs
	1.4 iTaukei Land Trust Board meeting (iTLTB) – board paper briefs
	1.5 Representation to Committees
Outcome 2 – Facilitation and Support for Prime Minister Local and Overseas Engagements	2.1 Draft speeches
	2.2 Draft messages
	2.3 Media Release/Statements
	2.4 Facilitate media program (Noda PM Program)
	2.5 Overseas engagements - Information booklet
Outcome 3 – Facilitating Special Assignments	3.1 Secretariat support to the Mahogany Industry Council
	3.2 Social assistance to Vatukoula Goldmine strike

OUTCOME	OUTPUTS
Outcome 4 – Facilitation of OPM Management and Human Resources	4.1 Action of correspondences from PS's office
	4.2 Selection panels and moderation committee within government agencies

Outcome 1: Provision Of Sound Policy Advice

Outputs

1.1 Parliament Motion Briefs

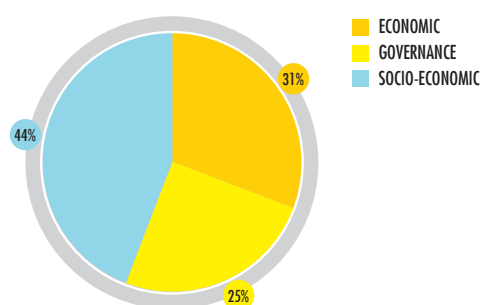
The Division prepared daily motion briefs for debates on each Parliament sitting. The briefs provided a snapshot of the motion in discussion, in terms of its purpose, what had been achieved, concerns and the way forward. The brief also includes a point of debate for the Prime Minister. Briefs were prepared in consultation with the respective Ministries and Agencies including statutory organisation. In addition to motion briefs, the Division assisted with the revision of responses to oral question provided by Ministries.

1.2 Cabinet Briefs

A total of 28 Cabinet briefs were prepared for the Prime Minister during the period. The brief is the analysis of the purpose and what it hopes to achieve, in terms of Social, Economic and Political impacts. Two new policy was endorsed by Cabinet during this period, Research Project Agreements and four Memorandum of Understanding (MOUs) between a Government Ministry and its counterpart from a foreign country, followed by cabinet information papers on progress on major projects, papers seeking endorsement on amendments to acts, redeployment of funds, levied fees and outcomes of engagements.

Figure 2 provides an illustration of the cabinet briefs that were prepared in relation to its particular sector of influence. It can be noticed that the majority of briefs submitted were related to the socio-economic sector signifying governments focus on improving the socio-economic aspects of the economy.

Figure 1: Cabinet Briefs

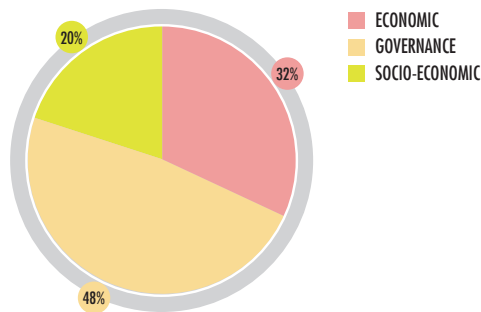


1.3 Subject Paper Analysis And Policy Briefs

Policy briefs are prepared for advice to the Permanent Secretary and information for the Prime Minister. During the period an

information Paper was prepared on the analysis of the Tourism Industry, updates on Governments Second Quarter Budget for 2018-2019, Fiscal update of the Fijian Economy and a 2018-2019 Government Budget Expenditure update were submitted. The illustration provided in Figure 2 provides the representation of the policy briefs based on the sectors.

Figure 2: Policy Briefs



It can be noted from this information much of the policy briefs were in relations to the governance sector.

In addition to policy briefs the Division provided policy advise to new and revised policy, analysis of various subject papers and comments/contribution from the Office of the Prime Minister perspectives to subject papers. The division conducts extensive research and consultation with stakeholders to analyse these papers. Listed below are subject papers analyse by the Division during the period.

- i. Disaster Risk Reduction (DRR) – Policy Briefs, Comments /Contribution to Draft Policy
- ii. National Narcotics Strategy
- iii. Fiji-Australia ‘Vuvale Partnership’
- iv. Review of the Post Cotonou Agreement (Pacific EU Protocol negotiations.)
- v. RBF Fiscal Update of the Fijian Economy
- vi. Low Emission Development Strategy
- vii. Introduction of e-passports and e-border solution to the government of the republic of Fiji
- viii. Analysis of Rabi Council Annual Report
- ix. 11th EDF European Union Funded - Fiji National Indicative Programme 2014-2020
- x. Analysis of the 2017 Australian Foreign Policy White Paper
- xi. Analysis of Assessment Paper – Fiji and the Depletion of Coral Resources
- xii. Auditor General Report on Financial Management Letter for the Ministry of Sugar Industry
- xiii. Fiscal Update of the Fijian Economy
- xiv. Analysis of MLMR Annual Report 2016-2017
- xv. Analysis of RBF Economic Review for May 2019
- xvi. Analysis of the increase in Import Substitution and Export Finance Facilities

1.4 Itaukei Land Trust Board Meeting (iTLTB) – Board Paper Briefs

There were three iTLTB Board meetings held during the period. The Division continued to provide analysis on each of the Board Papers and recommendations to the Chair of the Board. The brief outlined the purpose of the paper, benefits to landowners, contribution to growth and service delivery of the Board and recommended decisions.

1.5 Representation To Committees

One of the core roles of the Division is to represent the Office

of the Prime Minister at National and Sectorial Committees. The Division contributed to these committees through sharing and ensuring the national objectives are included and the impacts of the projects/program to the nation and the people affected were meaningful. Apart from Committees, the division also represent the Office to interagency committees of visiting dignitaries and international engagements.

The Division was a member of the following National Committees: Financial Inclusion, Fisheries Committee, Maritime Affairs Coordinating Committee, CEDAW Working Committee, and Beijing Platform for Action, Super Rugby Steering Committee, Macro Technical, Program Reference Group –Education, Protective Security, Fiji Geospatial Information Management Council.

Outcome 2: Facilitating And Supporting The Prime Minister In His Local And Overseas Engagements

OutputS

2.1 Draft Speeches

The Division facilitated the PM’s engagements through drafting, editing speeches and preparation of talking points. A total of 12 speeches were drafted which included divisional tours made by the PM. Listed below are speeches drafted during the period:

- i. Commissioning of the Namau grid extension project
- ii. Commissioning of the Navala grid extension project
- iii. Opening of the Permanent Secretaries (PSs) Retreat
- iv. Medal Parade – Fiji Police Force (FPF)
- v. Ground-breaking of New Navosa Sub-Divisional Hospital
- vi. Opening of the new Valelevu Police Station
- vii. Commissioning the Solar System for Vadradra Nursing Station
- viii. Commissioning Solar System for Nawaikama Nursing System
- ix. TP’s - Lomaiviti Provincial Council Meeting
- x. Fiji – Country Statement (ISA)
- xi. Keynote Remarks – Solar Investment: ISA - The Trillion Dollar Opportunity
- xii. 2- Edit/Review Bilateral TP’s (PALM8 engagement)

2.2 Draft Messages

Part of the work of the division involved a lot of time drafting PMs messages to his counterparts. This included drafting of congratulatory messages for Elections, National Days, messages on national events and annual celebrations.

A total of 13 messages were drafted over the period which are listed as follows:

- i. 47th Fiji Independence Day celebrations – Sydney
- ii. Message to students for 2019 academic year
- iii. International Weightlifting Championship Magazine
- iv. Diwali Message - New Zealand Business Council
- v. National Diwali Message
- vi. 50th Anniversary of the Fijian Canada Association
- vii. PM Singapore – Congratulatory Letter on Re-election
- viii. Premier of State Council (PRC) - Congratulatory Letter on Re-election
- ix. PM Sri Lanka – Bombing Incident
- x. President of PRC – Peace Ark Visit
- xi. PM Australia- Retirement of Malcolm Turnbull
- xii. PM Australia- Letter on Re-election
- xiii. PM New Zealand – Christchurch Shooting, Governor Brown - Redding County Fire (California)

Additionally, the Division prepared response to letters addressed to the PM regarding engagements, given situations and circumstances. Diplomatic notes were received from the following renowned dignitaries, to which responses were made accordingly

- i. PM Solomon Islands – Response from PM
- ii. PM Nepal – Apology 2018 Asia Pacific Summit
- iii. PM Japan – Successful Hosting of the PALM 8
- iv. PM Japan – Thank you note (Development Cooperation)
- v. Governor Arnold Schwarzenegger – Invitation to the Arnold Sports Festival
- vi. PM Samoa – Acknowledgement of acceptance to the Invite to Visit Fiji
- vii. State Minister of Environment (Japan) – Support towards the Talanoa Dialogue
- viii. Mayor of Takanezawa Town – Cross Cultural programmes
- ix. PM Japan – Thank you note (Development Cooperation)
- x. Governor Brown - Redding County Fire (California)

Media Release/Statements

The Division prepared Press statements and press releases for specific engagements as requested as the PS. During the period CAS attended the International Solar Alliance (ISA) conference prepared press statements and releases for the conference and the bilateral meeting with the ISA Secretary. For the PALM8 held in Japan, officers attended from the Division had to review all press releases before the approval of the PS.

In June this year, the division prepared the PM to partake in a documentary on Pacific Sustainable Development. This was organised by the Pacific Islands Forum (PIF) who were interviewing leaders of the respective member countries on questions relating to the Sustainable Development Goals (SDG) 2030.

Other press statements prepared during the period are as follows:

- i. Courtesy call - Crown Prince
- ii. Admiral Davidson, Former RFMF Commander
- iii. Junior Climate Champion Ambassadors
- iv. ISA engagements (India), Bilateral and ISA conference
- v. Edit/Review of Press statements (PALM8 engagements Japan)
- vi. Review Press-Release for the Send-Off of High School Students to the Summit on "World Tsunami Awareness Day"
- vii. Press-Release – Courtesy Call from Major General Simon Stuart, Force Commander of the Multinational Force and Observers.

2.4 Facilitate Media Program (Noda Pm Program)

A Public Relation program with the Fiji Broadcasting Commission began in the year with the PM being interviewed on questions from the general public. The Division coordinated responses to these question with respective Ministries, Departments and other private entities. During the period, a total of 8 interviews were conducted, with questions ranging from prevalent issues, social media discussions, Parliament discussions, Government programs, National Policies and ongoing land conflict issues.

2.5 Overseases Engagements - Information Booklet

The Division prepared 6 Information Booklets for PMs engage-

ments in 2018. The booklet included information on each of engagements, general information on the country or place and a profile of the dignitaries the PM met. This information was essential in ensuring the success of bilateral and multilateral meetings. Information booklets were prepared for following events:

- i. Fiji Day Celebration - Sydney
- ii. 73rd Session of the United Nations General Assembly (UNGA) in New York
- iii. San Francisco Global Climate Action Summit
- iv. Petersburg Climate Dialogue – June 2018
- v. 27th International Sugar Organisation (ISO) Meeting – November 2018
- vi. Bangkok Climate Change Conference - September 2018

2.6 Cop 24 Negotiations

The OPM was part of the coordination and negotiations team during Fiji's Presidency of the COP23. At the COP24 in Poland, the Division through the participation of CAS, were responsible in following Article 14 "Global stocktake" (GST) and Local Community Indigenous Peoples Platform (LCIPP). Outcome of negotiations for the LCIPP is the establishment of the Facilitative Working Group to further operationalize the LCIPP and facilitating the implementation of its three functions related to knowledge, capacity for engagement, and climate change policies and action.

Outcome 3: Facilitation Of Special Assignments

Outputs

3.1 Secretariat Support To The Mahogany Industry Council

A total budget of \$250,000 was allocated to Fiji Mahogany Trust (FMT) in 2018-2019. Funding request was received and processed by OPM in a timely manner to ensure that FMT continued to operate efficiently. Funding utilisation was at 100 percent by the end of the 2018-2019 financial year. This year marked a change in management with the appointment of Mr. Severi Baledrokadroka as the new Board Chairman, replacing Mr. Miteli Bulanauca who had resigned. Decision making was strengthened through the review of the 2014 Strategic Plan and formulation of the new 5-Year Strategic Plan for FMT, helping the Trust to identify the priorities in the short to medium term while instilling confidence in the future.

The budget request for 2019-2020 was received, vetted and supported by OPM. Funding request broadly entailed activities including landowner affairs, meetings, administration, and salaries & wages of FMT staff. The focus was to strengthen capacity building for Forest Based Companies through landowner training in financial literacy, forest business management and technical training. FMT would work with landowners to operate plantations as business ventures in processing and marketing, and encourage the economic empowerment of landowners.

Social Assistance To Vatukoula Goldmine Strike

The Prime Minister was updated on the 1991 Vatukoula Goldmine Strike issues including the legal opinion received from the Office of the Solicitor General. The Ministry of Employment, Productivity and Industrial Relation was consulted on the various options.

PROJECT PLANNING AND FACILITATION DIVISION

The Project Planning and Facilitation Division (PPFD) in addition to its role of facilitation, implementation and monitoring of projects under the Prime Minister’s Small Grant Scheme and Minority Communities, the Unit is also tasked with overseeing the facilitation and implementation of various projects funded under the Donor Aid Projects. The Unit has vigorously continued with its role in overseeing other agencies to ensure the timely implementation, monitoring and submission of progressive status reports.

The PPFD’s role was to coordinate closely with line Ministries; Ministry of Economy and other central agencies in order to secure donor assistance and loans and to ensure the effective and efficient utilization of funds resulting in the quick physical manifestation of donor projects on the ground.

It also has the role of properly administering budgetary allocations for the development of rural communities under the Small Grant Scheme and the minority group like the Rotuma, Rabi and Kioa. In addition it is also responsible for the development of the Melanesian- Vasu i Taukei through a separate funding.

To successfully administer the above, PPFD establishes internal systems and processes to manage and coordinate the implementation of donor assistance and overseas loans and other projects, all within the ambit of the relevant government legislations and regulations. Proper monitoring, assessment and reporting of project progress, completion and commissioning are also an integral part of any project management.

Small Grant Scheme

The Office of the Prime Minister was allocated \$9m under the 2018/2019 National Budget for the Small Grant Scheme (SGS) Program to fund projects identified by the Prime Minister during his visits and consultations with the rural communities. The SGS funds aim to address the needs of the people in terms of assistance to school, water, electricity, foot bridges/crossing, and small scale income generating projects.

Of the \$9m budget allocation, a total of \$5,248,131.68 was utilized with a total of 70 projects funded during the financial year in the three (3) sectors i.e. Education, Village/Settlement and Other integrated.

Sectorial Distribution of Projects with Value

Figure 1: Sectorial Distribution

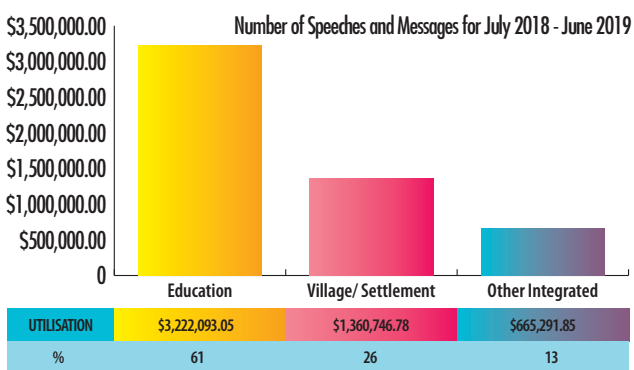


Figure 1 shows that from the \$9,000,000.00 allocated budget for the 2018/2019 financial year, a total of \$5,248,131.68 was utilized for the funding of 70 projects. From this total utilisation, \$3,222,093.05 (61% of total utilisation) was for the education sector, \$1,360,746.78 (26% of total utilisation) for village/settlement development and \$665,291.85 (13% of total utilisation) for other integrated. Distribution of projects reveals that the Office of the Prime Minister is in line with its priority area on education and the need to have quality education. A total of 32 schools were assisted during the financial year ranging from outright purchase such as procurement of desk

Commissioning and Handing Over of Projects

The commissioning and handing over of projects are carried out by the Prime Minister and the PPFD Team. Listed below are some of the projects that were commissioned and handed over during the 2018/2019 financial year.



Figure 2: Hon PM officiates at the commissioning of the Nawaikama Nursing Station Solar

The Sawaieke Village Hall



Figure 7: Sawaieke Village Hall



Figure 8: Official opening of the village hall by the Hon PM

Site Visit / Inspection

Project site visit is one of the critical processes in project management, a consistent site inspection ensures better management and knowledge of the construction projects on the ground. The site visit technical team provides advice and assistance when and where required. It also provides supporting relationship between the client and the contractor.

All construction projects will require site visit inspection on the six stages stated below:

- i. Footing reinforcement before pour of concrete;
- ii. Floor reinforcement before pour of concrete;
- iii. Roof beam before pour of concrete;
- iv. Roof structure (without ceiling) holding down/purlins fixing/ roof truss fixing/ roof fixing to purlins;
- v. After rendering before painting works begin/ check for plastering/plumbing/electrical wiring/ceiling lining/fitting & fixes/Doors and windows; and
- vi. When work is complete, final inspection for any defects, drainage, before contractor prepare site cleaning up and pulling out.

Site visit and inspection is a means to see and check the impacts of projects to the lives of the ordinary people.

Listed below are some of the photographs of projects undertaken by the monitoring agencies.



Figure 9: Renovation to Suva Methodist Primary School, Suva



Figure 10: Two Bedroom Teacher's Quarters at Uluivalili College, Cakaudrove



Figure 11: Suvavou Village ECE Classroom



Figure 12: Tailevu North College Bedroom Teacher's Quarters

Gratuitous / Donor Aided Projects

The Project Planning and Facilitation Division coordinate and facilitate the Chinese Aid project implementation and logistics.

In 2018 to 2019, one new project was undertaken and completed while 10 projects are still on feasibility study, defect liability period and ongoing stages.

The completed project was the renovation of a newly State House Squash Court. The Memorandum of Understanding (MoU) for the reconstruction of the Wellness Center of the State House was signed on 30 April 2018 between the Republic of Fiji and the People's Republic of China. Reconstruction of the Wellness Center commenced on 1st July 2019 and completed on 22 August 2019 at a cost of FJ \$2 million. Construction content being renovating a single-story building (formerly used as a squash court) to a gym. The scope of the newly renovated gym are:

- Dressing room, toilets and shower rooms:
- Wood floors are used indoors and
- The squash court expanded to the side of the swimming pool.

Tabulated below are 10 Chinese Aid projects that are under Feasibility Study (2), Defect Liability period (2) and ongoing implementation (6).

Defect Liability Period Ended

No	Name of Project	Status
1	Renovation of Suva Civic Auditorium	Renovation commenced on 13 March 2017 and completed on 13 September 2018: Auditorium; High level meeting room, conference room, dining room. Defects Liability period expired on 13 September 2019
2	Marist Brother High School Ground upgrading (Guangdong Provincial Government)	Ground has been completed on 14 September 2018 and handed over to Fiji Government: 100m running track; international rugby ground and 15m jumping pit. Defect Liability will expire on 14 September 2019

On-Going Projects and Completed

NO	NAME OF PROJECT	STATUS
1	10 Jetties (Viti Levu and Vanualevu)	• Chinese technical team conducted the feasibility study and design in May 2019
2.	Valelevu Sports Complex (Guangdong Provincial Government)	• MOU signed in 2018 • Chinese Technical Team will conduct Feasibility study in September 2019
3	2 nd Phase Juncao (Mushroom) Technical Cooperation Project	• Technical team arrived in July 2018 to use the Demonstration Center for training and cultivation of mushroom.
4	Fiji-China Rice Development	• Technical team arrived on 21 September 2018 for training of farmers and producing of rice varieties for 3 years
5	Navua Hospital Technical Cooperation	• Technical team arrived in May 2016 to conduct repair and maintenance and provide technical training on medical equipment usage. The 3 years term ended on 2 June 2019
6	X-ray Scanner Machines	• X Ray machines had been installed to track illegal items enter the port of entries. Equipment being currently installed in Nadi and Suva and handed to the Fiji Revenue Custom and Services

Feasibility Study

#	NAME OF PROJECT	COST	STATUS
1.	Valelevu Sports Ground	Unknown	Memorandum of Understanding signed in 2018 and Feasibility Study team from China will arrive in September 2019
2	Renovation of Vodafone Sporting Complex	Unknown	Feasibility Study team from China will arrive in September 2019

Minority Communities

The Office of the Prime Minister through the PPF also administered subvention and development funds for the Council of Rotuma, Rabi Council of Leaders, Kioa and Melanesian/Vasu i Taukei Communities. A total of \$565,000 was allocated and were used to assist these communities in payment of their operational costs as well as their development projects such as water, electricity, education, health and other small income generating projects as part of economic development within the communities.

Rotuma

The Rotuman Community through the Council of Rotuma was allocated \$240,000.00 under the 2018/2019 Budget i.e. 55% for Operational and 45% Development Funds. During the reporting year, the Rotuma Subvention Fund was not utilized due to the non-submission of the audited accounts by the Council of Rotuma.

Through a special request from the Office the Prime Minister (OPM), the Office of the Auditor General (OAG) had conducted a special compliance audit on the Council of Rotuma for the period 2015 to 31st July, 2018 and had presented a draft report for management information.

The OPM and the OAG had met and discussed the report and agreed for a copy to be sent to the Council for their response on the audit issues. Currently the Council is working on their audit response which will be presented again to the OAG during the audit exit meeting on 26/08/19 between the OPM, the Council and the OAG.

The Banaban Community through the Rabi Council of Leaders was allocated a total of \$155,000.00 under Rabi Subvention Fund for the 2018/2019 budget i.e. \$38,000.00 (25%) is for operational fund; and \$117,000.00 (75%) is for development fund.

Subvention funds were disbursed on a monthly basis to the Rabi Council of Leaders only after proper acquittal and verification of the previous month's allocation is completed.

Kioa

The Kioa Island was allocated \$70,000.00 under the Kioa Development Fund in the 2018/2019 budget. The funding for the development projects are only paid after a thorough assessment by the PPF.

Melanesian/Vasu i Taukei

The MVT Development Fund is meant for the following communities who are citizens of Fiji: descendants of Solomon Islanders, Vanuatu, and PNG; Part Europeans; Chinese; and Other Pacific Islanders (excluding Rotuma, Rabi & Kioa).

MVT communities were allocated a Development fund of \$100,000.00 under the 2018/2019 financial year. During the reporting year a total of \$66,248.50 (66.25%) was utilized from the allocated development fund to assist five Melanesian communities.

Customer Service and Media unit

The unit have two sections, the Media & IT unit and the Complaints Management Unit and consist of seven staffs. Currently the Media and IT unit comprise of the senior information & public relations officer and an IT & media officer. Moreover, the CMU consists of a senior information & public relations officer, a public relations officer and three executive officers.

The unit have embarked on numerous changes since last year, in order to better facilitate its objectives. Part of the changes was the unit name being revised and improved from client's service unit to Information and Public relations unit. The new name have captured a more holistic and all inclusive approach towards the functions of the unit. In line with the changes was the restructure of roles and responsibilities and the addition of new posts which have contributed in the ease of meeting the unit's key performance indicators.

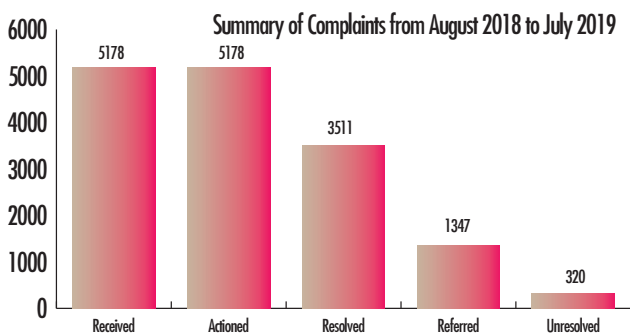
The unit have immensely continued to amend its standard operating procedures in order to meet the demand by its internal and external stake holders. Additionally, the unit have managed to set a more coordinated approach towards ensuring successful meetings with stakeholders.

The current cases that are being handled at OPM are received in the following mediums: Letters through postal means or hand delivered; Walk In Customers; Phone calls; Emails; OPM Websites; OPM Social Media addresses; Referrals from Hon Prime Minister including missed mobile calls; Referrals from PSOPM; Talanoa Sessions hosted by the Hon Prime Minister. Strategically the unit continues to open file and update actions taken for each complaint received; also three of the seven staffs are handling cases and facilitating complaints at the complaints service desk (4 hour daily shifts at the OPM Booth).

Furthermore, the unit continues to update the excel database which is shared within the Unit. In addition, one member of the unit attends Talanoa sessions that are hosted by the Hon Prime Minister to record all requests and issues raised from members of the public.

Trend Analysis on the Summary of Complaints

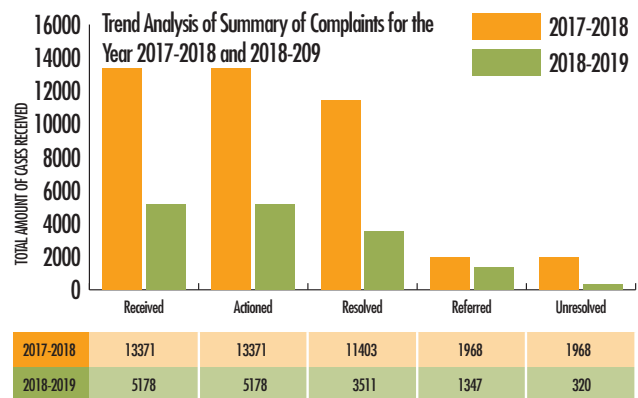
Graph 1, ___ illustrates the total amount of 5178 complaints and issues received for the year. The unit was able to resolve 68% of the complaints received. 26% of the issues was referred to other agencies and 6% was unresolved. The 6% unresolved is mostly related to issues that has been referred to relevant agencies but feedbacks has not been received by the unit.



Graph 2, ___ illustrates the difference in total number of cases received for the 2017-2018 and 2018-2019.

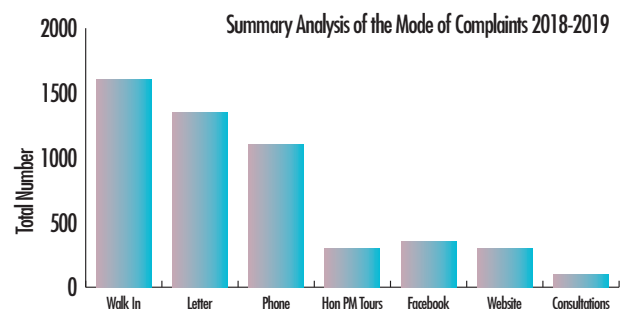
Comparing the total number of complaints received, there has been a 61% drastic decrease in the number of complaints received for 2018-2019.

A couple of factors is associated in the huge differences. For instance, in 2017-2018 there was the Air Terminal Saga. During the saga, the unit was receiving emails and messages through the web media and facebook. In another example was the change in some of LTA's policies, this also had a strong influence towards the matters received at IPRU.



Summary of the Modes of Complaint

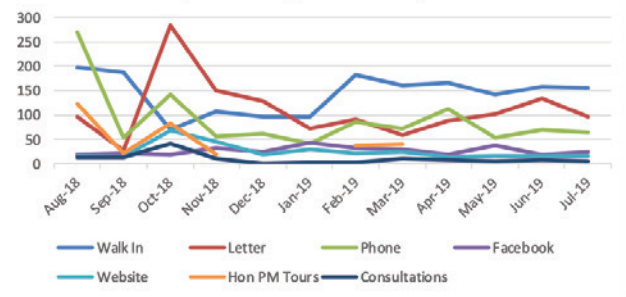
Graph 3 ___ illustrates the summary analysis of the mode of complaints. Walk in recorded a total of 1716, which is 33% of the total amount of complaints. Followed by letter recording a total of 1323, which is 26% of the total amount of complaints received. Thirdly, a total of 1082 lodged by phone recording a 21% of the overall complaints. Hon PM's Tours recorded a total of 323 which is 6%. Website recorded a total of 316 which is 6% and Consultations recorded a total of 118 which is 2% of the overall number of complaints. Graph 3_ indicates that people prefer to meet face to face and share their issues. The unit have identified that some of the clients have travelled as far as from the North and West to lodge their complaints. Despite providing other efficient modes for the clients to utilize, the mode of walk in is in demand and it still dominates the methods of lodging complaints.



Graph 4 - displays the trend analysis on the utilization of the modes of complaints currently available with the IPRU.

The graph indicates the different types of modes dominating each month. In the month of August, 2018 the unit received the highest issue by phone recording a total of 270. In the month of September, 2018 the unit received the highest complaint via walk in resulting in a total of 187. In the months of October, November and December, 2018; the unit received the highest complaint by the use of letters which recorded a total of 561 issues. From the months of January 2019 to July 2019, the mode of walk in dominated the other approaches by recording a total of 1057 complaints. There are other factors that can affect the fluctuation on the various modes of lodging complaints. For instances, the Hon Prime Ministers travelling schedules has a drastic effect on the units total number of complaints and the methods of approaching the office.

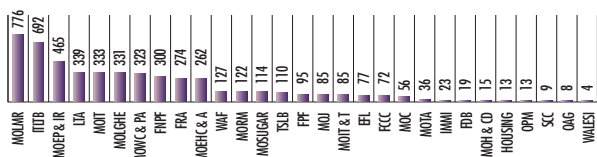
Graph 4 Summary Trend Analysis on the Modes of Complaints August 2018-July 2019



Analysis by Agency

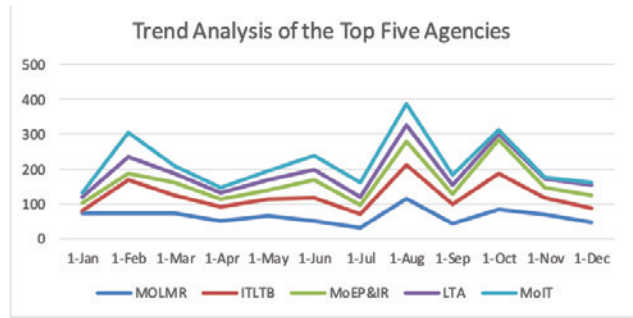
In analysing the issues, the unit was able to identify the top external stakeholders that are linked to the complaints. There is a total of 29 agencies that the unit have worked with in a day to day basis and other agencies that have random issues are not highlighted in Graph 5. Graph 5 - illustrates that the two land agencies have continued to hold the highest recorded number of issues with a combine total of 1,468 issues received which is 28% of the total issues received. Also the graph illustrates that the unit was able to facilitate an average of 15 cases per day. Hypothetically, the unit was closing an average of 431 cases per month which is equivalent to an average of 144 cases per officer, per month; corresponding to an estimated average of 5.

Analysis of Agencies



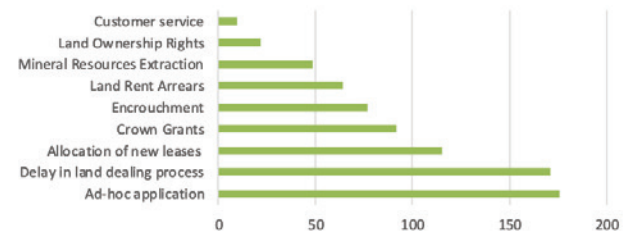
Top Five Agency

Graph 6 - highlights the top five agencies that the unit have encounter issues with. The Top five agencies have had a total of 2,605 issues altogether which is 50% of the total number of issues received in the year. The reason for such increase can be linked to the general public having strong interest in increasing their standard of living. The issues of land, employment, transportation and infrastructure are basic things that contribute to a better standard of living of an individual. This is definitely linked to the government's motor of "Transforming Fiji".



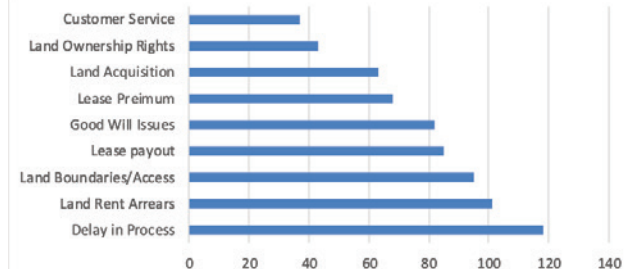
Ministry of Lands and Mineral Resources – the unit received a total of 776 complaints related to state land and mineral resources issues which is an estimated average of 15% of total issue received; resulting to an estimated average of 3 – 4 issues received per day. Graph 7__ illustrates the most common issue related to MOLMR. The unit received 23% of the land issues associated with ad hoc application. 22% of issues was in regards to the delay in land dealing process. 15% of issue was related to allocation of new lease and 40% is distributed among the other issue.

ph 7 Trend Analysis of Common Issues Related to MOLMR



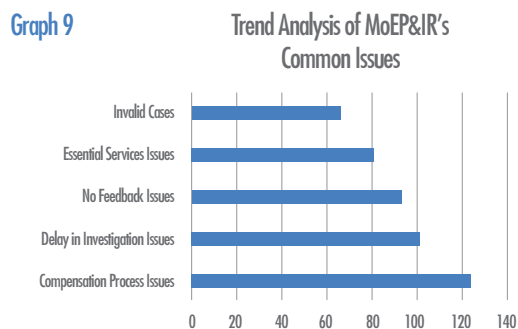
4.1.3 iTaukei Land Trust Board – the unit received a total of 692 issues and significantly, which is 13% of the total issues received. Similarly, an estimated average of 1-2 issues received per day. Graph 8 _illustrates the trend of common issues we received in relation to iTLTB. 17% of the issues was related to delay in process; 15% was related to Land Rent Arrears; 14% was related to land boundaries/access. 12% was related to lease payout issue; 12% is in regards to good will issues; 10% is associated with lease premium and 20% is dispersed among other issues.

raph 8 Trend Analysis of Common Issues Related to ITLTB



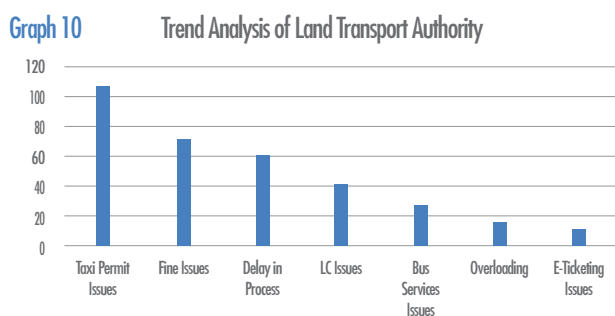
4.1.4 Ministry of Employment Productivity and Industrial Relations – the unit received a total of 465 issues related to MoEP&IR, which is 9% of the total issues received. Compensation process holds the highest record of 124 issues which is 27% of total issues received for MoEP&IR. Graph 9, illustrates that 101 issues is related to the delay in investigations this is

22% of the total number. No feed backs from the ministry to clients, have recorded a total of 93 issues which is 20% of the total amount of concerns and 31% of issues is being divided by essential services and invalid cases.

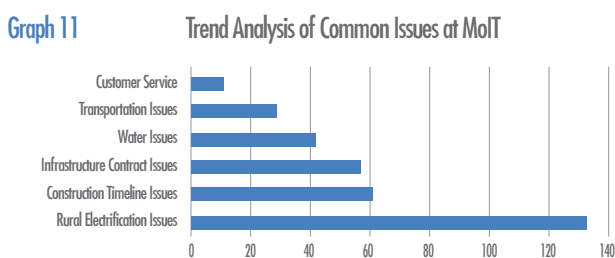


Source: OPM, IPRU Database, 2018-2019

4.1.5 Land Transport Authority – A total of 339 issues was received in relations to LTA. Which contributes to 7% of the total amount of issues received for the year. Graph 10, demonstrates that Taxi permit issue is the main issue with LTA leading at 32%. 21% of issue has been related to fine issues, delay in process has also been a major concern holding



Graph 11 Ministry of Infrastructure Transport – The unit received a total amount of 333 issues which is 6% of the overall complaints received. Graph 11, shows that Rural Electrification Issue tops the table with 133 issues which is 40%. 61 issues are related to construction timelines which holds 18% of issues related to MoIT. Infrastructure contract issues is third on the graph with a total of 57, which is 17% of the total MOIT issues



Source: OPM, IPRU Database, 2018-2019

Contributing factors in Complaints and Request for Assistance

The IPRU has observed that the limitations within Government policies and guidelines pose challenges to members of the public and these result in registering of complaints with OPM.

Key observations on issues raised for this year are highlighted in Table 1 below:

GOVERNMENT INITIATIVES	IMPLE-MENTING AGENCIES	CHALLENGES	COMMENT
Land Security through regularization of Informal Land	Ministry of Lands and TLTB	<ul style="list-style-type: none"> Delays in process Meeting of Requirement by approving agencies Facilitation of financial support Acquiring of public utilities 	<p>It is noted that relevant key agencies have its own requirements and at times becomes barriers in the process.</p> <p>The concern is that those who do not meet the criteria will continue to face socio economic issues and there is no avenue provided by agencies to address these issues.</p>
Providing Affordable Housing to Reduce Poverty	Department of Housing	<ul style="list-style-type: none"> High cost of property by Housing Authority and PRB hinders the progress despite the subsidize cost of Land development cost by Government The Delay in regularization of process by relevant agencies in formalizing squatter settlements. 	<p>A framework needs to be in place where all key developing agencies align to Government Objectives to deliver equitable results for all stakeholders.</p>
Ensuring Equitable Access to Services	Land Transport Authority – Uplifting of Freeze	<ul style="list-style-type: none"> Delays on processing of new permit application and implementation of new policy 	<p>Complaints have been raised on the continuous booking of public service providers and the enquiry on the processing of new application based on the open based and zones.</p> <p>It is suggested that key agencies create awareness on the approach and timeframes in implementing the new policies towards public service sector.</p>

GOVERNMENT INITIATIVES	IMPLE-MENTING AGENCIES	CHALLENGES	COMMENT
Ensuring that Fiji's young people have equitable access to high quality education at all levels of the Fijian education system.	TSLB	<ul style="list-style-type: none"> • TSLB Policy and criteria to qualify for assistance. • Criteria requires student to pass form 6 from 2011 and onwards. 	<p>The concern is that the TSLB cannot consider the effort put by the student in achieving a Certificate level at their own cost.</p> <p>There is a need to review the criteria by TSLB so that the intent of government is realized.</p>

Way forward

- Referral cases from OPM to Line Agencies to specify expected timelines for feedback and action;
- Non responsive line agencies to be referred to DS on 'real time' basis for timely interventions;
- Quarterly Talanoa sessions hosted by OPM with focal point officers to reflect on current trends and emerging issues;
- Refresher and Basic Training courses for the Client Services Team on mediation and conflict resolutions;
- Development of a user friendly OPM Client Information System that allows for real time interaction within OPM including Hon Prime Minister and PSOPM;
- Strengthening of the information kit that is made available at the Provincial and District offices to ensure assistance requests are dealt with promptly at the grass root level

HUMAN RESOURCES & ADMINISTRATION STATEMENT

The Human Resources and Administration Unit is responsible for establishing, maintaining and terminating the employment relationships in terms of recruitment and selection, fair and equitable working conditions, performance management, salaries and wages, improving working conditions, retirement, resignation, staff development, maintaining office services, records and efficiency in terms of Registry Management that is, filing systems and inward/outward correspondences and event coordination. Human Resources supports and upholds 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 2018/2019 are:

- Re-organisation of Structure whereby employment status of staff were maintained
- Achieved the highest audit rating of 99.5% for complying with the Open Merit based Recruitment & Selection process
- Fully implemented the performance assessment outcome for assessment period May 2018 to April 2019 and staff contracts were automatically renewed based on the moderated and endorsed outcome
- Ongoing commitment to providing a range of shorter-form learning and development opportunities focusing on specific capability development needs

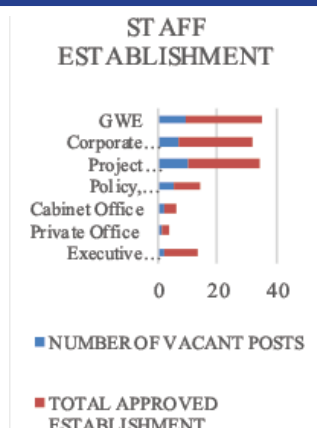
Staff Establishment

Staffing

The Office maintained its staff establishment of 102 at the end of the Financial Year 2018/2019.

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

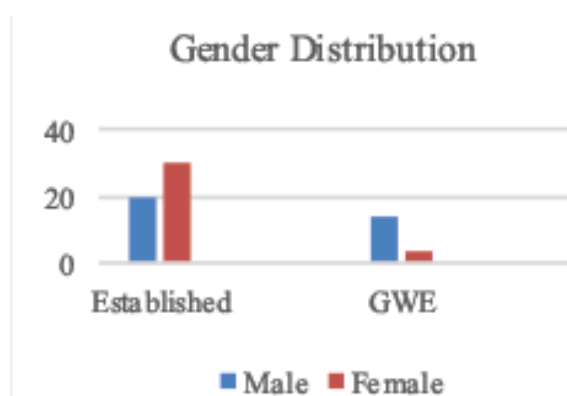
DIVISION	NUMBER ON THE GROUND		NUMBER OF VACANT POSTS	TOTAL APPROVED ESTABLISHMENT
	MALE	FEMALE		
Executive Office	3	6	2	11
Private Office	0	2	1	3
Cabinet Office	0	2	2	4
Policy, Research & International Relations Division	2	2	5	9
Project Planning & Facilitation Division	9	5	10	24
Corporate Services	5	13	7	25
GWE	14	3	9	26
TOTAL	33	33	36	102



Gender distribution

The Office is an equal employer whereby employment opportunity is given to both males and females based on merit. This is evident through the number of staff on the ground:

Classification	Male	Female
Established	19	30
Government Wage Earners	14	3
TOTAL	33	33

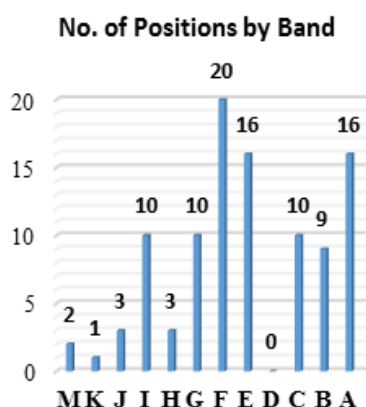


Establishment by Salary Band

Tabulated below is the classification of positions by Salary Band for established staff (excluding Hon. PM and PSOPM) as per the approved staff establishment:

POSITION	NO. OF POSITION	SALARY BAND	SALARY RANGE
Secretary to Cabinet	1	M	\$74,710.90 - \$98,793.20
Deputy Secretary	1	M	\$74,710.90 - \$98,793.20
Head, ESO	1	K	\$59,945.18 - \$76,852.80
Chief & Heads	3	J	\$51,132.98 - \$65,555.10
Chief Private Secretary	1	I	\$43,296.63 - \$55,508.50
Principals & Managers	8	I	\$43,296.63 - \$55,508.50

POSITION	NO. OF POSITION	SALARY BAND	SALARY RANGE
Principals & Managers	3	H	\$34,760.31 - \$44,564.50
Senior Finance Officer	1	H	\$34,760.31 - \$44,564.50
Seniors	9	G	\$28,605.45 - \$38,140.60
Senior Secretary	1	G	\$28,605.45 - \$38,140.60
Senior Secretaries	2	F	\$22,528.74 - \$28,883.00
Finance & Admin Officer level	6	F	\$22,528.74 - \$28,883.00
Project Planning Officer	6	F	\$22,528.74 - \$28,883.00
Public Relations Officer	3	F	\$22,528.74 - \$28,883.00
Executive Officer	2	F	\$22,528.74 - \$28,883.00
Technical Officer	1	F	\$22,528.74 - \$28,883.00
Assistant Finance & Executive Officer	14	E	\$19,041.74 - \$24,412.50
IT/Media Assistant	1	E	\$19,041.74 - \$24,412.50
Secretary	1	E	\$19,041.74 - \$24,412.50
Clerical Officer level/ Project Assistant & Finance Assistant	9	C	\$12,081.69 - \$15,489.35
TOTAL	74		



BAND	NO. OF POSITIONS
M	2
K	1
J	3
I	10
H	3
G	10
F	20
E	16
D	0
C	10
B	9
A	16
TOTAL	100

It is note that most of the positions within the Office falls at and below the level of Administrative Officer (Band F & below).

Re-Organisation & Alignment of Structure

The Office has its re-organisation of structure effective from 01 November 2018. The major reason for the re-organisation was to maximize productivity with a minimum operational cost. Through this exercise, the ministry had a savings which is retained in its SEG 1 and 2 of the ministerial budget.

The features of the review included the Re-titling of Functional Division, Re-titling/Re-defining of positions, Creation of Head of Division positions, Deletion and trade-off of existing vacant positions to create new and upgrade posts, strengthening of the Executive Support Office and also the Transfer of Functions and Positions.

In July 2019, there was a re-alignment of structure whereby the positions in the Accounts Unit were re-titled to collate with the duties of the positions. The reason being for the re-titling of positions was to benchmark with corporate sectors and also to clearly reflect the duties and responsibilities of each position within the Unit. In addition to this, the function of Information Technology was transferred from the Project Planning & Facilitation Division to the Corporate Services Division.

Note that re-organisation and re-alignment of structure is an on-going Human Resources initiative and the Office ensures that no staff employment status is impacted through this exercise.

Recruitment & Selection 2018/2019

Recruitment & selection

OPM uses a fair and effective recruitment process under the Open Merit based Recruitment & Selection Process (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 2018/2019:

RECRUITMENT & SELECTION 2018/2019		
NO.	TYPES OF APPOINTMENTS	TOTAL
1	Acting Appointment	6
2	Extension of Acting Appointment	0
3	New Appointment	26
4	Extension of Contract	9
5	Termination of Contract	1
6	Renewal of Contract based on Performance	4
7	Deemed Resignation	0
8	Resignation	7
9	Re-engagement	2
10	Internal Posting	8
11	Temporary Appointment	0
13	Ext of Temporary Appointment	2
14	Retirement	1
TOTAL	TOTAL	66

- A total of 66 activities were facilitated in Recruitment & Selection for the mentioned financial year
- The outcome of the performance assessment for assessment period May 2018 to April 2019 were implemented during the financial year and those staff that had their performance rating at Step 4 had their contracts automatically renewed. The contracts were renewed on the basis that the position is still required by the Office
- Extension of contract was given to those staff whose contract was expiring for continuity of work.

OMRS Compliance

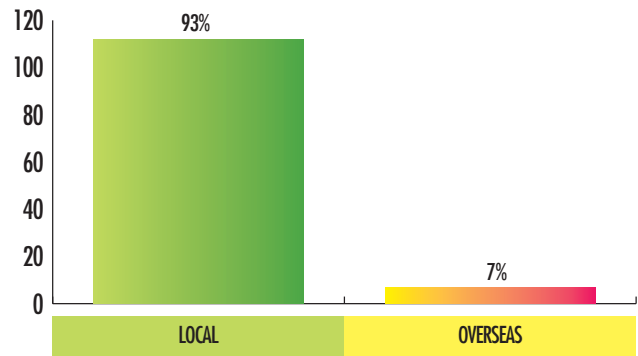
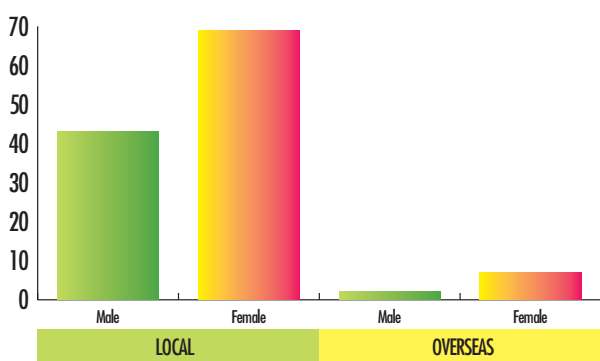
The Civil Service Reform Management Unit conducts its compliance audit on a bi-annual basis whereby the Selection Reports on recruitments are audited for compliance purposes. OPM had its audit in May 2019 and achieved an overall rating of 99.5% for OMRS compliance and good practice. OPM was rated as the top performer across the Fijian Civil Service.

Training & development

During the period, 121 learning events were delivered locally and overseas. Learning and development has always been the ongoing focus so that staffs are continuously up skilled. Hence, a wide range of shorter-form learning and development opportunities concentrating on specific capability development needs are identified for this matter.

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

MONTH	LOCAL TRAINING		OVERSEAS	
	MALE	FEMALE	MALE	FEMALE
August	1	2	0	2
September	2	6	0	0
October	3	4	1	0
November	4	0	1	0
December	0	0	0	1
January	0	2	0	0
February	2	4	0	1
March	6	11	0	1
April	10	11	0	0
May	9	12	0	0
June	6	12	0	2
July	0	5	0	0
TOTAL	43	69	2	7



The table shows that 45 (37%) males and 76 (62.8%) females were given some sort of training in the 2018/2019 financial year.

Performance Management

Following the result of the moderated performance assessment for assessment period May 2018 to April 2019, it is to note that salary movement and payment of salary arrears which will be paid out in January 2019 (back-dated to Pay 17 for Established Staff and Pay 33 of pay calendar 2019 for Government Wage Earners) in alignment with the Performance Management Framework.

A total of 44 officers at Tier 4 level and below have their performance assessment moderated by the Ministry Moderation Committees and six (6) officers at Tier 2 & 3, their performance were assessed and moderated by the Inter Ministry Moderation Committee (IMMC). The moderation was for Annual Performance Assessment and Probation Assessment.

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	2	0	0	0	4
Private Office	0	0	1	0	0	0	2
Cabinet Office	0	0	0	0	0	0	2
Research, Policy Division & IR	0	0	1	0	0	0	2
Development, Corporation & Facilitation Office (DCFO)	0	0	1	0	0	0	7
Corporate Services	0	6	4	0	0	1	16
TOTAL	0	7	9	0	0	1	33
50							

DEPARTMENT OF IMMIGRATION

The Department of Immigration, (DOI) under the Office of the Prime Minister Ministry is responsible for providing an efficient and effective Immigration service through the administration and in the enforcement of the following Laws:

- Immigration Act 2003 and Regulation;
- Passport Act 2002 and Regulation;
- Citizenship Decree 2009 and Regulation.

Apart from the above mentioned Acts, Decree and Regulations the following international Conventions and standards are also relevant to Immigration work:

- UN Convention on Refugees;
- UN Convention on Transnational Organized Crime and its Protocols (TIP);
- ILO Convention (Labour Ministry);
- ICAO (Passports and other Travel Documents).

The strategic goals and objectives of the DOI are geared towards ensuring the integrity of Fiji's borders and the effective management of peoples' movements into the out of Fiji.

COMPLIANCE & INVESTIGATIONS (C&I)

C&I Section is responsible for identifying, apprehending and removing persons from Fiji who have breached their conditions of entry, extension, health status, good character and/or security. Prohibited Immigrant (PI) include those who have overstayed their legal stay period in Fiji; person(s) who undertake unauthorized employment; person(s) with criminal record or criminal affiliation and person(s) who have defrauded the Department by providing forged documents and false information.

This report provides an overview of tasks and deliverables between August 2018 and July 2019..

Result

1.0 Output 6.2.1: Introduce contingency plans to prevent any form of illegal incursions into Fiji

In coordination with key stakeholders such as Fiji Police Force (FPF), Fiji Revenue Customs Authority and Defense, the Department continuously works on reviewing and developing contingency plans. This process is ongoing and reviewed regularly.

2.0 Output 6.3.1: Establish Task Force on Human Trafficking

The C&I Section collaborates with FPF on trafficking in persons investigations. The Section is confronted with multiple and complex challenges arising from global and regional migration patterns.

Fiji's status in the US State Department Report on Human Trafficking being elevated to Tier 1, the Task Force on Human Trafficking was established and held several meetings.

543

Inspections

95

Complaints

25

Removals

48

Surveillance

7

Detainees

Summary

The Section over the period conducted 543 inspections; 95 complaints were received and investigations conducted; 25 removals were facilitated; 48 surveillances were carried out; 7 were detained.

The inspections were conducted for verification purposes for Permits and Visa conditions.

1.0 Number of Inspections, Detainees, Investigations, Removals and Surveillance per Quarter August 2018 - July 2019

	INSPECTION	DETAINEES	INVESTIGATION	REMOVAL	SURVEILLANCE
Quarter 1	95	3	10	3	
Quarter 2	157		25	3	34
Quarter 3	136	3	25	15	6
Quarter 4	155	1	35	4	8

Figure 1. Illustrates the number of inspections, detainees, investigations and surveillance conducted in 2018 – 2019 financial period.

PERMITS & VISA

The section is responsible for the processing and issuance of all types of Permits as stipulated under the Immigration Laws and Regulations. It also responsible for the processing and issuing of pre-entry visas to eligible persons who are national of countries enacted and categorized as Non-Visa Exempted countries. These are nationals that need pre-entry visa to enter the country.

This report provides an overview of tasks and deliverables of the Section between August 2018 and July 2019. The Section is responsible of two (2) outputs. Apart from these, the Section also provide briefs on subject papers on any permit issues.

Result

1.0 Output 7.1.1: Enhancement of all Immigration Services

The Permits & Visa Section continues to enhance workflows and system improvement to support the delivery of Immigration services. Some of the enhancements done include, removal of Work Permit Committee (WPC) approval from Work Permit Approval, including breakdown of details in receipt, modifications to Approval and Permit Letter templates.

Summary

The high number of permits issued was due to the increase in number of student permit applications received from regional and international countries and work permit applications for TC Winston rehabilitation projects by Government.

Issuance of Visa have increased throughout the term besides this reflects the number of tourist arrivals and officials attending various business meetings/consultant/conferences/ workshops/ forums in Fiji; and

The high sum of bond refunded is due to the expiry of permit which led to the non-renewal of contract deserves the permit holder to depart the country.

A total of 60% applications were processed within the timelines.

In summary, a total of 10, 620 Permits issued, 9002 Visa issued and the sum of \$4,026, 167.00 bond were refunded to the companies or applicant (see Figure 2).

1.0 Number of Permits, Visa and Bond Issuance: August 2018 - July 2019

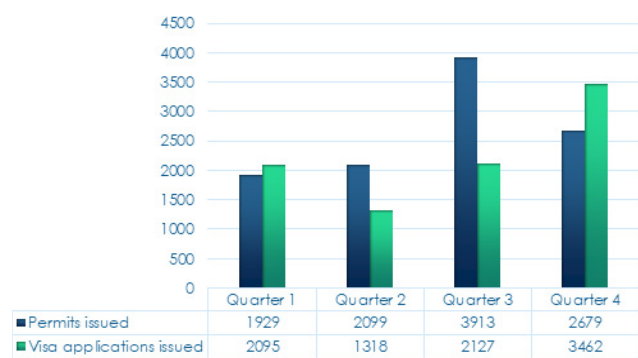
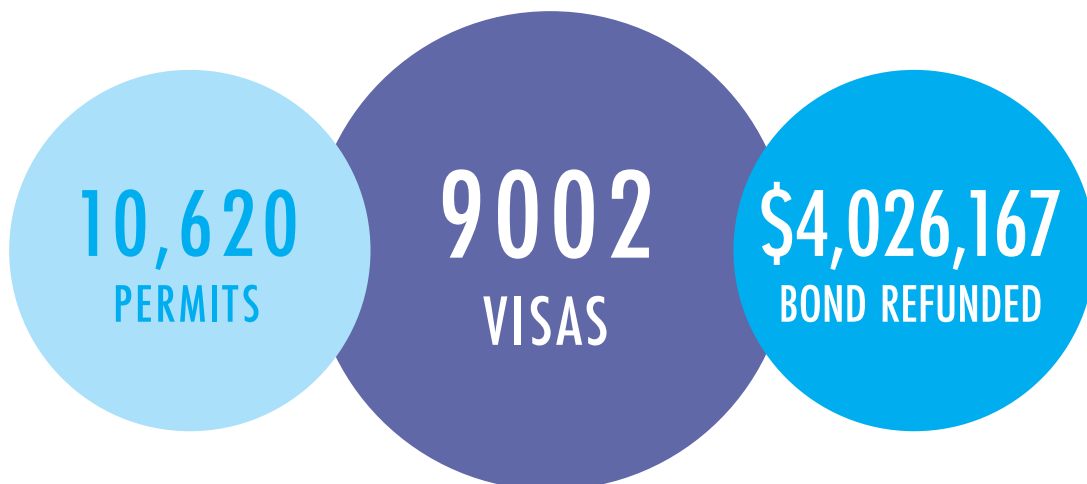


Figure 2. Illustrates the number Permits, Visa and Bond Issued in 2018 – 2019 financial period.

The 2018-2019 financial year noted an increase in the number of visa and permit issued, this was due various development project undertaken by the Government. The TC Winston rehabilitation projects contributes to the high number of permit & visa issued during the period. Furthermore, the 2018-2019 financial year also recorded the increase in student permits, tourist visa and business visa. The statistics signify that Fiji was a focal point for hosting workshops, forums, business meetings and consultancy work.



PASSPORT & CITIZENSHIP

The Passport and Citizenship Section is divided into two (2) Sections, that is, the Passport and Citizenship.

The Passport Section is responsible for the processing and issuance of Passports to all bona fide Fiji citizens who aspire to acquire Fiji passports. Passport is an official document issued to individual citizens by the state which proves who the person is and can allow a Fiji Citizen to leave the country and enter a foreign country and vice-versa.

The Citizenship Section is responsible for the processing and granting of Fiji Citizenship to eligible persons who have completely satisfied all pre-requisites and statutory requirements needed in becoming a citizen of Fiji.

Result

1.0 Output 6.2.2: Invest in technology to improve passport issuance

- I. The Integrated Passport Issuance system was established in Nadi and Labasa Offices whereby Passport Issuance Services was launched to decentralize the printing and issuances of passports. This will provide a processing and issuance quick turn-around time for our fellow citizens. Furthermore, public do not need to travel long distances to access these services.
- II. The usage of fraudulent documentation continues to open sovereign nations to major security threats at our borders. Rigorous standards to ensure that all international travel documents are valid and legitimate are very critical. To increase technological advances to make the passport more durable and far more resistant to tampering or forgery, the Department have rolled out its preliminary work on ePassport besides had conducted feasibility studies, Terms of Reference finalized and have continuously engagement of consultants in accordance with ICAO standard.

2.0 Output 7.1.1: Enhancement of all Immigration Services

The Department entered in to partnership with Muehlbauer High Tech International for its ePassport Project on 15th March 2019. The new ePassport is a major upgrade from Machine-Readable Passports (MRP's). These new ePassports greatly enhanced the security aspect of the document and allows for biometric verification. This will allow Department to further improve and enhance its services with introduction of eGates in years to come.

Summary

In summary, there are more passport applications received compared to the number issued. A total of 23,251 applications were received and 15,540 were processed (see Figure 3). This is due to the Department going through a transition period from paper-based documents (Machine Readable Passports (MRPs)) to ePassport which cannot easily be tampered because of its security features.



A total of 1009 citizenship applications were received, 956 applications processed and 794 applicants were granted Citizenship certificates during this period (see Fig.4). It is noted that the high number of Citizenship certificates issued in Quarter 3, was due to pending

applications processed and granted after submitting additional required documents. The issuance of Citizenship certificate differs this is due to applications referred/received from the Compliance and Investigation Section for compliance issues. Furthermore, another factor is the difference in the processing timeline for different categories of applications.



1.0 Number of Passport Application Received vs Issuance: August 2018 - July 2019

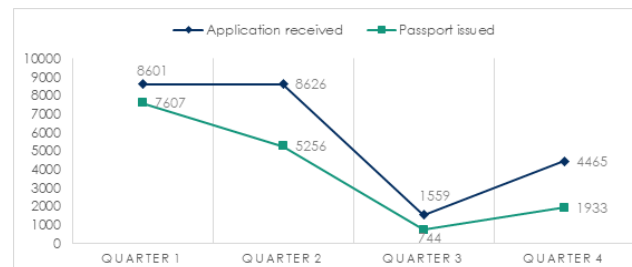


Figure 3. Illustrates the Passport Applications Received vs Issuance in 2018 – 2019 financial period.

There was a notable decrease in the number of passports issued compared to number of passport applications received in all the quarters. This was due to the transition to ePassport from the traditional MRP's. In this period, the Department had to manage the MRP stock during the implementation of ePassport to ensure citizens had passport to travel. The ePassport Project was launched on 19 September 2019.

2.0 Number of Citizenship Application Received vs Issuance: August 2018 - July 2019

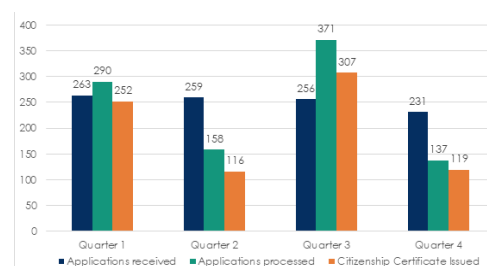


Figure 4. Illustrates the Citizenship Applications Received vs Issuance in 2018 – 2019 financial period.

BORDER CONTROL

The Section carries out the prime responsibility of protecting and controlling the sovereignty of the Republic of Fiji's borders by providing effective facilitation and control at all proclaimed ports of entry.

The Border Officers by contributing to the Department's role in securing Fiji's borders and ensuring orderly facilitation of entry and exit of legitimate travelers are carried out professionally and with due care, at the same time precautions are taken in prevention of unauthorized or illegal immigrants, drugs, terrorism and diseases accordingly within the governed Fiji Immigration Act 2003.

The Section is responsible to exercise and protect the sovereignty of the country's borders through proper clearance of aircrafts and ships (Referral duties) by facilitating the movement of people at the *designated ports of entries (Nadi Airport, Nausori Airport, Suva Kings Wharf, Lautoka, Levuka, Rotuma, Savusavu; and De-facto Ports including Port Denarau, Vuda Marina and Malau Wharf in Labasa).

Outer stations also accept lodgment for other services such as, Passport, Citizenship and Permit applications. Also process applications such as, Extension of Visitors Permit (VP), Visa, Exempted Status, and Short-Term Work Permit applications. Correspondingly, inspections and intelligence work on immigration related cases are also carried out.

Result

1.0 Output 6.2.1: Introduce contingency plans to prevent any form of illegal incursions into Fiji.

Our Border Control Officers (BCO) play an important role in processing and handling the movement of people, as well as in the early detection of crimes and identification of vulnerable migrants at the border. There were on-going consultations, trainings and meetings with other border agencies in order to meet the challenges at the border.

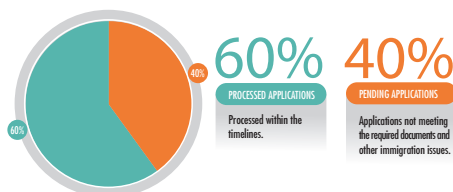
2.0 Output 7.1.1: Enhancement of all Immigration Services

The Department works closely with our domestic border agencies in ensuring that potential risks to Fiji are properly managed. These border partners; collectively protecting our economy, environment and security of our borders through ensuring compliance to relevant legislations such as, Biosecurity, Customs, Health, Fisheries and other relevant stakeholders. The Section also works closely with Research and Development Section for the review and streamlining border related SOP's.

Summary

1.0 Processing of Applications

In addition to referral duties, the Suva Office facilitates the processing of Prohibited Illegal Immigrants (PI), Appeal and Deletion and Entry of Controversial List (CL) applications (see Fig. 5).



2.0 Activities on PI Uplift, Appeal Granted, CL Entered & CL Deletion August 2018 - July 2019

	QTR 1	QTR 2	QTR 3	QTR 4
PI UPLIFT GRANTED	89	106	110	153
APPEAL APPROVED	22	10	8	23
CONTROVERSIAL LIST DELETION	257	283	231	462
CONTROVERSIAL LIST ENTRY	552	914	1166	5039

Figure 5. Illustrates activities on PI Uplift, Appeal Granted, CL Entered & CL Deletion in 2018 – 2019 financial period.

There is an increase in the number of PI Approval granted since the high-volume number dominates the foreign/regional students studying in the country. The foreign and regional students with expired permits contributes to the increase number of PI uplift applications received in the period. (There is an existing arrangement which allows regional students to enter on visitors permit and apply for students permit once confirmation letter from Institution is received)

Moreover, there is also a high volume of names entered in comparison with the names to be deleted. This is due to the high number of Tertiary Education Loan Scheme (TELS) scholarship recipients.

3.0 Movement of Passengers



The total passenger of travelers entering and departing (air/sea) for the period was 881, 072 which was an increase of 4.1% compare to the same period, last year.

4.0 Movement of Vessels

The number of vessels and yachts that berthed into the Suva Port fluctuates which indicate the trend of different type of vessels, such as fishing vessels, cargo vessels, yachts and cruise liners arrived into our shores.

It is noted that Suva Port recorded the highest arrival of vessels and yachts, this is due to Suva being the main port of entry for most cargo vessel, cruise liners as well as fishing vessels that are based in Fiji. As the other major port, Lautoka recorded the second highest arrival of cargo vessels and yachts, followed

by Levuka Port which is used mainly by fishing vessels for fish supply to the Pacific Fishing Company (PAFCO).

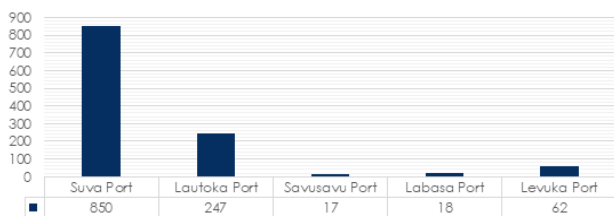
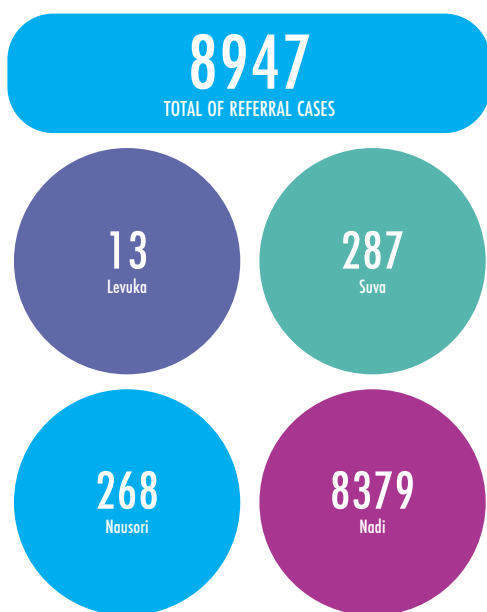


Figure 6. Illustrates vessel movement in 2018 – 2019 financial period

5.0 Total of 8947 Referral Cases

The number of vessels and yachts that berthed into the Suva Port fluctuates which indicate the trend of different type of vessels, such as fishing vessels, cargo vessels, yachts and cruise liners arrived into our shores.

It is noted that Suva Port recorded the highest arrival of vessels



The Border Officers handles referral cases and make decisions during entries and departure clearance. This is a very critical process that enable us to early detect inadmissible passengers at the border. Proper procedures and due diligence care are always considered when handling referral cases.

Referral cases normally involve: - the determination/authentication of travel document; breach of permits or visa; profiling; Person of Interest; active Controversial List and other immigration related matters. During this reporting period, 8947 cases were referred and facilitated. It is noted that Nadi Airport received the highest number of referred cases being the main international airport and gateway which serve vast numbers of travelers, in comparison with the other ports.

RESEARCH & DEVELOPMENT SECTION

The section aims to improve efficiency and the effective delivery of Immigration Services through the provision of up-to-date and analytical managerial information for planning and policy formulation. Operating as the Departments information repository and dissemination and technology management function, the Section focuses on enhancing and expansion of services delivery. The Section is also responsible for coordinating capacity building programs with Corporate Services Section, in relation to training and dissemination of information on migration related issues.

Result

1.0 Output 6.2.3: Reduce threats of transnational crimes by adopting and implementing the best border management practices at all ports of entry.

Strengthening cooperation with other Border agencies by facilitating training for:

- Border Control Officers from other border agencies;
- Naval Officers;
- Induction for our newly appointed officers; and
- Other relevant Immigration Technical Trainings.

2.0 Output 6.2.5: Research and Development

The section supports strategic decision-making with provision of knowledge and insight which leads to improvements of systems and processes to enhance efficiency with reduced costs. The following programs and activities were conducted: -

- Compilation of Migration Trends Report;
- Compilation of Customer Service Report;
- Preparation of Research Papers on immigration related issues;
- Facilitated "Technical Officers Talanoa Session" (TOTS) in consultation with the DIs office);
- Updating of Checklists;
- Updating of website;
- Update/develop of SOPs;
- Facilitate Customer Service Counter (checklists, Qmatic machine support);
- Attend official meetings (internal/external customers);
- Assist in the formulation of reviewing of Immigration Act and Passport Act;
- Assist formulation of MOUs and MOAs with MOFA;
- Formulation of Cabinet Papers; and
- Facilitate request from internal/external customers.

3.0 Output 7.1.2: Enhance Publicity and Public Awareness

The following publications and awareness were conducted during the reporting period:

- i) Facilitate ePassport pamphlets - printed for public consumption and posted on Department website;
- ii) Facilitate Information Sheet on ePassport - distributed to Foreign Missions, embassies and Department Website;
- iii) Facilitate awareness materials during Provincial/Tikina meetings – presentations and information dissemination at the Provincial/Tikina meetings; and
- iv) Update information on the website

Summary Of Trainings

1.0 Induction Training

Induction Training was held once with 19 new officers attended to integrate them into the Department, most importantly to make them understand the systems and procedures followed. It also

helps them to settle down quickly, and gives them a sense of belonging in the new work environment.

2.0 Primary Line Officers Training

The Department conducted two (02) training sessions with new officers from the Fiji Revenue Customs Services (FRCS). The first training was held in Suva for Officers in the Central Division and second was held in Nadi for Officers at the West.

3.0 Naval Officers Training

The Department conducted one (01) training with 35 Naval Officers attended from the Fiji Navy.

4.0 Integrated Border Management System (IBMS) Training

The IBMS Training was held for one (01) week attended by Officers from all stations within the Department.

5.0 Talanoa Session for Technical Officers (TOTS)

The series of session was held to reflect a process of inclusive, a lively participatory and transparent dialogue amongst the officers on technical issues. Ten (10) sessions were held whereby officers shared stories, build empathy and make wise decisions for the collective agreement. The session involves sharing of ideas, knowledge, skills and experience fosters stability and inclusiveness in dialogue, by creating a safe space that embraces mutual respect for a platform for decision making for a greater good.

6.0 Director's Hour

The sessions bring together officers for the Director in an effort to meet and collaborate, deliver important information, deliberate on work related issues. Eight (8) sessions were held, which allows officers to get immediate answers and also helps management to clearly deliver all the matters efficiently and effectively.

7.0 Standard Operating Procedures (SOP) New/Review

With improvements made to processes, eleven (11) SOPs were developed and reviewed.

8.0 Memorandum of Understand (MOU) and Agreement (MOA)

The Section is also responsible for developing and review of the Memorandum of Understanding and Agreement. MOA between Air Pacific (t/a Fiji Airways) and DOI was made signed in November 2018. Section also works closely with the Ministry of Foreign Affairs in developing Memorandum of Agreement pertaining to Immigration issues.

9.0 Checklists amended

The Department continue to enhance and strengthen its processes by having sixteen (16) checklists amended to reduce mistakes and errors in the process and to get the possible results.

The section aims to improve efficiency and the effective delivery of Immigration Services through the provision of up-to-date and analytical managerial information for planning and policy formulation. Operating as the Departments information repository and dissemination and technology management function, the Section focuses on enhancing and expansion of services delivery. The Section is also responsible for coordinating capacity building programs with Corporate Services Section, in relation to training and dissemination of information on migration related issues.

Result

1.0 Output 8.1.1: Strategic HR documents/guidelines

A Draft Strategic Plan and Corporate Plan is in place for the organization during the reporting year.

2.0 Output 8.1.2: Policy Advice & Support on HRM

Policy Advice & Support on HRM include advise on all HR issues related to all matters pertaining to appointment (contractual/permanent), recruitment, posting, resignation, deaths, retirements, internal posting, performance assessment, job evaluation, acting/extension of acting, post processing, advertisement, termination, suspension, disciplinary, leave administration and other personnel related issues including supervision of Registry procedures.

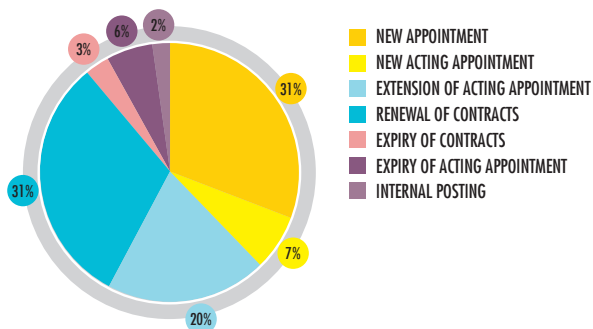
3.0 Output 8.2.1: Recruitment, Selection & Appointments

DOI adhered to OMRS Guidelines in ensuring that recruitment and selection processes are consistent and transparent. DOI ensures that competent officers (experience and qualified) are recruited in the right position at the right time.

Tabulated and illustrated are the numbers of appointments conducted during the financial terms:

TYPE OF APPOINTMENT	TOTAL
New Appointment	45
New Acting Appointment	10
Extension of Acting Appointment	30
Renewal of Contracts	45
Expiry of Contract	4
Expiry of Acting Appointment	9
Internal Posting	3
TOTAL	146

Figure 7. Illustrates percentage appointment type in 2018 – 2019 financial period.



4.0 There were 119 filled positions out of which 63 were females and 56 male staffs. Of the 63 female staffs, 7 were on Senior Level positions and above.

The gender mainstreams stand at a ratio of 53% to 47% in comparison to females to males.



5.0 Output 8.2.3: Compliance to Disciplinary Guideline & Code of Conduct

DOI had implemented the Fijian Civil Service Disciplinary Guidelines which came into effect in 2017. DOI had a total of seven (7) disciplinary cases and were executed in accordance with the guidelines.

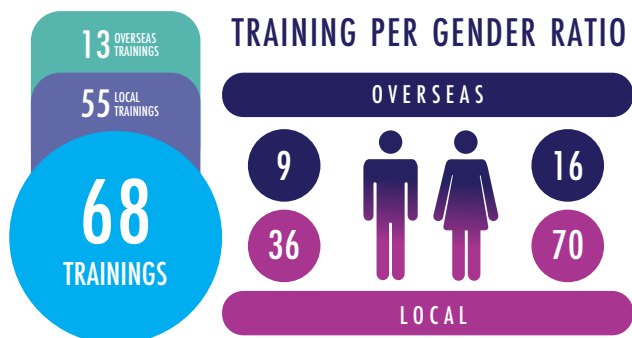
Out of the seven (7) disciplinary cases, four (4) staff were terminated and one (1) officer was issued with warning letter for breaches of the Public Service Code of Conduct whilst the remaining two (2) were ongoing cases with the Fiji Independent Commission Against Corruption [FICAC].

DOI has taken proactive approach in its effort to reduce cases hence staff were continuously encouraged and given opportunity to attend investigators training to upgrade their knowledge and to be well versed with the revised disciplinary processes. In addition to above, DOI also engaged FICAC for their awareness session in all Immigration Offices including Suva Headquarters. A total of forty-nine (49) officers attended the Investigators training conducted by the Ministry of Civil Service during the year.

6.0 Output 8.3.1: Conduct Staff Performance

DOI conducted annual performance assessment for seventy-six (76) staff including two Executive management positions and based on the final moderation decision, none of the officers qualified for salary step movement.

7.0 Output 8.4.1: Facilitate Training & Development



During the period, 68 trainings were delivered through overseas and local courses and a total of 131 Officers attended.

8.0 Output 8.4.2: Effective Leave Administration & Management

Staff who have excessive leave have been continuously reminded to utilize their leave through email reminders, internal circulars and memorandums.

Tabled below is a summary of all leave taken during the reporting period.

TYPE OF LEAVE	NUMBER OF STAFF
Local Leave	80
Leave Abroad	4
Bereavement Leave	45
Sick Leave Without Sick Sheet	90
Sick Leave with Sick Sheet	85
Leave Without Pay	1
Inpatient	0
Study Leave with Pay	2
Maternity Leave	4

9.0 Output 8.4.3: Reconciliation information on P2P with Accounts/Update of variation notices

The DOI had a variation in the Person to Post during the reporting period as follows:

- Two (2) positions, System Analyst position -Band G & Data Entry Operator - Band C were traded off to create Manger Human Resources (Band H) position
- The Senior Accounts Officer (Band G) and remaining funds left from the tradeoff done above was used to create a Principal Accounts Officer position (Band I)
- Establishment of a Manager IT position (Band I)

10.0 Output 8.4.4 Review of Job Descriptions/Formation on internal JE Committees

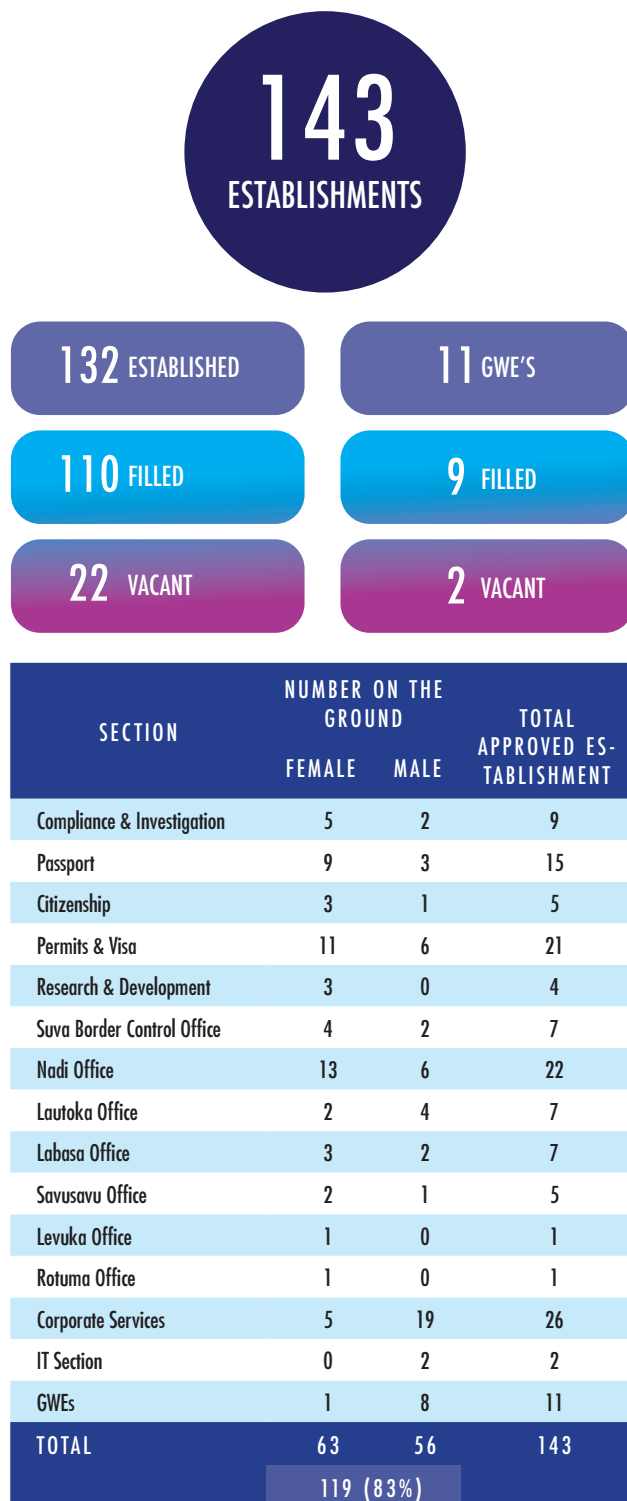
Continuous reviewing of Job Descriptions was on-going. HR will also clear the same from Ministry of Civil Service before a position is advertised. There were also trained personnel in the Department who were part of the internal Job Evaluation Committees.

11.0 Output 8.4.5 Effective Office Administration

The Section was headed by a Principal Administrative Officer level position and assisted by officers which include one (1) SAS position, one (1) AS position, two (2) EO levels, five (5) Clerical Officers, and 5 GWEs positions (3 Drivers & 2 cleaners' positions).

The roles of the HR would be challenging at times comparing the number of support staff against technical positions in the Department, but with the qualified experience staff in the Section, HR managed to successfully carry out its roles and responsibilities. Staff were encouraged to continue up skilling themselves in order to meet the current demand and MQR of higher positions in the Department and also outside the Civil Service.

11.1 Staff Establishment



During the Financial year 2018/2019, approved staff establishment of 143 comprising of 132 Established and 11 Government Wage Earners [GWE] positions. Out of the 132 established positions, 110 were filled with remaining 22 vacant. Out of the 11 GWE positions, 9

filled and 2 vacant.

Thus, leaving a total of 24 vacant positions which also included two (2) critical positions at Tier 2 (Director) and Tier 3 (Deputy Director) level.



Furthermore, the total establishment comprised of 71% Technical Officers, 27% support services and 2% Senior Executive positions.

11.2 Staff Turnover

The Department of Immigration total staff turnover rate was 7% and most Officers left the Department due to resignations, retirement, termination, suspension, deemed to have resigned and non-renewal of contracts.

STAFF TURNOVER	MALE	FEMALE
Resignation	2	7
Retired	0	1
Non-renewal of contract	0	6
Termination	3	0
Suspension	1	1
Deemed to have resigned	0	1

There was high staff turnover during the reporting period. Resignations reported as the highest as most opted for better job opportunities and incentives. Furthermore, high number of officers existed the Department due to non-renewal of contracts.

11.4 Registry Updates

Tabled below are the applications received in Registry during the reporting period.

PERMITS	AUGUST 2018 – JULY 2019	
	NEW	EXTENSIONS
Work Permit	1159	724
Investment Permit	151	325
Residence Permit		
Assured Income	166	161
Special Purpose	193	92
Co-Extensive	350	161
Appeal	144	
Short term Permit	857	
Variation		
PI Uplift	569	
TOTAL	3589	1463

A total of ten 10, 305 mails were received during the reporting period. There was an increase in permit applications received in this period due to the increase number of local companies employing foreign nationals.



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

FINANCIAL STATEMENT

for the year ended 31 July 2019

OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



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File: 345

22 April 2021

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 2019

The audited consolidated financial statements for Office of the Prime Minister and Department of Immigration for the year ended 31 July 2019 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 2019**

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DRAFT INDEPENDENT AUDITOR'S REPORT

To the Prime Minister and Minister for Immigration

Report on the Audit of the Financial Statements

Opinion

I have audited the financial statements of the Office of the Prime Minister and Department of Immigration (Office), which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses and Trust Fund Account Statement of Receipts and Payments for the financial year ended 31 July 2019, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects of the matters discussed in the Basis for Qualified Opinion paragraphs, the accompanying financial statements of the Office of the Prime Minister and Department of Immigration are prepared, in all material respects, in accordance with the Financial Management Act and Finance Instructions 2010.

Basis for Qualified Opinion

1. The Value Added Tax (VAT) on revenue recorded in the general ledger was incorrectly computed by the Department of Immigration. The incorrect accounting for VAT on revenue was prevalent for 11 months during the financial year. Due to the extent of incorrect accounting for VAT, it was not practical for me to substantiate the total value of the misstatement. Furthermore, bank lodgement forms and cash analysis sheets for operating revenue totalling \$162,007 were not checked and certified by the supervising officers.

As a result, I am unable to ascertain the accuracy and completeness of the operating revenue balance of \$11,433,053 recorded in the consolidated financial statements for the financial year ended 31 July 2019.

2. An unreconciled variance of \$915,722 exists between the Immigration Bond Trust Fund Account closing balance in the financial statements and the cash at bank balance. Consequently, I was unable to substantiate the accuracy and completeness of the total receipts and total payments of \$6,276,246 and \$4,404,845 respectively in the Trust Fund Account Statement of Receipts and Payments.
3. Included in the Established Staff expenditure of the Department of Immigration are charges in respect of payment for meal claims, accountable advance and accommodation totaling \$85,985 which are not payroll related expenditures. As a result, the consolidated Established Staff balance of \$5,350,211 is overstated by \$85,985 and the Travel and Communication balance is understated by the same amount.
4. Note 4 (e) to the financial statements provides a brief description for the purpose of the Immigration Trust Fund Account. As at the date of my audit report, there still exists significant lapse in the years of reconciliation and absence of detailed breakdown listings of permit holders and their current balances, as such I was unable to satisfy myself on the accuracy of the closing balance of \$30,596,029 disclosed in the Immigration Trust Fund account Statement of Receipts and Payments for the year ended 31 July 2019.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further described in the *Auditor's Responsibilities for*

the Audit of the Financial Statements section of my report. I am independent of the Office in accordance with the International Ethics Standards Board for Accountant's *Code of Ethics for Professional Accountants* (IESBA Code) together with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter

I draw attention to the following matter:

Internal controls over revenue for the Department of Immigration were generally found to be weak. This is in respect of the lack of supervisory checks as bank lodgement forms and cash analysis sheets were not certified correct by the supervisors. These internal controls weakness, if not addressed promptly, may result in material misstatements and possible financial losses in the future.

My opinion is not modified in respect of this matter.

Responsibilities of the management and those charged with governance for financial statements

The management are responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004 and Finance Instructions 2010, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Office's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the 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 or 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 judgement 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 internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management of Office of the Prime Minister and Department of Immigration.

I communicate with those charged with governance 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
22 April 2021

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

**MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2019**

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 2019; 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: 19/09/21



Amelia Kotobalavu Komaisavai
Acting Director - Immigration

Date: 20.4.21



Benito Veramu
Manager Finance - Office of the PM

Date: 20/09/21



Umeshwar Ram
Principal Accountant - Immigration

Date: 20/4/2021

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Operating Revenue		11,433,053	12,703,433
Investment Revenue		---	71,275
Miscellaneous Revenue		536	211,073
TOTAL REVENUE	3 (a)	11,433,589	12,985,781
EXPENDITURE			
Operating Expenditure			
Established Staff		5,350,211	5,348,307
Government Wage Earners		563,334	561,169
Travel & Communication	3 (b)	1,481,311	2,295,295
Maintenance & Operations		1,315,523	1,360,834
Purchase of Goods & Services		560,679	623,013
Operating Grants & Transfers	3 (c)	347,856	620,030
Special Expenditure	3 (d)	273,134	613,958
Total Operating Expenditure		9,892,048	11,422,606
Capital Expenditure			
Capital Purchase	3 (e)	---	193,071
Capital Grants & Transfers	3 (f)	5,248,132	9,000,000
Total Capital Expenditure		5,248,132	9,193,071
Value Added Tax		194,564	238,397
TOTAL EXPENDITURE		15,334,744	20,854,074

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2019

SEG	Item	Budget Estimate	Appropriation Changes	Revised Estimate	Actual Expenditure	Carry-Over	Lapsed Appropriation
			Note 5	a	b		(a-b) Note 6
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
	Operating Expenditure						
1	Established Staff	6,814,704	---	6,814,704	5,350,211	---	1,464,493
2	Government Wage Earners	943,318	---	943,318	563,334	---	379,984
3	Travel & Communication	2,560,720	(75,918)	2,484,802	1,481,311	---	1,003,491
4	Maintenance & Operations	1,403,737	342,918	1,746,655	1,315,523	---	431,132
5	Purchase of Goods & Services	1,252,133	(188,000)	1,064,133	560,679	---	503,454
6	Operating Grants & Transfers	815,000	---	815,000	347,856	---	467,144
7	Special Expenditure	472,666	(79,000)	393,666	273,134	---	120,532
	Total Operating Expenditure	14,262,278	---	14,262,278	9,892,048	---	4,370,230
	Capital Expenditure						
9	Capital Purchases	300,000	---	300,000	---	---	300,000
10	Capital Grants & Transfers	9,000,000	---	9,000,000	5,248,132	---	3,751,868
	Total Capital Expenditure	9,300,000	---	9,300,000	5,248,132	---	4,051,868
13	Value Added Tax	539,021	---	539,021	194,564	---	344,457
	TOTAL EXPENDITURE	24,101,299	---	24,101,299	15,334,744	---	8,766,555

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2019

Loss of Money

There was no loss of money recorded for the Office of the Prime Minister and Department of Immigration for the financial year ended 31 July 2019.

Loss of Revenue

There was no loss of revenue recorded for the Office of the Prime Minister and Department of Immigration for the financial year ended 31 July 2019.

Loss of Assets

There was no loss of assets recorded by the Office of the Prime Minister for the financial year ended 31 July 2019.

The following assets were recorded by the Department of Immigration as losses for the financial year ended 31 July 2019. The responsible officers have been surcharged for the loss.

Section	Item	Total
Passport Section	Passports	828

The following items worth \$7,475 were written off, following the Board of Survey for the Office of the Prime Minister for the financial year ended 31 July 2019.

Fixed Asset Category	Amount (\$)
Office Equipment	5,400
Others	2,075
Total	7,475

The following items worth \$46,365 were written off, following the Board of Survey for the Department of Immigration for the financial year ended 31 July 2019.

Fixed Asset Category	Amount (\$)
Office Equipment	33,980
Furniture and Fittings	8,755
Others	3,630
Total	46,365

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 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Interest		551	573
Reverse Statement Fee		---	6
Total Receipts		551	579
PAYMENTS			
Assistance to Fiji Bowls	3 (g)	10,000	---
Retention for Valelevu Multi-Purpose Court		---	22,595
Withholding Tax		55	57
Withdrawal Transfer – Bank Fees		---	6
Total Payments		10,055	22,658
Net Deficit		(9,504)	(22,079)
Opening balance as at 1 August 2018		550,727	572,806
Closing Balance as at 31 July 2019	4 (a)	541,223	550,727

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 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Interest Received		435	165
Taiwan Cash Grant		---	424,032
Total Receipts	3 (h)	<u>435</u>	<u>424,197</u>
PAYMENTS			
Assistance to Community Projects		30,840	22,759
Assistance to Schools		---	16,500
Bank Charges		40	3
Withholding Tax		43	17
Total Payments		<u>30,923</u>	<u>39,279</u>
Net (Deficit)/ Surplus		(30,488)	384,918
Opening Balance as at 1 August 2018		435,043	50,125
Closing Balance as at 31 July 2019	4 (b)	<u>404,555</u>	<u>435,043</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Interest		1,420	1,045
Retention for Vuanisaiki Primary School		---	53,038
Retention for Queen Victoria School		---	11,881
Retention for Nabua Resource Centre		8,513	23,642
Retention for Ballantine Memorial School		14,865	22,297
Retention for Naseyani Primary School		8,373	12,276
Retention for Tavua District School		14,258	11,667
Retention for Nubu Primary School		2,425	12,835
Retention for Dogotuki District School		2,726	11,444
Retention for Vuya District School		8,753	18,333
Retention for Kubulau District School		9,714	9,746
Retention for Immaculate Conception Primary School		6,312	9,684
Retention for Nausori Primary School		---	80,043
Retention for Vaturova Koroalau High School		---	11,510
Retention for Dama District School		12,070	3,476
Retention for Bukuya Health Centre		29,633	14,738
Retention for Raiwai Youth Hall		35,405	82,612
Retention for Suvavou Kindergarten		3,391	11,870
Retention for Rukurukulevu Village		14,925	12,577
Retention for Nausori District School		15,558	31,116
Retention for Biausevu Village Women's Group		20,563	26,735
Retention for Saint John Bosco Primary School		---	7,580
Retention for Qelemumu Primary School		21,970	---
Retention for Bocalevu Village		3,995	---
Retention for Ratu Veikoso Primary School		14,585	---
Retention for Uluivalili College		26,805	---
Retention for Navuso District School		8,077	---
Retention for Cautata District School		8,022	---
Retention for Lomaiviti Nursing		30,826	---
Retention for Nabukaluka Primary School		8,118	---
Retention for Nasivikoso Village School		20,087	---
Retention for Sawanikula Primary School		17,004	---
Retention for Suva Methodist Primary School		16,591	---
Retention for Immaculate Conception College		1,500	---
Total Receipts	3 (i)	386,484	480,145

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
(continued...)
FOR THE YEAR ENDED 31 JULY 2019

	Notes	2019 (\$)	2018 (\$)
PAYMENTS			
Bank fee		142	6
Resident Withholding Tax		---	105
Withdrawal Transfer		---	40
FRCS Payments		32,156	4,633
Retention Payment – Nausori Primary School		---	40,022
Retention Payment – Mamanuca Primary School		---	11,630
Retention Payment – Vunisaiki Primary School		54,385	54,385
Retention Payment – Nabua Resource Centre		16,607	14,073
Retention Payment – Vatulele District School		---	16,278
Retention Payment – Tavua District School		12,368	---
Retention Payment – Biausevu Village Women’s Group		32,777	---
Retention Payment – Vuya District School		25,844	---
Retention Payment – Nubu Primary School		14,149	---
Retention Payment – Bukuya Health Centre		21,168	---
Retention Payment – Kubulau District School		9,253	---
Retention Payment – Nausori District School		22,266	---
Retention Payment – Queen Victoria School		11,336	---
Retention Payment – Naseyani Primary School		9,851	---
Retention Payment – Cautata District School		6,958	---
Retention Payment – Navuso District School		7,006	---
Retention Payment – Raiwai Youth Hall		56,301	---
Retention Payment – Sawanikula Primary School		8,112	---
Retention Payment – Dama District School		8,528	---
Retention Payment – Rukuruku Village School		6,820	---
Retention Payment – Immaculate College		8,892	---
Retention Payment – Bocalevu Village		3,812	---
Retention Payment – Dogotuki District School		6,760	---
Retention Payment – Nabukaluka Primary School		7,042	---
Retention Payment – Qelemumu Primary School		6,760	---
Retention Payment – Ratu Veikoso Primary School		6,958	---
Retention Payment – Suvavou Village		7,281	---
Retention Payment – Lomaiviti Nursing		20,656	---
Retention Payment – Uluivalili College		615	---
Retention Payment – Vaturova High School		10,982	---
Total Payments	3 (j)	435,785	141,172
Net (Deficit)/Surplus		(49,301)	338,973
Opening Balance as at 1 August 2018		1,379,059	1,040,086
Closing Balance as at 31 July 2019	4 (c)	1,329,758	1,379,059

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

MAHOGANY INDUSTRY COUNCIL FUND - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Interest		18,738	21,116
License Fees		---	407,301
Total Receipts	3 (k)	<u>18,738</u>	<u>428,417</u>
PAYMENTS			
Audit Fees		100	50
Bank charges		63	61
Withholding Tax		1,874	2,112
License Fees		394,346	---
Branding Legal Fees		25,753	---
Total Payments	3 (l)	<u>422,136</u>	<u>2,223</u>
Net (Deficit)/ Surplus		(403,398)	426,194
Opening Balance as at 1 August 2018		2,155,968	1,729,774
Closing Balance as at 31 July 2019	4 (d)	<u>1,752,570</u>	<u>2,155,968</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 2019

	Notes	2019 (\$)	2018 (\$)
RECEIPTS			
Immigration Bond Received		6,269,172	7,044,629
Interest		7,074	27,237
Total Receipts		6,276,246	7,071,866
PAYMENTS			
Immigration Bond Refund		4,404,022	3,562,587
Bank charges		823	--
Total Payments	3 (m)	4,404,845	3,562,587
Net Surplus		1,871,401	3,509,279
Opening Balance as at 1 August 2018		28,724,628	25,215,349
Closing Balance as at 31 July 2019	4 (e)	30,596,029	28,724,628

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019

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 2019**

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.

(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 2018 - 2019 Appropriation Promulgation or Annual Appropriation Act.

NOTE 3: SIGNIFICANT VARIATIONS

- (a) Total revenue decreased by \$1,552,192 or 12% in 2019 compared to 2018. This was mainly due to decrease in passport fees received for the Department of Immigration.
- (b) Travel and communication costs decreased by \$813,984 or 35% in 2019 compared to 2018 due to the reduction in overseas travels by staff of the Office of the Prime Minister.
- (c) Operating grants and transfers costs decreased by \$272,174 or 44% in 2019 compared to 2018. This was mainly due to the decrease in operational grants paid to Rotuma Island Council, Rabi Island Council and Kioa Island Council for the Office of the Prime Minister and the decrease in operating grant for Pacific Immigration Director's Conference.
- (d) Special expenditure costs decreased by \$340,824 or 56% in 2019 compared to 2018 due to the decrease in ex PM's benefits paid out for the year.

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2019**

NOTE 3: SIGNIFICANT VARIATIONS (continued...)

- (e) Capital Purchase costs decreased by \$193,071 or 100% in 2019 compared to 2018 due to the non-utilization of the integrated passport issuance system budget by the Department of Immigration as there were changes to the project plans.
- (f) Capital grants and transfers costs decreased by \$3,751,868 or 42% in 2019 compared to 2018. This was due to the decrease in payments facilitated for the small grants projects as work were delayed due to unfavourable weather conditions and delays in the tender process for new projects.
- (g) The payment of \$10,000 from the Chinese grant trust account was made to Fiji Bowls for the 2019 Asia Pacific Bowls Championships and Pacific Games.
- (h) The Taiwan grant trust receipts decreased as no new assistance was received from the Taiwan government during the year.
- (i) The decrease in retention trust receipts is mainly attributed to the decrease in small grant scheme projects undertaken. The decrease in projects have led to less payments to contractors which has resulted in a decrease in amounts retained.
- (j) The retention trust payments increased as more retention were due to be released during the year, hence, more payments were made.
- (k) The Mahogany Industry Council trust receipts decreased as there was no new license issued and no license was due for renewal during the year.
- (l) The Mahogany Industry Council trust payments increased as excess license fees were received which were approved by the Council to be refunded to the license holders.
- (m) The increase in Immigration Bond payment was due to the increase in refund made to non-Fiji citizens whose permit had expired and those who returned to their country.

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2019**

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.

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 2019**

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.

(e) 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. The Department changed the Immigration Trust bank account from Westpac to HFC on 30th August 2018 due to the high interest rates offered by HFC bank. The Westpac bank account is still open as it is used to cater for the Savusavu and Levuka stations where the HFC bank is not in operation.

NOTE 5: APPROPRIATION MOVEMENTS

There was no redeployment of the Office/Department's funds during the year ended 31 July 2019. Other movements were made through virements as follows:

Virement No	From	Amount (\$)	To	Amount (\$)
Office of the Prime Minister				
01 / 2018-2019	SEG 3	40,000	SEG 4	20,000
			SEG 5	20,000
02 / 2018-2019	SEG 2	5,000	SEG 2	5,000
03 / 2018-2019	SEG 7	40,000	SEG 7	40,000
04 / 2018-2019	SEG 3	96,918	SEG 4	96,918
05 / 2018-2019	SEG 2	315	SEG 2	315

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
 FOR THE YEAR ENDED 31 JULY 2019

NOTE 5: APPROPRIATION MOVEMENTS (continued...)

Virement No	From	Amount (\$)	To	Amount (\$)
Department of Immigration				
01 / 2018-2019	SEG 7	49,000	SEG 4	30,000
			SEG 5	19,000
02 / 2018-2019	SEG 2	30,000	SEG 2	30,000
03 / 2018-2019	SEG 7	30,000	SEG 4	10,000
			SEG 5	20,000
04 / 2017-2018	SEG 4	12,000	SEG 4	12,000
05 / 2018-2019	SEG 1	200,000	SEG 1	200,000
06 / 2018-2019	SEG 5	150,000	SEG 3	50,000
			SEG 4	50,000
			SEG 5	50,000
07 / 2018-2019	SEG 1	63,000	SEG 1	63,000
08 / 2018-2019	SEG 5	93,000	SEG 4	93,000
09 / 2018-2019	SEG 5	49,000	SEG 3	8,000
			SEG 4	41,000
10 / 2018-2019	SEG 1	15,000	SEG 1	15,000
11 / 2018-2019	SEG 5	5,000	SEG 3	3,000
			SEG 4	2,000

NOTE 6: SIGNIFICANT SAVINGS

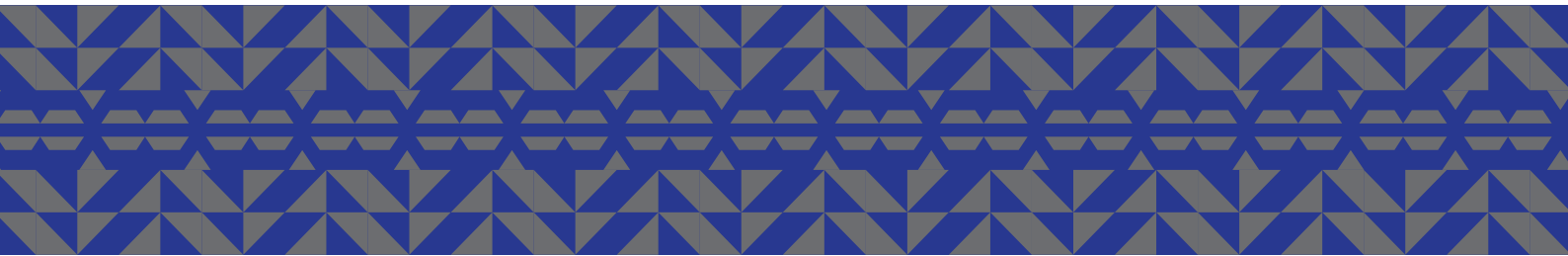
Significant Savings for the financial year ended 31 July 2019 are as follows:

No.	Expenditure	Revised Budget (\$)	Actual Expenditure (\$)	Savings (\$)	Percentage Savings (%)
a)	Established staff	6,814,704	5,350,211	1,464,493	21
	Government wage earners	943,318	563,334	379,984	40
b)	Travel and communication	2,484,802	1,481,311	1,003,491	40
c)	Maintenance and operations	1,746,655	1,315,523	431,132	25
d)	Purchase of goods and services	1,064,133	560,679	503,454	47
e)	Operating grants and transfers	815,000	347,856	467,144	57
f)	Special expenditure	393,666	273,134	120,532	31
g)	Capital construction	300,000	-	300,000	100
h)	Capital grants & transfers	9,000,000	5,248,132	3,751,868	42

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2019**

NOTE 6: SIGNIFICANT SAVINGS (continued...)

- (a) The savings in Established Staff and Government Wage Earners is due to the 18 vacant positions existing in the Office that were not filled as for some suitable candidates were not found while others were due to budget constraint.
- (b) The savings in Travel and Communication is due to less overseas and local travel undertaken by the staff.
- (c) The savings in Maintenance and Operations is due to decrease in utility bills, motor vehicle maintenance, fuel and office maintenance.
- (d) The savings in Purchase of Goods and Services is attributed to decrease in purchase of office furniture, office supplies and meeting expenses.
- (e) The savings in Operating Grants and Transfers is due to the decrease in development grant utilized for Rabi, Melanesian and Kioa Island Council as facilitated by the Office of the Prime Minister.
- (f) The savings in Special Expenditure is due to decrease in expenses for deportation and Ex PMs benefits.
- (g) The savings in Capital Construction is due to unutilized funds for IBMS upgrade due to changes in project plans for the Department of Immigration.
- (h) The savings in Capital Grants and Transfers is due to the Office of the Prime Minister exercising prudent financial management in funding capital projects considering the government tight cash flow position during this period.



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