



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

ANNUAL REPORT

2021 - 2022



OFFICE OF THE PRIME MINISTER

ANNUAL REPORT 2021 - 2022

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Acronyms

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

ACP	Annual Corporate Plan
CSD	Corporate Services Division
CO	Cabinet Office
CSU	Client Services Unit
DCFD	Development Cooperation and Facilitation Division
DCFO	Development Cooperation and Facilitation Office
ESO	Executive Support Office
FENC	Funds for Education of Needy Children
FHCL	Fiji Hardwood Corporation Limited
GWEs	Government Wage Earners
HOD	Head of Department
MIC	Mahogany Industry Council
MOU	Memorandum of Understanding
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
PRMD	Public Relation & Media Division
RDSSSED	Roadmap to Democracy Sustainable Socio-Economic Development
SGS	Small Grant Scheme
UNDP	United Nations Development Program
VSATF	Vatukoula Social Assistance Trust Fund



Letter of Transmittal

30th November, 2022

Honourable Prime Minister
Sitiveni Ligamamada Rabuka
Level 4, Government Building New Wing
Suva

RE: 2021-2022 ANNUAL REPORT

Dear Sir,

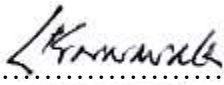
It is with pleasure that I submit for your information and presentation to Parliament, the Annual Report for the Office of the Prime Minister and Department of Immigration for the period of 1st August 2021 – 31st July 2022.

The report highlights the Ministry's performance and achievement in delivering services to our valued stakeholders as reflected in the 2021-2022 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,



.....
Dr. Lesi Korovavala
Permanent Secretary



About this Report

This Annual 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 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.
2. Outlines the 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.



Referral Letter from the Permanent Secretary



The Year 2021 -2022 was challenging for the Office as it continued to chart its way forward after the second wave of the COVID-19 pandemic. Meeting the challenge of COVID-19 brought into sharp focus the purpose of the Office of the Prime Minister (“OPM”)—being the lead Agency for advancing an ambitious, resilient, prosperous, and well-governed Fiji.

We apply our whole-of-government perspective, skills, specialist expertise, and leadership across the public sector, in collaboration with other agencies, civil society, and communities, to enable the Prime Minister and Cabinet to lead, govern, and restore Fiji to its path of economic recovery.

At the “OPM”, we focus on supporting the government of the day to deliver on the most critical issues. We do this through key enduring roles:

- supporting informed decision-making – including providing the Prime Minister, Ministers and Cabinet with intelligence, advice and support; and,
- supporting the well-conducted government – supporting the Prime Minister and

Ministers to exercise their constitutional roles, for example, through the Cabinet Office.

I wish to thank our people for navigating this and other changes over the past year. While we operate in a varied and changing environment that requires leadership and agility, what has remained constant are the skills, talent, and commitment of the people who work here.




I am heartened by the resilience and spirit of service displayed by staff. It is only effective because of the quality of people who make up our team, and their commitment to high quality advice and a true sense of public service. We should be proud of what we do. I must acknowledge the decisive and visionary leadership of the Honorable Prime Minister.

I would like to thank our team for their tireless commitment to advancing an ambitious, resilient, prosperous and well-governed Fiji.

A handwritten signature in black ink, appearing to read 'Lesi Korovavala', with a horizontal line underneath.

Dr. Lesi Korovavala
Permanent Secretary

Corporate Profile

	<p>VISION</p> <p>A Modernized Nation-State through Robust Leadership & Equitable Development for All.</p>
	<p>MISSION STATEMENT</p> <p>The Office of the Prime Minister ensures that the Prime Minister receives comprehensive policy advice that impacts economic, Social, Governance, and cultural development processes at the national and all levels of society.</p> <p>To achieve our vision, the Office of the Prime Minister will demonstrate:</p> <ol style="list-style-type: none"> 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.
	<p>VALUES</p> <ol style="list-style-type: none"> 1 LOYALTY to the Government of the day 2 RESPECT one another and for the rule of law 3 RELIABILITY to do our jobs honestly and diligently 4 ACCOUNTABILITY for everything we do and the decision we make 5 PROFESSIONALISM Through a high level of competence, honesty and fairness in the delivery of services. 6 TOLERANCE For individual differences and working together without prejudice, bias or discrimination. 7 INTEGRITY In upholding the values and ethics of the Fijian Public Services.

PART 1 – OVERVIEW OF THE OFFICE OF THE PRIME MINISTER 2021-2022

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 Organisation's 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 RELATIONS 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 Facilitation Division consists of two units namely:

- (i) Project Planning and Facilitation 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.

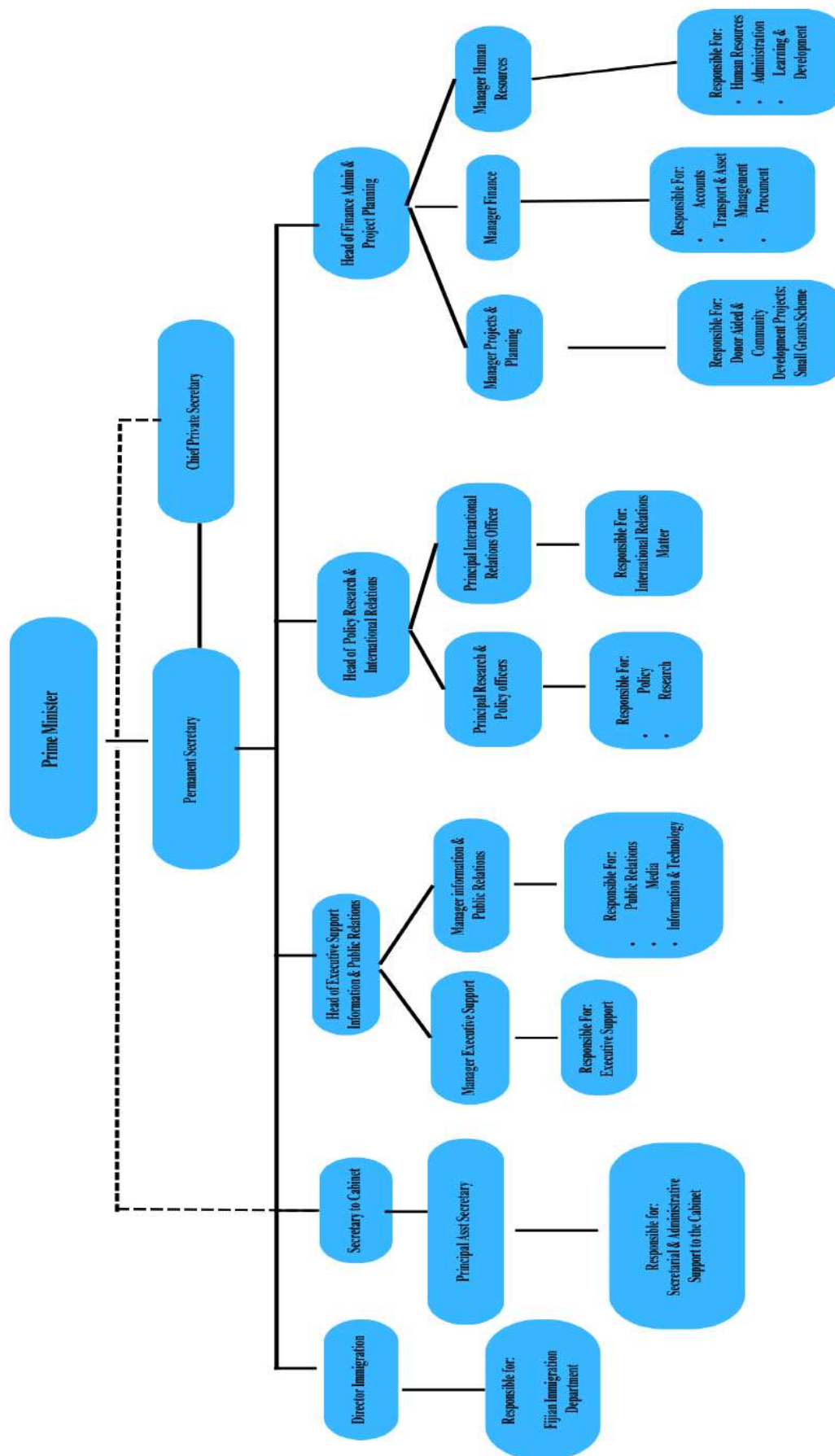
The CSM is responsible for the dissemination of Government's initiatives and policies through public relations activities, media and radio talk back shows, road shows and exhibitions and dealing with the public feedbacks either through face to face consultations, dialogue or complaints. With the continuous 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.

Organisation Structure



PART 2 – REPORT ON PERFORMANCE

EXECUTIVE SUPPORT OFFICE

The Prime Minister's role is set out in the Constitution and Ministerial Assignment and the Permanent Secretary's role as set out in Section 127 of the Constitution. The financial year that began on August 1, 2021 and ended on July 31, 2022 was a busy period for the Division especially with the resumption on flights from December 2021 and the Prime Minister's international travel for meetings.

With the COVID – 19 guidelines, reduced number of people gathering and 2 meters social distancing enforced until late 2021 the Prime Minister and the Permanent Secretary had reduced their local engagements in adherence to the Ministry of Health and Medical Services guidelines.

From November 2021 onwards the Prime Minister and the Permanent Secretary began attending international meetings as well as continued recording statements virtually for those they could not attend in person. The ES team was actively involved in liaising with the respective Fijian High Commissions and Embassies for logistics of travel, liaised with stakeholders for programmes and finalization of speaking order. The team also organised the Prime Minister's video recording and ensured that the video reached the organisers on time.

Apart from the Office of the Prime Minister, the Permanent Secretary also oversaw the

office of the President, the Fijian Immigration Department, the Ministry of Sugar Industry and the Ministry of Foreign Affairs.

The ES team liaised on a regular basis with all Ministries and Departments to ensure that the Permanent Secretary's instructions and directives were actioned on time.

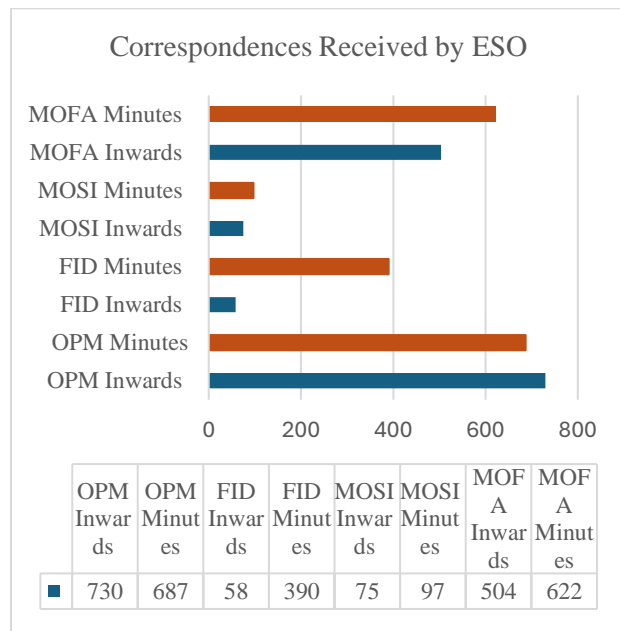
The team worked closely with the Fijian Immigration Department, Ministry of Health and Medical Services, COVID-19 Risk Mitigation Taskforce and the Ministry of Defense in the lead up to the opening of Fiji borders. The team was still assisting members of the public in processing requests to enter Fiji and answering their queries on the conditions for travel to Fiji.

For the period August 2021 – July 2022, the ES supported the Minister and Permanent Secretary in reaching decisions on more than 3,163 files or correspondences which were processed through the ES Division.

The correspondences were those Ministries/ Departments under the Permanent Secretary's portfolio which includes Office of the Prime Minister (OPM), Office of the President (OP), Ministry of Sugar Industry (MOSI), Ministry of Foreign Affairs (MOFA) and Fijian Immigration Department (FID).



The breakdown of the files are as follows:



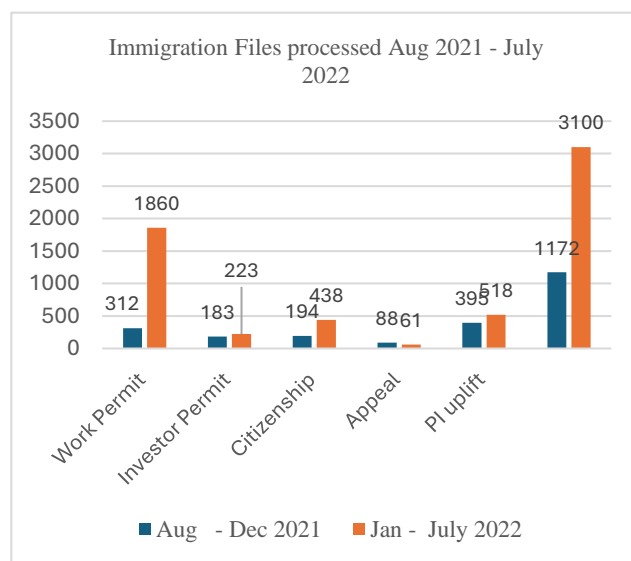
The minutes and inwards received are usually marked to the Officers in the respective Ministries and departments for action. The ES team follows up on the correspondences marked to the officers within OPM and ensures that they provide update once the task is complete.

Apart from the correspondences above, as the line Minister and Permanent **Prime Minister's Guests**

The Prime Minister received 28 dignitaries (10 in 2021 and 18 in 2022) who paid a courtesy call on him. The ES team tables the invitation to the Prime Minister with their analysis, informs the dignitary of the Prime Minister's decision (acceptance, re-scheduling or apologies), informs the relevant bureau at the Ministry of Foreign Affairs to draft the talking points, ensures that the talking points are submitted on time and

Secretary for the Fijian Immigration Department, the Prime Minister and the PSOPM received a total of 4272 files under the following categories for final decision.

As per the Immigration Act 2003, the Permanent Secretary is vested with the powers to make the decision on the application of work permit and investor permit, whereas the Prime Minister makes the final decision on applications for citizenship, prohibited immigrants and appeal cases.



the media team is advised to be on standby for the calls.

With the re-opening of borders, the ES team noticed an increase in dignitaries requesting to pay a courtesy call on the Prime Minister. There was an increase of 75% in requests to pay a courtesy or farewell call on the Prime Minister. A more detailed table of the courtesy calls the Prime Minister received at the Office is as follows:



Name/Designation of Dignitaries	Type of meeting
2021	
H. E. Karthigeyan P. Subramanyan - High Commissioner of India	Courtesy call
Mr. Kurt Campbell – White House National Security Council for Indo Pacific	Courtesy call
H. E. Park Young – Kyu - Ambassador of Korea	Courtesy call
Mr. Henry Puna - Secretary General, Pacific Islands Forum	Courtesy call
Mr. Jonathan Veitch - UNICEF Pacific Island Countries Rep	Courtesy call
Dr. Mark Jacobs - WHO Rep. to the South Pacific	Courtesy call
H. E. Jonathan Curr – High Commissioner of New Zealand	Farewell call
H. E. Joseph Maa’hanua – High Commissioner of Solomon Islands	Courtesy call
H. E. Francois – Xavier Leger - Ambassador of France	Courtesy call
H. E. Charlotte Darlow - High Commissioner of New Zealand	Courtesy call
2022	
Hon. Peeni Henare – Minister for Defence, New Zealand	Courtesy call
H. E. Maurici C. Lyrio - Non-Resident Ambassador Designate of Brazil	Courtesy call
H. E. Anderson Madubike – Non-Resident High Commissioner of Nigeria	Courtesy call
H. E. Dr. Joseph Nii Sai Coffie-Agoe – Non Resident High Commissioner of Ghana	Courtesy call
Hon. Nanaia Mahuta - Minister for Foreign Affairs, New Zealand	Courtesy call
H. E. Jose Manuel Galego Montano - Ambassador of Cuba	Courtesy call
H. E. Merzak Belhimeur – Non-Resident Ambassador of Algeria	Courtesy call
H. E. Roi Rosenblit - Non-Resident Ambassador of Israel	Courtesy call
H. E. Wolfgang Lukas Strohmayer – Non-Resident Ambassador of Austria	Courtesy call
H. E. Joanne Lemay – Non-Resident High Commissioner of Canada	Courtesy call
Mr. Kurt Campbell - White House Security Co-ordinator	Courtesy call
H. E. The Hon. David Hurley - Governor General of Australia	Courtesy call

H. E. Hayashi Yoshimasa - Minister for Foreign Affairs, Japan	Courtesy call
H. E. Satu Mattila-Budich – Non-Resident Ambassador of Finland	Courtesy call
Hon. Jeremiah Manele & Hon. Anthony Veke - Minister for Foreign Affairs and Minister for Policing National Security and Correctional Services	Meeting
Mr. Vinod Bhindi - Fiji’s Honorary Consul in Los Angeles	Meeting
H. E. Tomas Dub – Non-Resident Ambassador of Czech Republic	Courtesy call
Hon. Penny Wong – Minister for Foreign Affairs, Australia	Meeting

Permanent Secretary’s Guest

The Permanent Secretary had 42 high level meetings and courtesy calls (18 in 2021 and 24 in 2022) in the reporting period. The ES Team drafted the PS’s

talking points and attended meetings where they were tasked with taking minutes and following up on action items.

Designation of Dignitaries	Type of Meeting
2021	
H. E. Karthigeyan P. Subramanyan - High Commissioner of India	Courtesy call
Ms. Jessica Lee, Taiwan Trade Representative	Farewell call
H. E. Park Young – Kyu - Ambassador of Korea	Courtesy call
Mr. Henry Puna - Secretary General, Pacific Islands Forum	Courtesy call
H. E. Sujiro Seam – EU Ambassador to Fiji	Meeting
Commissioner of FICAC	Meeting
H. E. Mary Seet-Cheng – High Commissioner of Singapore to Fiji	Video call
H. E. Park Young – Kyu - Ambassador of Korea	Meeting
Mr. Joseph Chow - Taiwan Trade Representative	Courtesy call
Dr. Milika Dobey - Program Manager, the Asia Foundation	Meeting
Ms. Heika Alefsen, OHCHR	Meeting
H. E. Qian Bo, Ambassador of China	Meeting
Mr. Antone Greubel, Chargé d’Affaires, Embassy of the United States	Meeting

Designation of Dignitaries	Type of Meeting
H. E. Mary Seet-Cheng – High Commissioner of Singapore to Fiji	Courtesy call
H. E. Joseph Maa’hanua – High Commissioner of Solomon Islands	Courtesy call
H. E. Francois – Xavier Leger - Ambassador of France	Courtesy call
H. E. Charlotte Darlow – High Commissioner of New Zealand	Introductory call
Dr. Bhatt, Chair of the Bhatt Foundation	Courtesy call
2022	
Mr. Antone Greubel, Chargé d’Affaires, Embassy of the United States	Meeting
H. E. Filimoni Waqabaca, Fiji’s High Commissioner to New Zealand	Meeting
H. E. Amena Yauvoli, Fiji’s High Commissioner to Indonesia	Meeting
H. E. Qian Bo, Ambassador of China	Meeting
H. E. Park Young – Kyu - Ambassador of Korea	Meeting
H. E. Betty Bernardica – Ambassador of Croatia	Courtesy call
H. E. Isikeli Mataitoga, Fiji’s High Commissioner to Japan	Meeting
H. E. Karthigeyan P. Subramanyan - High Commissioner of India	Meeting
H. E. John Feakes – High Commissioner of Australia	Meeting
H. E. Dr. Satyendra Prasad, Fiji’s Permanent Representative to the United Nations	Meeting
H. E. David Ateti Teeabo - High Commissioner of Kiribati	Courtesy call
Mr. Craig Cooper (Executive Vice President & Senior Legal Counsel) and Mr. Ed Sutter (Senior Vice President Operations) of Fiji Water	Meeting
Mr. Sudip Basu, Deputy Head and Senior Economic Affairs Officer - UNESCAP	Meeting
Mr. Andrew Rice - Regional Director, Department of Home Affairs, Australian High Commission	Courtesy call
H. E. Wolfgang Lukas Strohmayer – Non-Resident Ambassador of Austria	Courtesy call

Designation of Dignitaries	Type of Meeting
Dr. Stuart Minchin – SPC Director General	Courtesy call
H. E. Kawakami Fumihiro – Ambassador of Japan	Meeting
H. E. Satu Mattila-Budich – Non-Resident Ambassador of Finland	Courtesy call
H. E. Tomas Dub – Non-Resident Ambassador of Czech Republic	Courtesy call
H. E. Stefan Krawielicki - Ambassador of Germany	Courtesy call
Mr. Zhao Fentao - Vice Chairman of China International Development Cooperation Agency	Meeting
Mr. Par Liljert – Chief of Mission, International Organization for Migration	Courtesy call
Mr. Saurabh Kumar, Secretary East, Ministry of External Affairs, India	Courtesy call & Meeting
H. E. Ratu Inoke Kubuabola, Fiji's High Commissioner to New Zealand	Courtesy call

Advancing Fiji's Interest Through Enhanced Engagement With International Partners.

The ES team with the Private Office planned, coordinated and successfully assisted the Prime Minister in delivering statements either virtually or in person at 17 events at regional or international level.

The team was actively engaged in liaising with the stakeholders, attending preparatory meetings, consulting relevant Ministries and departments in gathering information and ensuring draft speeches/statements were submitted on time.

Date	Meetings	Type of delivery
2021		
26 August	Statement on International Day Against Nuclear tests	Virtual recording
27 August	Deliver statement at the Australian War College	Zoom platform
30 August	Open and deliver remarks at the SIDS Solutions Forum	Zoom platform



Date	Meetings	Type of delivery
6 September	Statement on the International Union for Conservation of Nature	Virtual recording
15 September	Intervention for the Commonwealth Foreign Ministers Meeting	Virtual recording
21 September	Attend Virtual SG Leaders Climate Meeting	Zoom platform
21 September	Statements at the United Nations General Assembly	Virtual recording
24 September	Virtual PIF Leaders Meeting	Zoom platform
30 September	Virtual 2021 Pacific ACP Leaders Meeting	Zoom platform
7 October	Virtual EU – Indo - Pacific High Level Conference on Climate Change	Zoom platform
26 October - 18 November	COP 26	In Person (Glasgow, UK)
5 – 12 December	World EXPO 2020	In person (Dubai, UAE)
2022		
29 March	Pacific Climate Change Migration & Human Security	Virtual Recording
31 March	Global Diaspora Summit	Virtual recording
19 – 24 June	1 st Meeting of State of Parties of the Treaty of the Prohibition of Nuclear Weapons	In Person (Vienna, Austria)
25 – 28 June	UN Ocean Conference	In person (Lisbon, Portugal)
6 – 8 July	G20 Foreign Ministers Meeting	In person (Bali, Indonesia)

Apart from the above international statements whereby the Prime Minister either attended or recorded virtual statements he also received bilateral calls where he either spoke to the leaders virtually or met them in person.

In total, he had 11 virtual bilateral calls and 27 in person bilateral calls with the Head of State, Head of Government and other dignitaries.

The virtual list is as follows:

Telephone call with President of Nauru – H. E. Lionel Aingimea
Virtual meeting on Zoom with the five Micronesian Presidents
Telephone call with Prime Minister of UK - Boris Johnson
Telephone call with Prime Minister of New Zealand - Rt. Hon. Jacinda Ardern
Telephone call with Prime Minister of Australia – Hon. Scott Morrison
Virtual Meeting with President of New Caledonia – H. E. Louis Mapou

Telephone bilateral meeting with the Prime Minister of Cook Islands – Hon. Mark Brown
Virtual bilateral meeting with the Commonwealth Secretary-General – Patricia Scotland
Telephone bilateral meeting with President of Palau - H. E. Surangel Whipps, Jr
Telephone bilateral meeting with Prime Minister of Vanuatu – Hon. Bob Loughman
Virtual meeting with UNESCAP Executive Secretary - Ms. Armida S. Alisjahbana

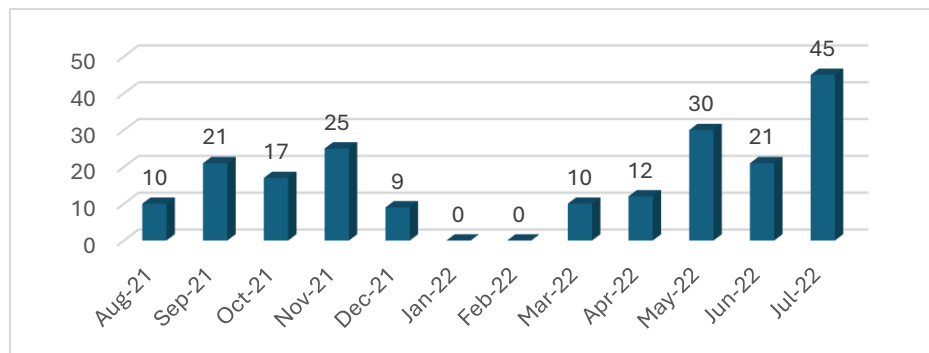
Bilateral meetings with in-person with the Head of States, Head of Government and other dignitaries:

Prime Minister of Australia - Hon. Scott Morrison
COP 26 President - Mr. Alok Sharma
Prime Minister of Norway - Hon. Jonas Gahrstore
Prime Minister of Republic of Ireland – Hon. Michael Martin
Prince of Wales - H. R. H. Prince Charles
Commonwealth Secretary General – Rt. Hon. Patricia Scotland QC
WWF Global Network Director – Mr. Marco Lambetini
Secretary General of International Federation of Red Cross - Mr. Jagan Chapagain
President, International Fund for Agricultural Development (IFAD) - Mr. Gilbert Hougbo
UN Secretary General - H. E. Antonio Guterres
Prime Minister of United Kingdom - Hon. Boris Johnson

New Zealand Minister for Disarmament Affairs – Hon. Phil Twyford
Prime Minister of Tonga – Hon. Hu’akavameiliku
Prime Minister of Papua New Guinea – Hon. James Marape

UAE Minister of Tolerance- H. E. Sheik Nahayan Mobarak Al Nahayan
UAE Minister of Culture & Youth – H. E. Noura Bint Mohammed Al Kaabi
Chinese State Councilor & Foreign Minister - H. E. Wang Yi
President of Federated States of Micronesia – H. E. David Panuelo
President of Palau – H. E. Surangel Whipps, Jr.
Prime Minister of Cook Islands - Hon. Mark Brown
Special Envoy of the President of the Republic of Marshall Islands
Prime Minister of Samoa - Hon. Fiame Naomi Mata’afa
Korean Minister for Oceans and Fisheries - H. E. Cho
Austria Federal Minister for European & International Affairs – Hon. Alexander Schallenberg
Timor Leste Minister of Foreign Affairs - Hon. Taur Matan Rau
Prime Minister of New Zealand - Rt. Hon. Jacinda Ardern
Prime Minister of Australia - Hon. Anthony Albanese

Speeches, Messages and Media Outreach



The Executive Support team together with the Private Office was pivotal in the organizing of the draft speeches, formatting and finalizing of the Prime Minister's speeches for his local engagements, international recordings and Parliament speeches. The Prime Minister delivered more than 200 speeches and messages in the reporting period.

The peak in the number of speeches are in the month of September 2021 (recordings of United Nations General Assembly statements and high-level plenaries, November 2021 (COP 26 in Glasgow), May 2022 (increase in local engagements) and July 2022 (PIFS 51st meeting). January and February 2022 the Prime Minister did not deliver or record any statements as he was away on medical leave.

The ES team assisted in drafting the Parliament responses to the oral questions and the motion responses.

The ES team worked closely with the Private Office and the Policy Division in preparing responses for the questions and ensuring that the responses were sent to the Ministry of i-Taukei Affairs on time for translation.

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, Commissioner of Police ,
 Commissioner of Fiji Correction Services and Commander of the Republic of Fiji Military Forces;
 Recruitment of Non-Fiji Nationals or Expatriate Appointments;
 Credentials for International meetings;
 Implementation of the Diplomatic Missions Act;
 Vetting and finalising of correspondences/letters for PM and PSOPM; and
 Formatting of PM and PSOPM's speeches, responses and talking points before submission.

The ES team was also part of inter-governmental committees which included the following:

High-Level Panel on Oceans; and
 International Organization for Migration - Migration Profiling, Climate Mobility and Diaspora Engagement Report.

PRIVATE OFFICE

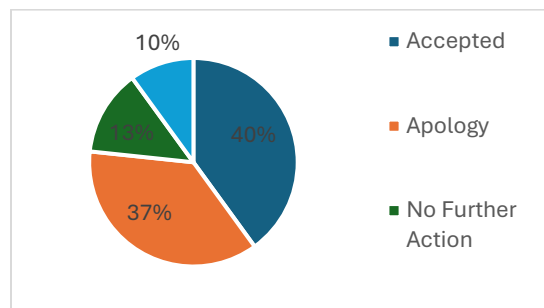
The Private Office's primary responsibility is to ensure efficient provision of administrative and logistic support and protocol services to the Prime Minister and his spouse, effective management of their security requirements in conjunction with the Republic of Fiji Military Forces and Fiji Police Force and the facilitation of required services to the residence.

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

Invitations addressed to the Prime Minister

The tabulated correspondences above addressed to the Prime Minister are through the Private Office, it is important to note that

Summary of responses to the Matrices tabled before the Prime Minister - August 2021 - July 2022



The Private Office received 30 invitations addressed to the Prime Minister. The Permanent Secretary vetted these correspondences. The submission of these correspondences was then tabled to the Prime Minister through a matrix format for ease of reference. The breakdown of the responses is tabulated below:

Accepted	12
Apology	11
No Further Action	4
Another Minister to Deputize	3

the Executive Support Office also received correspondences addressed to the Prime Minister through the Permanent Secretary.

Responses to the invitations addressed to the Prime Minister

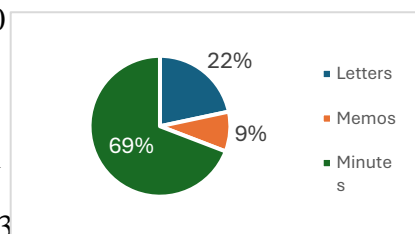
Summary of correspondences facilitated by Private Office

Correspondences facilitated by Private Office – 120

Letters – 26

Memos – 11

Minutes – 83



2021 – 2022 Highlights



THE PRIME MINISTER ATTENDED THE GAU SECONDARY SCHOOL GOLDEN JUBILEE ANNIVERSARY.

THE PRIME MINISTER OFFICIALLY OPENED THE BA PROVINCIAL COUNCIL MEETING.



THE PRIME MINISTER HANDED OVER NEW SPORTING EQUIPMENT TO THE ONEATA CRICKET TEAM.

THE PRIME MINISTER COMMISSIONED THE NEW MUAIRA METHODIST COLLEGE IN LAUTOKA.

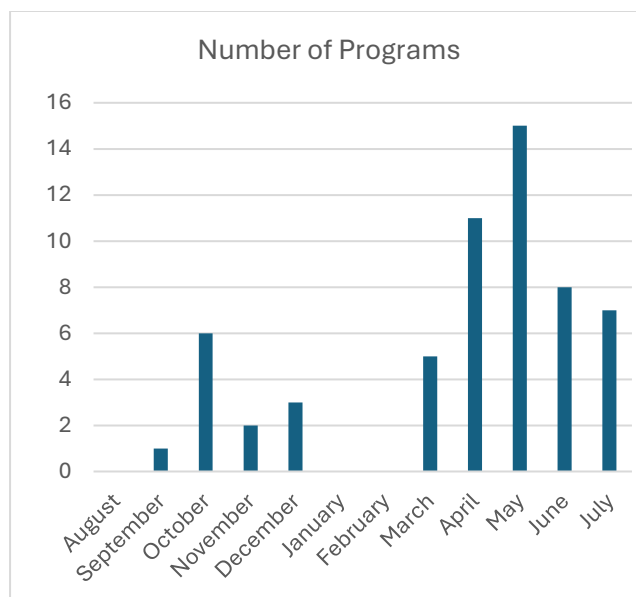


THE PRIME MINISTER TOURED VACCINATION CENTRES IN THE WESTERN DIVISION.

THE PRIME MINISTER OFFICIALLY OPENED THE NEW FIJI AIRWAYS AVIATION ACADEMY IN NADI.



Month	Number of Programs
August	0
September	1
October	6
November	2
December	3
January	0
February	0
March	5
April	11
May	15
June	8
July	7
Total	58



The Prime Minister did not have any local engagements in the month of August, 2021 due to covid restrictions and was on sick leave in the months of January and February,

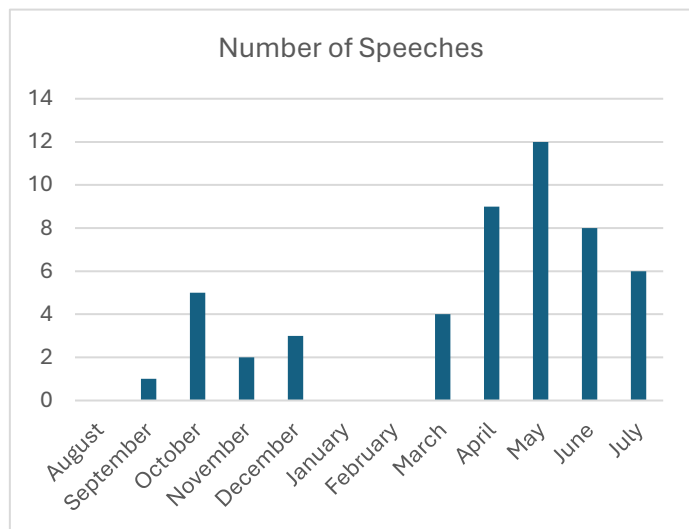
2022. Tabulated below are the Prime Minister's engagements which he attended but did not require a delivery of speech.

Month	Prime Minister's Other Engagements
October	Launch of the 100 th Year (1921-2021) Anniversary of Poppy Appeal
March	Office of the Prime Minister Staff Lunch
April	Yellow Ribbon Walk of Restoration
	Fiji Rugby Union Annual General Meeting
May	Handing Over of Commander Republic of Fiji Military Forces
	2022 Europe Day Celebrations
	Her Majesty the Queen Elizabeth's Birthday Celebration
July	France Bastille Day Reception



Summary of Speeches prepared for the Prime Minister's Local Engagements – August 2021 – July 2022

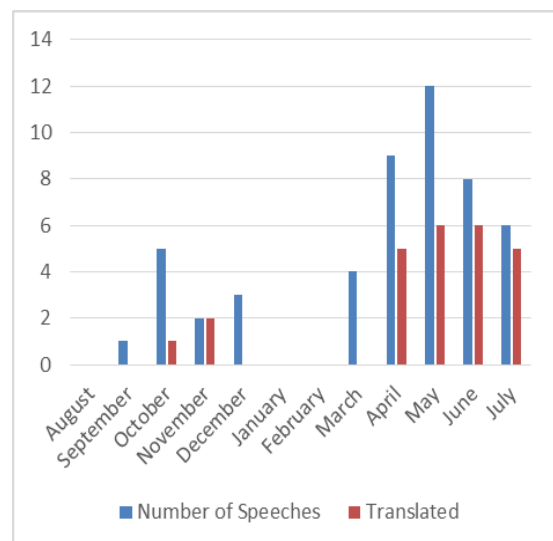
Month	Number of Programs
August	0
September	1
October	5
November	2
December	3
January	0
February	0
March	4
April	9
May	12
June	8
July	6
Total	50



Private Office also ensures that the Prime Minister's speeches for all his engagements in the rural settings, for example in villages are translated for better understanding by the audience. All iTaukei translations are

facilitated by the Ministry of iTaukei Affairs. Tabulated below are the number of translated speeches against the number of speeches for the reporting period.

Month	Number of Speeches	Number of Speeches Translated
August	0	0
September	1	0
October	5	1
November	2	2
December	3	0
January	0	0
February	0	0
March	4	0
April	9	5
May	12	6
June	8	6
July	6	5
Total	50	25



Assistance provided to the Executive Support Office (ESO)

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

Correspondences marked from the Permanent Secretary (PS) & Head of Executive Support (HES)	58 correspondences facilitated
--	--------------------------------

- 28 *farewell/courtesy calls*;
- 17 *regional/international statements*;
- 11 *virtual bilateral calls*;
- 27 *in person bilateral meetings*;

The Private Office together with the Executive Support Office were fundamental in the facilitation of all the Prime Minister's speeches and programs for his local and overseas engagements.

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



CABINET OFFICE

The Cabinet Office functions as a secretariat to Cabinet and provides administrative support to the Cabinet Ministers and the Assistant Ministers. The Office is led by the Secretary to the Cabinet who is entrusted with providing advice and support to the Prime Minister as the Chair of Cabinet, and the Ministers and Assistant Ministers on matters pertaining to decision-making in Cabinet and the administrative issues on Ministerial emoluments and entitlements.



Talents

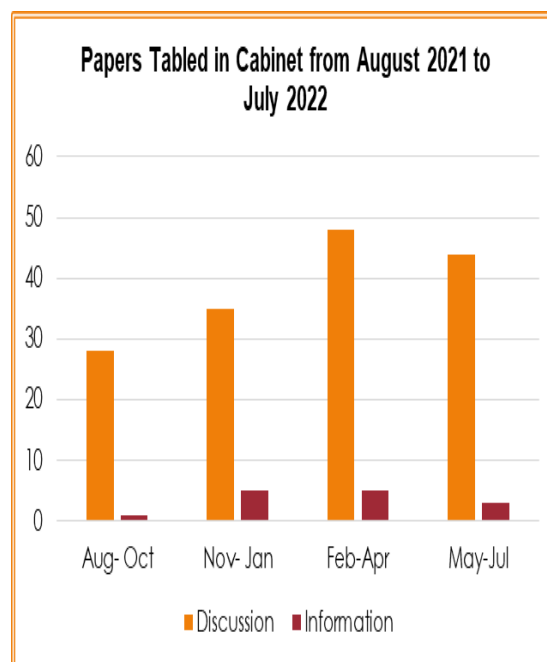
To support the Secretary to Cabinet, the Office has two established staff.



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 Fiji Flag, Coat of Arms and parliamentary pension allowances.

Our Performance

From August 2021 - July 2022, Cabinet Office facilitated decisions on 169 Cabinet paper submissions from the Ministries. These decisions were on legislations, regional and international meetings and conferences, financial matters, policy issues, and matters pertaining to regional and international cooperation. 115 Annual Reports were also tabled in Cabinet.



Tabulated below are the Annual Reports tabled in Cabinet:

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Office of the Prime Minister	Office of the Prime Minister and Department of Immigration 2018 – 2019 Annual Report
Ministry of Sugar Industry	Ministry of Sugar Industry 2018 – 2019 Annual Report Fiji Sugar Corporation 2020 Annual Report Sugar Research Institute of Fiji 2020 Annual Report Sugar Cane Growers Fund 2020 Annual Report Sugar Cane Growers Council 2020 Annual Report
Ministry of iTaukei Affairs	iTaukei Trust Fund Board Annual Report 2020
Solicitor-General's Office	Office of the Auditor-General 2020 Annual Report Fiji Financial Intelligence Unit 2021 Annual Report Legislature Annual Report 2017–2018
Ministry of Economy	Reserve Bank of Fiji Insurance 2020 Annual Report Fiji Ports Corporation Limited 2018 Annual Report Fiji Ports Corporation Limited 2019 Annual Report Fiji Meat Industry Board 2015 Annual Report Fiji Meat Industry Board 2016 Annual Report Fiji Meat Industry Board 2017 Annual Report Fiji Development Bank 2020 Annual Report Reserve Bank of Fiji August 2020 – July 2021 Annual Report Fiji Revenue and Customs Service Annual Report 2018–2019 Fiji Public Trustee Corporation Pte Limited 2019 Annual Report Fiji Rice Limited Annual Report 2013–2017 Fiji National Provident Fund 2021 Annual Report Fijian Competition and Consumer Commission 2018–2019 Annual Report Civil Aviation Authority of Fiji 2020 Annual Report Accident Compensation Commission, Fiji 2019 Annual Report Fiji Airports 2020 Annual Report Energy Fiji Limited 2021 Annual Report
Ministry of Civil Service	Ministry of Civil Service 2016 Annual Report Ministry of Civil Service 2016 - 2017 Annual Report Ministry of Civil Service 2017 - 2018 Annual Report Ministry of Civil Service 2018 - 2019 Annual Report
Ministry of Rural and Maritime Development and Disaster Management	Ministry of Rural and Maritime Development and Disaster Management 2016 – 2017 2017 - 2018 Annual Report
Ministry of Education, Heritage and Arts	Fiji National University 2020 Annual Report
Ministry of Employment, Productivity and Industrial Relations	Ministry of Employment, Productivity and Industrial Relations 2017 – 2018 Annual Report
Ministry of Youth and Sports	Fiji National Sports Commission 2019 – 2020 Annual Report Fiji Sports Council August 2017 – July 2018 Annual Report

	Ministry of Youth and Sports 2019 -2020 Annual Report
Ministry of Local Government	Ba Town Council 2011 Annual Report Ba Town Council 2012 Annual Report Ba Town Council 2013 Annual Report Ba Town Council 2014 Annual Report Ba Town Council 2015 Annual Report Ba Town Council 2016 Annual Report Ba Town Council 2017 Annual Report Ba Town Council 2018 Annual Report Labasa Town Council 2004 Annual Report Labasa Town Council 2006 Annual Report Labasa Town Council 2007 Annual Report Labasa Town Council 2008 Annual Report Labasa Town Council 2009 Annual Report Labasa Town Council 2010 Annual Report Labasa Town Council 2011 Annual Report Labasa Town Council 2012 Annual Report Labasa Town Council 2014 Annual Report Labasa Town Council 2015 Annual Report Labasa Town Council 2016 Annual Report Lami Town Council 2004 Annual Report Lami Town Council 2005 Annual Report Lami Town Council 2006 Annual Report Lami Town Council 2007 Annual Report Lami Town Council 2008 Annual Report Lami Town Council 2009 Annual Report Lami Town Council 2010 Annual Report Lami Town Council 2011 Annual Report Lami Town Council 2012 Annual Report Lami Town Council 2013 Annual Report Lami Town Council 2014 Annual Report Lautoka City Council for the Year Ended 31 December 2011 Annual Report Lautoka City Council 2012 Annual Report Lautoka City Council 2013 Annual Report Lautoka City Council 2014 Annual Report Nasinu Town Council 2009 Annual Report Nasinu Town Council 2010 Annual Report Suva City Council 2011 Annual Report Suva City Council 2012 Annual Report Suva City Council 2013 Annual Report Suva City Council 2014 Annual Report Suva City Council 2015 Annual Report Tavua Town Council for the Year Ended 2011 Annual Report Tavua Town Council for the Year Ended 2012 Annual Report Tavua Town Council for the Year Ended 2013 Annual Report Tavua Town Council for the Year Ended 2014 Annual Report Ministry of Local Government, Housing and Environment 2015 Annual Report Ministry of Local Government, Housing and Environment 2016 Annual Report

	Ministry of Local Government, Housing and Environment 2016 - 2017 Annual Report Ministry of Local Government, Housing and Environment 2017 – 2018 Annual Report Labasa Town Council 2005 Annual Report Labasa Town Council 2013 Annual Report Labasa Town Council 2017 Annual Report Levuka Town Council Annual Report for the Year 2011 Sigatoka Town Council 2019 Annual Report National Fire Authority 2015 Annual Report Ministry of Local Government Annual Report 2018–2019 Levuka Town Council 2012 Annual Report Levuka Town Council 2013 Annual Report Ba Town Council 2019 Annual Report Tavua Town Council 2015 Annual Report
Ministry of Agriculture	Ministry of Agriculture 1st August 2016 – 31 July 2017 Annual Report Ministry of Agriculture 1st August 2017 – 31 July 2018 Annual Report Ministry of Agriculture 2018 – 2019 Annual Report
Ministry of Waterways	Ministry of Waterways 2017–2018 Annual Report
Ministry of Forestry	Ministry of Forestry 2017 – 2018 Annual Report Ministry of Forestry 2018 – 2019 Annual Report
Ministry of Infrastructure and Meteorological Services	Water Authority of Fiji 2017 Annual Report Fiji Roads Authority 2016/2017 Annual Report Fiji Roads Authority 2017/2018 Annual Report
Ministry of Lands and Mineral Resources	Ministry of Lands and Mineral Resources 2014 Annual Report Ministry of Lands and Mineral Resources 2018 – 2019 Annual Report
Ministry of Women, Children and Poverty Alleviation	Ministry of Women, Children and Poverty Alleviation 2018 - 2019 Annual Report
Ministry of Commerce, Trade, Tourism and Transport	Investment Fiji 2019 – 2020 Annual Report 2014 Land Transport Authority Annual Report 2015 Land Transport Authority Annual Report 2016 Land Transport Authority Annual Report Land Transport Authority 2016–2017 Annual Report Ministry of Industry, Trade and Tourism Annual Report 2018–19



During this period, four papers for Cabinet’s information on the Implementation of the Cabinet Decisions by the ministries, for Quarters 2, 3 and 4 of 2021 and Quarter 1 of 2022 were also tabled.

The Office continued to provide constant guidance to the ministries on Cabinet paper preparation and submissions, and delivered nine sessions of a day each, in-house trainings on Cabinet paper writing and submissions to the ministries.



the use of Coats of Arms and/or the Fiji Flag.

In addition, the Office continued to administer the Ministerial leaves, overseas travel and acting appointments in consultations with the Prime Minister. The Office also facilitated eight new pension applications, and sent out the Life Certificates bi-annually to the pensioners in September 2021 and March 2022. Currently there are 193 pensioners administered by the Office. In addition to those, the Office also attended to requests from the ministries for Cabinet papers and Cabinet Decisions, and for



INFORMATION, PUBLIC RELATION UNIT

The Information Public Relation Unit presents its annual report for financial period 01 August 2021 and ending 31 July 2022. The report will highlight the overall functions and performance of the Unit during the last financial year. ent incentives or situations that arises yearly.

The unit have two sections, the Media & IT unit and the Public Relation 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 PRU consists of a senior information public relations officer, a public relations officer and three executive officers.

The role and function of the PR Unit is to engage in;

1. Public Outreach and Consultation;
2. Engaging in Government Road Shows and Exhibitions;
3. Address Public Complaints directed to the Prime Minister;
4. Manage the OPM Customer Service Centre.

The unit captured a more holistic and all-inclusive approach towards the functions and facilitation role of the Office. In line with the changes was the restructure of roles and responsibilities have contributed in the ease of meeting the unit's key performance indicators.

The unit has immensely continued to amend its standard operating procedures in order to meet the demand by its internal and external stakeholders. Additionally, the

Firstly, this report will identify the stakeholders that are linked with the issues that OPM receive and will identify the common types of issues be related to current policies, governm

Finally, this report will identify some recommendations in order to efficiently coordinate and facilitate common issues.

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; 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 handing cases and facilitating complaints at the OPM Customer Service Centre located at the Ground Floor of the New Wing Building.

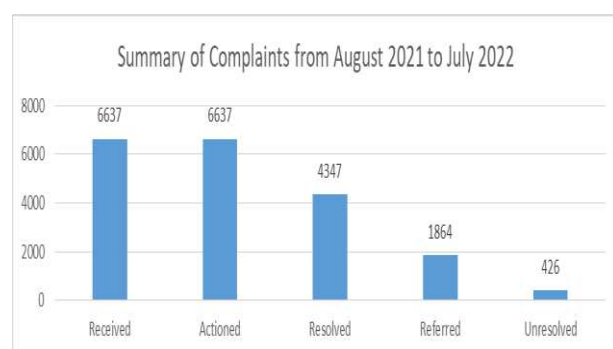
Due to budgetary recovery and adjustment internally, the unit did not attend to one of its role during the financial year which is Public Outreach and Consultation but capitalized on the opportunity while attending to other three (3) of its role.

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.

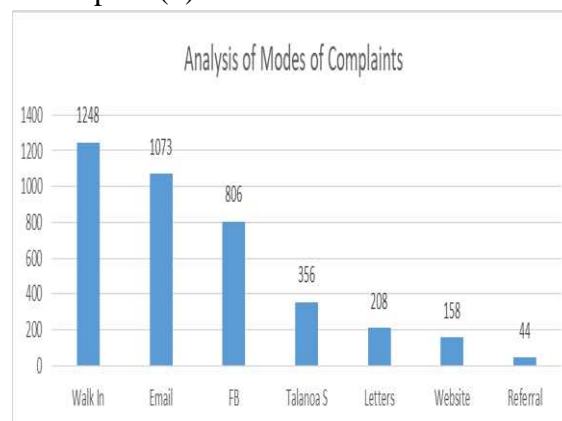


3.0 Summary of Complaints

Graph 1(a);



Graph 1 (b)



During this financial year, graph 1(a), represents the total number of complaints received and status of its action taken.

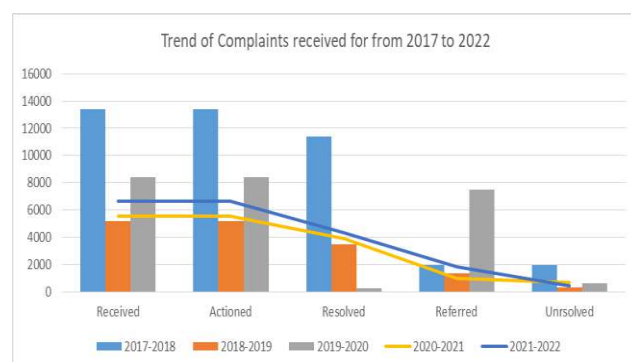
- A total of 6637 complaints received from all modes of mediums of complaints as per Graph 1(b)
- The unit resolved 4347 cases through follow ups, consultation, visit and process mitigation and facilitation. The capacity training attended by the Team has enhanced the skills in resolving issues and conflict resolutions through current policy guidelines.
- There unit referred 1864 to relevant line ministries and agencies to

handle and address as per relevant regulation, budgetary provision requirement & criteria, processes and standard operating procedure. The OPM will respect any decision made after full review and assessment is made by relevant ministries and agencies.

- The unit noted that 426 cases remains unresolved due to its nature and falling on categories of cases that are Civil in Nature, Absence of Budgetary provision, absence of policy to address the issues and complaints that are personal in nature.

1.0 Trend Analysis of Complaints

Graph 2:



Period	Received	Actioned	Resolved	Referred	Unresolved
2017-2018	13371	13371	11408	1968	1968
2018-2019	5178	5178	3511	1347	320
2019-2020	8429	8429	283	7493	653
2020-2021	5561	5561	3893	965	703
2021-2022	6637	6637	4347	1864	426

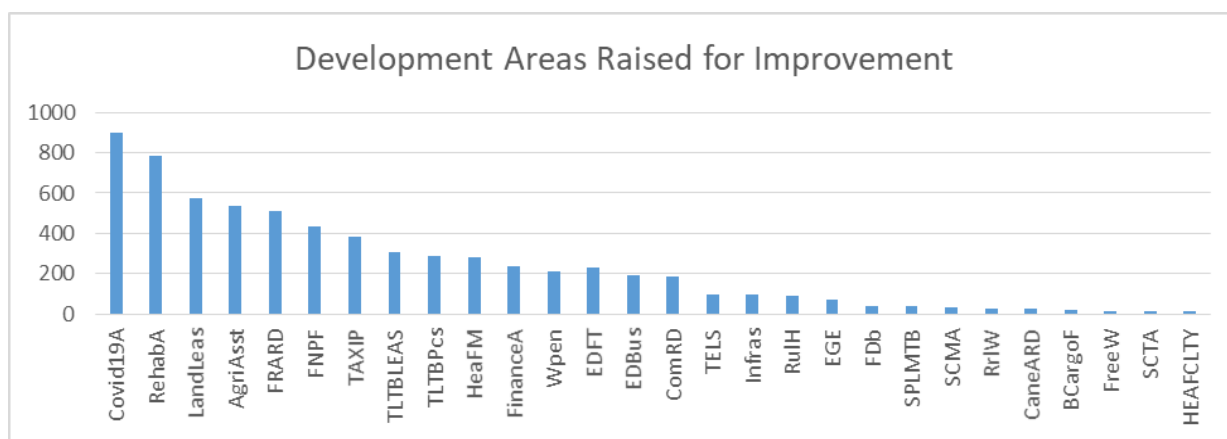
Graph 2 represents the trend of total complaints received and the status of its facilitation for the past five (5) financial year. It is also noted that issues that affect the Nation has an effect on the public. Due to lack of systematic support and awareness of changes the public demands towards assistance increases to level up with fluctuating impact, therefore the affected members of the public raises issues to OPM

in the form of complaint. The notable National issues that increases complaints included;

- ATS Workers Strike at the ATS Saga in 2017-2018
- The Covid19 pandemic that affected the nation in 2019-2021
- Election Campaigns 2018 and 2022
- Tropical Cyclones in Yasa, Mal, Ana, Bina and Cody from 2021 to 2022

5.0 Socio Economic Development Areas that needed improvement

Graph 3



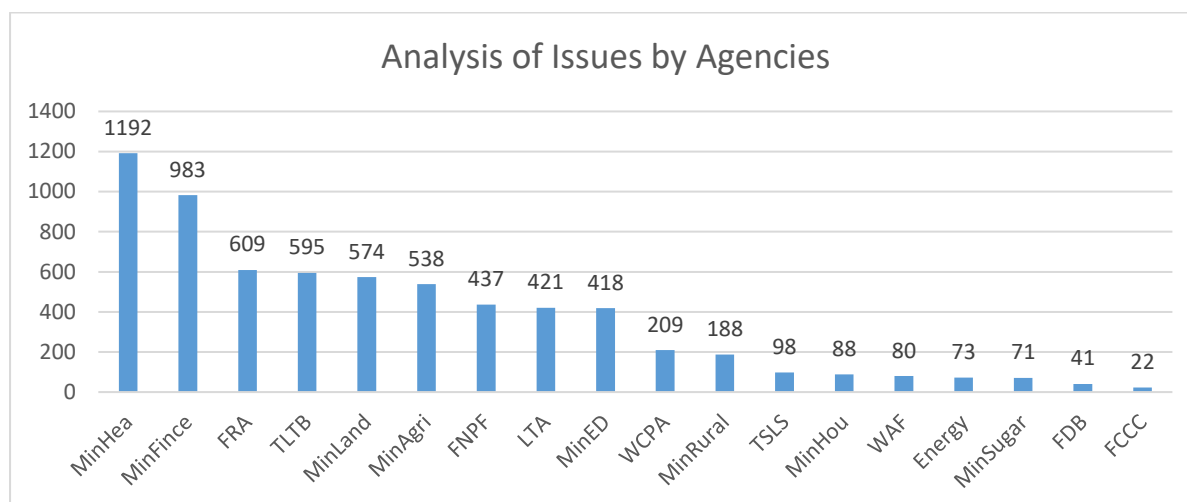
Development Areas that needed improvement	
Key	Key
FreeW – Free Water Scheme	AgriAsst –Agriculture Assistance
RrIW – Rural Water Assistance	RrIH – Rural Housing
WPen – Welfare Pensions	LandIs – Land Issues
HeaFMEd – Health Free Medicine Scheme	TLTB Les – TLTB Leases
EDFT – Education Free Tuition	TLTB LP – TLTB Land Lease Process
EDBus- Education Busfare Assistance	Infras – Infrastructures
FRARD – FRA Roads	EGE – Electricity Grid Extension
ComARD – Community Access Road	CaneARD – Cane Access Roads
RehabA – Rehabilitation Assistance	SCTA – Sugarcane Transportation Assistance
FinanceA –Financial Assistance	SCMA – Sugar cane manure assistance
TELS – Tertiary Education Loan Scheme	TAXIP – Taxi Permit
SPLMTB –Supplementary Buses	BCargoF – Boat Cargo Fees
HeaFcly – Health Facility	CovidAsst – Covid19 Assistance
FDB	FNPFA

The analysis on Graph 3 shows that more awareness and community engagement is required by respective Ministries on how the general public can access the approved budgeted initiative and schemes. Through the analysis it is noted that those who approach the OPM are those that have no or

less internet experience or areas of their residence is out of the internet connectivity. The unit notes that Parliament pass the assistance schemes through the Budget Announcement but the issue of information to cascade to the grassroots needs to improve consistently.

6.0 Analysis by Agencies

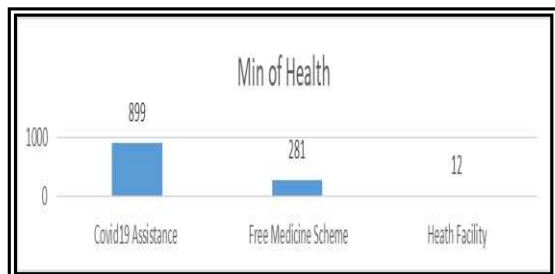
Graph 4;



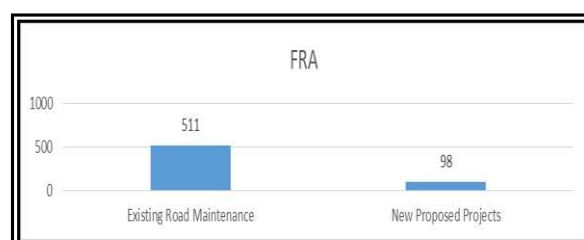
Graph 4 represents the analysis of issues by agencies and list below is the analysis of issues and complaints made against the top five agencies. It can be noted that the delay of response and non-clarity of schemes

and assistance criteria from any agency will trigger the complaints. List below is the issues of complaints made against agencies for the Top six agencies;

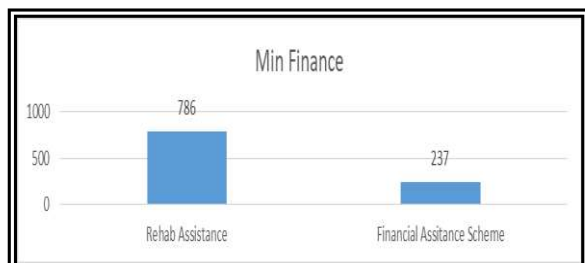
1.1 Ministry of Health



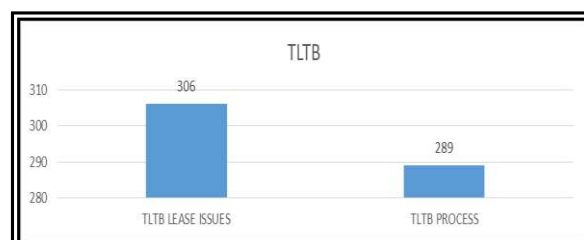
1.3 Fiji Road Authority



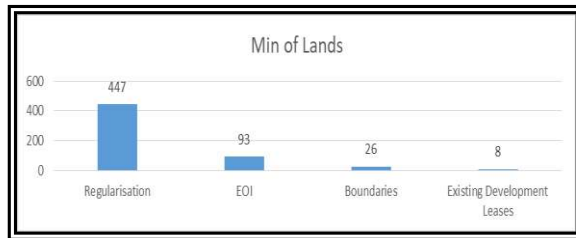
1.2 Ministry of Finance



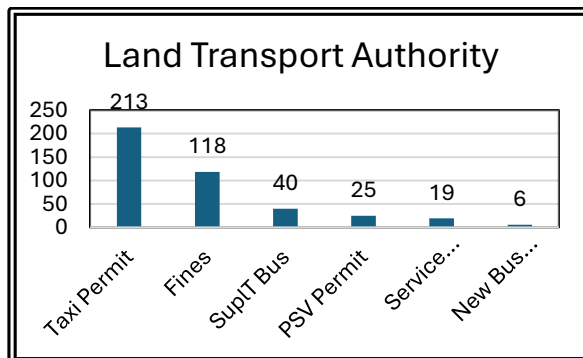
6.4 TLTB



6.5 Ministry of Lands



6.6 Land Transport Authority



7.0 Recommendation

- Vigorous awareness of Government Schemes and Assistance needs to take place from a Top to Bottom approach.
- Amendment of Laws and Regulations that affect policies needs to cascade to grassroots level for better understand and been aware of transitional changes.
- Agencies need to increase its numbers of exhibitions and roadshows for wider circulation and of Government Programme and Initiatives.



Projects, Planning and Facilitation Division

The Project Planning and Facilitation Division is responsible for coordination and facilitation of the Small Grants Scheme (SGS) Projects that address the immediate needs affecting daily life of the rural communities which Government line agencies programmes and funding were insufficient to cater the need of the communities in terms of small scale income generating projects and also small scale infrastructures like road to schools, small bridges/crossings etc. The SGS projects also extended to individuals from the rural and disadvantages communities for income generating projects and limit to \$15,000 per project or determined by the Prime Minister.

The division also responsible to compile a comprehensive database of sources and types of Donor assistance which have already been offered and /or committed to Fiji, determine the status of such assistance and expedite the delay in realization thereof, coordinate with relevant line Ministries and Agencies necessary follow up actions, and coordinate with Budget Aid Coordination Committee (BACC) the assistance identified, facilitate necessary endorsements and work closely with and/or receipt Ministries and Agencies in pursuing necessary follow up action.

The other responsibilities is to administer the Rabi Council of Leaders as per the Banaban Settlement Act, Cap 123, Banaban Lands Act, Cap 124, Rotuma Act, Cap 122 and Rotuma Lands Act, Cap 138, and development funds for the Kioa Island Council and Melanesian Vasu I- Taukei, and subvention funds for Rotuma and Rabi.

The development assistance was noted to have aligned and contributed more towards the following

Sustainable Development Goals (SDG): Goal 3 - Good Health and Well-being; Goal 4 – Quality Education; Goal 6 Clean Water and Sanitation; Goal 7 Affordable and Clean Energy; Goal 8 Decent Work and Economic Growth; Goal 10 Reducing Inequality; and Goal 13 Climate Change.

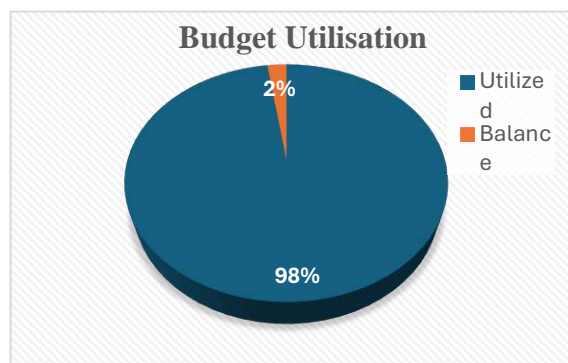
The review period 2021/2022 shows high number of assistances with high budget utilization as majority of projects committed were below \$50,000. Construction projects which was refer to other government line agencies to undertake.

The assistance to communities in the rural and remote areas involves inclusive consultation and engagement of key stakeholders for the assessment of the need and timely implementation of the projects.

PPFD will focus on projects that below \$50,000 that line agencies do not have budget. These are projects that have wider coverage and extensive reach to communities such as on education by maintaining school building facilities and procurement of desks and chairs, infrastructure projects such as road access and foot bridge to settlement and solar street lights to remote villages as well as Not forgetting VTSAT supply to communities not accessing network coverage and improve water and sanitation as well.



Figure 1: Small Grant Scheme Utilisation



The graph shows in figure 1 is the Budget Utilization for the financial year. Of the \$1m allocated, 98% was utilized for the 58 projects with the remaining balance of 2%. Development assistance merely focused on Women Empowerment, Education and Infrastructure. Other areas assisted were Forestry, Energy, Telecommunication and Climate Change.

Figure 2: Project Assistance by Division

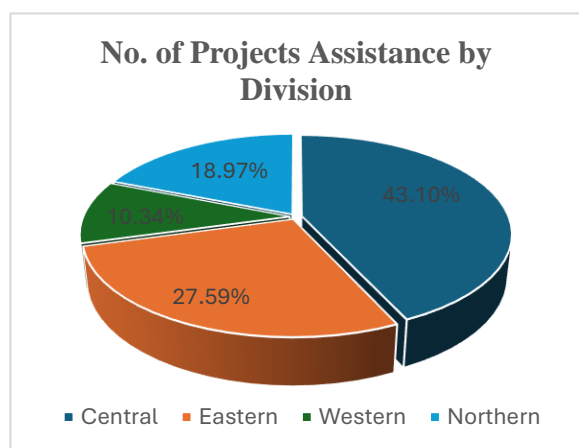
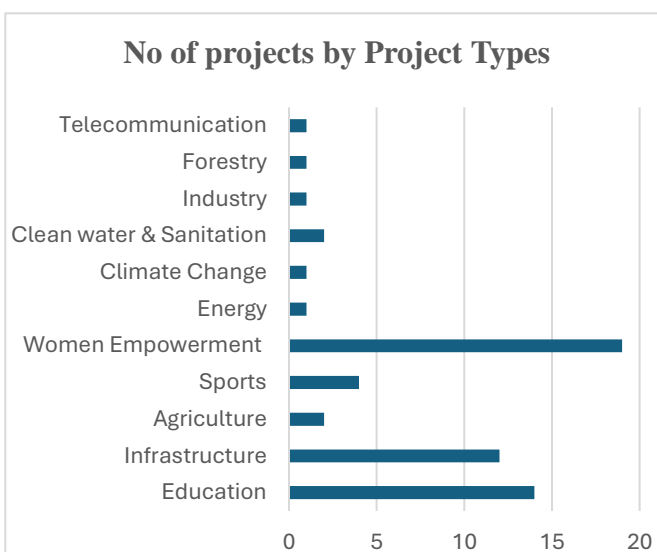


Figure 2 shows the number of projects by division. Development assistance covers the four division with an average assistance of 14.5%. Central Division has highest assistance focusing on women empowerment and Education while other division focusing on Climate Change, infrastructure, education and industry. Assistance based on the urgent request highlighted during consultation and received by the Office of the Prime Minister. These projects were not budgeted by government agencies.



Implementation & Monitoring of SGS Projects

The Division coordinates the implementation and monitoring of SGS funded projects with relevant government agencies. Regular site inspection of construction projects was undertaken in phases with technical officers from the Ministry of Infrastructure and Meteorological Services to ensure compliance to the standard building code, specification, drawing and the contract agreement. On outright purchase such as purchasing of water tanks, kitchen utensils to name a few, the Division worked closely with Divisional Commissioners, Provincial Administrators and the suppliers in facilitating the handing over and the commissioning of these projects.

Given below are some photographs taken during the commission and handing over of the SGS projects funded in the 2021/2022 financial year.



Nabukrau Womens Kitchen Utensils, Noco, Rewa



Bukuya Boxing Club, Bukuya, Magodro, Ba



Rice Harvesters for Muanidevo Farmers Cooperative and Laqere Tabia Farmers Cooperative, Labasa



Handing over of Sewing Machines to Sew True women's group

Gratuitous / Donor Aided Projects

China Aid Project

The Project Planning and Facilitation Division coordinate and facilitate the Donor Aid Projects.

Tabulated below are Donor Aid projects and implementation Status.

Table 1: On-Going Projects

#	Name of Project	Status
1	Kiuva and Korolevu Jetty	Chinese Technical team completed the Geotechnical survey of the two jetty sites.
2	3 rd Phase Phase Juncao (Mushroom) Technical Cooperation Project	Proposal for the 3 rd Phase sent to China for Budget Consideration
3	3 rd Phase Fiji-China Rice Development	Proposal for the 3 rd Phase sent to China for Budget Consideration.
4	Dredger, Ice Plants and Early Warning System.	Tender closed and items expected to arrive in 2023
5	LED light and Solar Home System	Tender Bidding open in China for the reputable supplier to be awarded.
6	Renovation of Sports Facilities (Aquatic and Hockey)	Chinese Technical team to arrive end of December 2022.
7	Excavator and Dumping Truck	Tender to be closed end of December 2022.
8	Vunidawa Sports Complex	Chinese technical team is conducting feasibility site for the 3 rd site near Vunidawa.
9	Covid 19 Supplies	List of covid 19 supplies submitted to Chinese Embassy.

Minority Communities

The Division also administer the funding assistance provided to Rotuma, Rabi, Kioa and the Melanesian/Vasu i Taukei Communities. Over \$500,000.00 was allocated to assist these communities in payment of their operational costs and funding of development projects such as water, electricity, seawall, footpath, boats, outboard engines and other small income generating projects. The funding assistance contributed significantly to the social and

economic development of these minority communities.

The development projects are identified by the communities and submitted to the Office of the Prime Minister for funding consideration. The implementation and monitoring of projects is undertaken by the Division in consultation with the community leaders.



Human Resources & Administration Unit

Human Resources & Administration Unit has primary responsibility for managing, assisting and dealing with all staff related matters including functions such as policy administration, recruitment and selection, employment and labor laws, new employee induction and orientation, learning and development activities, leave management and administration, performance management, personnel record retention, counselling and discipline, and also supports and provides employee assistance programs.

In addition, the Unit also 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.

HIGHLIGHTS

COVID-19 Impact

After the second wave of the COVID-19 impacting the country from the beginning of 2021 that made staff to working from home for more than five (5) months with limited resources prior to returning to normal business in office in September 2021, this has not deterred the Unit in providing its core functions to staff and the office as a whole.

We experienced the past twelve months as a challenging period. The challenges faced has made the Unit to re-assess its business processes for continuous improvement by adopting the reform initiative such as the use of Human Resources Management Information System (HRMIS) in the Ministry and also providing learning opportunities to further explore and optimise digital platforms for continuous service delivery which has become a new normal.

Covid-19 Workplace Safe Operating Measures & Response Plan

The adoption and implementation of the Covid-19 Workplace Safe Operating Measures & Response Plan by the Ministry

during the pandemic period has supported the Ministry for its continuous service delivery by navigating the new normal and thriving in a post-pandemic era and ensuring that staff, its clients and stakeholders are safe. These measures and the Response Plan is supplementary to policy, guidelines and advice pertaining to COVID-19 that the Government issued for the Whole of Government.

Implementation of HRMIS

Following the lifting of Covid-19 lockdown period and the office returning to normal operations, staff were trained on the employee portal features and functionalities of the Module 1 (eLeave) and Module 2 (Performance Management) of the HRMIS. By end of this reporting period, the implementation rate achieved on eLeave is 100%.

Study Assistance

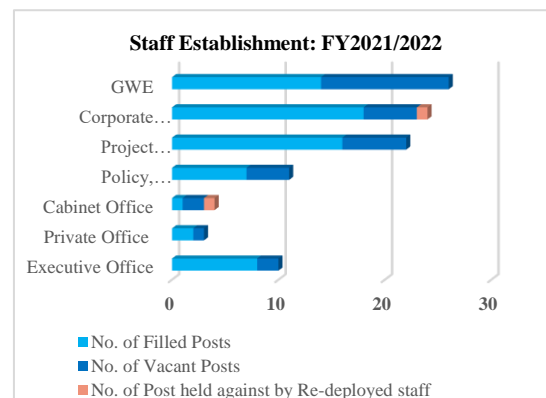
Staff are encouraged to pursue further studies to further their professional and personal development either locally or internationally. In this reporting period, one overseas study leave with 50% pay for one (1) male staff was facilitated.



Staff Establishment

The total number of staff employed by the Office of the Prime Minister at the end of the Financial Year 2021/2022 as shown below

DIVISION	NUMBER ON THE GROUND		NUMBER OF VACANT POSTS	TOTAL APPROVED ESTABLISHMENT
	Male	Female		
Executive Office	2	6	2	10
Private Office	0	2	1	3
Cabinet Office	0	1	2	3
Policy, Research & International Division	4	3	4	11
Project Planning & Facilitation Division	12	4	6	22
Corporate Services	5	13	5	23
GWE	11	3	12	26
TOTAL	34	32	32	98
Re-deployed Staff	1	1		2
Short-term contract	1	-		1

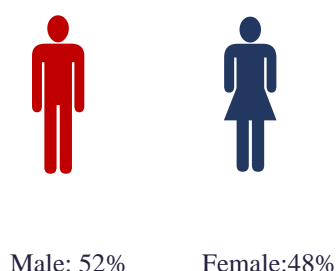


The Office of the Prime Minister has an approved establishment of 98 from which 66 positions are substantively filled and 32 are vacant out of which two (2) are temporarily held against by re-deployed staff due to change of salary band following the outcome of the re-evaluation of positions.

Gender

At the end of the financial year, the Office had a shift in its gender balance whereby male outraged and female. The male classification includes one (1) short-term contract holder and one (1) re-deployed staff whereas the female with one (1) re-deployed staff.

Tabulate below is the gender data for the Office:



Classification	Male	Female
Established	24 <i>(including re-deployed staff)</i>	30 <i>(including re-deployed staff)</i>
Government Wage Earners	12 <i>(including short-term employment)</i>	3
TOTAL	36	33

For gender equality on leadership role, both male and female had equal ratio holding senior management positions at the level of Principal/Manager and above in the Ministry. It indicates that women empowerment and equal opportunities in other areas such as training & development, participation in internal committees, representative in external meetings, etc. are observed in the Ministry.

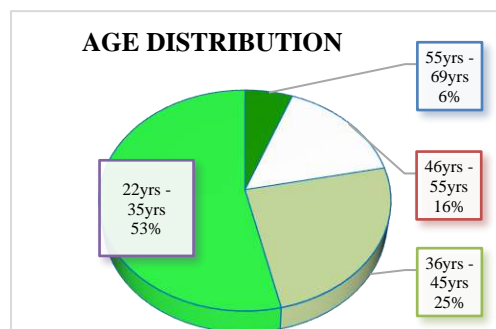
Age Distribution

In terms of age distribution, majority of OPM staff falls in the age category of 22years - 35years which covers 53% of the workforce at the end of the financial year.

This also indicates that OPM has a young workforce.

The age profile for OPM staff is represented in the following graph:

Age Group	No. of Staff				Total
	Established		GWEs		
	Male	Female	Male	Female	
55yrs – 69rs	2	1	0	1	4
46yrs – 55yrs	2	3	5	1	11
36yrs – 45yrs	6	10	5	0	17
22yrs – 35yrs	14	16	6	1	37
Total	24	30	12	3	69



Demographically, the workforce has an average age of 38 years. The average age is reasonably spread across the Divisions. Also, OPM has a distribution of supervisory level positions at each age group.

Recruitment & Selection

The Office see its staff as the most valuable resources. The effectiveness of OPM depends on its staff which currently has a vibrant and young workforce.

The Office maintain the uses of fair and effective recruitment process under the Open Merit based Recruitment & Selection process to employ the right person with the right skill set for each vacant role. This process ensures workforce capability and capacity is captured.

In this reporting period, the Office also uses digital platform to undertake selection activities and onboarding of new appointee(s) due to Covid-19 protocols and measures in place.

Tabulated below is the total number of activities undertaken in Recruitment & Selection for the financial year 2021/2022:

Recruitment & Selection		
No.	Types of appointments	TOTAL
1	Acting Appointment	0
2	New Appointment	5
3	Extension of Contract	1
4	Renewal of Contract	11
5	Resignation	5
6	Re-engagement	3
TOTAL		25

- OPM has made five (5) new appointments in the 2021/2022 Financial Year, which is 5% of its approved staff establishment.
- No appeals received from unsuccessful candidates for new appointments which indicates that recruitment and selection process is duly followed by the Office.
- Extension of contract was given to staff whose contract was expiring for continuity of work prior to reaching retirement age.
- Automatic renewal of Contract of Service is granted to those staff whose performance are

Learning & Development

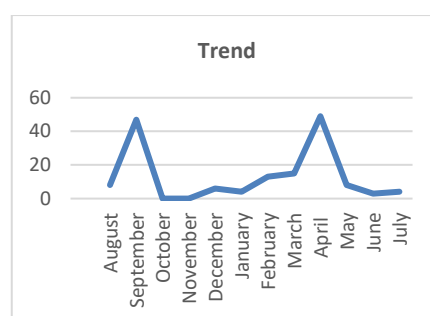
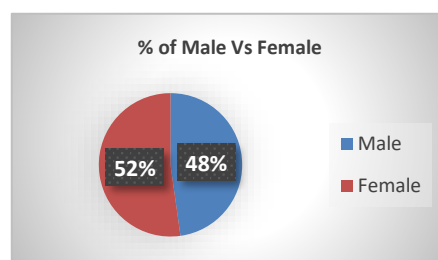
Learning & Development is important as it ensures that staffs are developed professionally so that they can build on their skill set and also advance their productivity. This will assist in elevating the outcome of the organisation. As such, the office continues to ensure that staff are upskilled consistently so that they are competent in their areas of work.

From August 2021 to July 2022, there has been a total of forty-two (42) different trainings provided which were evenly distributed to 60 staff (repeat trainings to some), depending on their learning and development needs. This means that 100% staff were given some form of learning and development opportunity.

It is to note that training providers/funders have continued with virtual training with oppose to face to face training abroad. This is due to various levels of restrictions that are still in place. Similar to the previous year, this continues to impact the number of overseas trainings. However, locals training have opened up and we have seen more staff nominations with regards to local trainings.

Tabulated below is the number of learning and development activities for the financial year 2021/2022:

Month	Local Training		Overseas Training		Virtual Training	
	Male	Female	Male	Female	Male	Female
August	3	5	-	-	-	-
September	22	24	-	-	-	1
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	3	1	-	-	-	2
January	-	-	-	-	2	2
February	5	4	-	-	2	2
March	6	5	-	-	-	4
April	24	25	-	-	-	-
May	3	4	-	-	1	-
June	-	1	-	-	1	1
July	1	1	-	-	2	-
TOTAL	67	70	-	-	8	12



The above table shows that 75(48%) males and 78 (52%) females were given some sort of training in the 2021/2022 financial year.

Performance Management

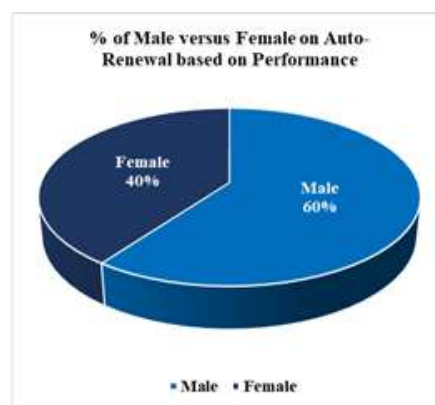
For business improvement in terms of automate system, the Office has commenced with the preparation work to roll out the online staff performance assessment for Annual Assessment period May 2021 to April 2022. Staff were trained on the functionalities of the Performance Management portal of the HRMIS. The portal has the same concept as the existing manual Performance Assessment form.

In terms of auto-renewal of contract for those staff who had their contract expiring during this reporting period, the Office continues to maintain the implementation of the performance management for contract renewal and at the same time for staff to be made aware of their performance assessment.

The Office has 100% implementation of auto-renewal since the adoption of the Transitional Arrangement Performance Management Framework.

In this transitional arrangements, no staff was disadvantaged as all contracts were automatically renewed considering at staff performed above the 70% benchmark. All contract renewal for this reporting period were at Tier 3 and below level positions, and the summary is tabulated below:

Division	Male	Female	Salary Band(s)
Executive Support Office	-	-	-
Private Office	-	-	-
Cabinet Office	-	-	-
Policy Research & IR Division	-	-	-
Development, Cooperation & Facilitation Office (DCFO)	2	3	C, E,F & G
Corporate Services	3	3	E,F, G, H & I
TOTAL	5	6	





APPENDICES

AUDITED FINANCIAL STATEMENT FOR AUG 2021-JUL 2022

OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



Level 1, Modyl Plaza
Karsanji Street, Vatuwaqa
P. O. Box 2214, Government Buildings
Suva, Fiji



Telephone: (679) 8921519
E-mail: info@auditorgeneral.gov.fj
Website: <http://www.oag.gov.fj>



File: 345

16 August 2023

The Honourable Sitiveni Rabuka
Prime Minister & Minister for Foreign Affairs, Climate Change, Environment,
Civil Service, Information, Public Enterprises and Veteran Affairs
Office of the Prime Minister
Government Buildings
New Wing
SUVA

Dear Sir

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
AGENCY FINANCIAL STATEMENTS – 31 JULY 2022

The audited financial statements for the Office of the Prime Minister and Fijian Immigration Department for the year ended 31 July 2022 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit has been forwarded to the Management of the Office of the Prime Minister and Fijian Immigration Department for their necessary action.

Yours sincerely

Sairusi Dukuno
ACTING AUDITOR-GENERAL

cc: Mr. Pita Wise – The Permanent Secretary for Office of the Prime Minister,
Climate Change, Environment, Information and Veteran Affairs

Encl.

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

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022

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OFFICE OF THE AUDITOR GENERAL

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INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements of the Office of the Prime Minister and Fijian Immigration Department

Opinion

I have audited the financial statements of the Office of the Prime Minister and Fijian Immigration Department, 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 2022, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements of the Office of the Prime Minister and Fijian Immigration Department are prepared, in all material respects, in accordance with the Financial Management Act 2004 and Finance Instructions 2010.

Emphasis of Matter

Without qualifying the opinion expressed above, I draw attention to the following matter:

The Sports Operating Trust Fund and Miscellaneous Operating Trust Fund with balances of \$1,022,597 and \$32,571 respectively, which come under the responsibility the Office of the Prime Minister were not disclosed in the Financial Statements as a Note.

Basis of Opinion

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 of the Prime Minister and Fijian Immigration Department 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 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.

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 of the Prime Minister and the Fijian Immigration Department'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 scepticism 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 Fijian Immigration Department's 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 Fijian Immigration Department.

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.



Sairusi Dukuno
ACTING AUDITOR-GENERAL




Suva, Fiji
16 August 2023

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2022

We certify that the consolidated financial statements:

- (a) fairly reflect the financial operations and performance of the Office of the Prime Minister and Fijian Immigration Department for the year ended 31 July 2022; and
- (a) have been prepared in accordance with the requirements of the Financial Management Act 2004 and Finance Instructions 2010.



Pita Wise
Permanent Secretary
Office of the Prime Minister



Amelia Kotobalavu Komaisavai
Director
Fijian Immigration Department



Afatareki Mataika
Senior Finance Officer
Office of the Prime Minister



Umeshwar Ram
Principal Accountant
Fijian Immigration Department

Date: 9/8/23

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Operating Revenue		14,039,068	6,882,682
Miscellaneous Revenue		49,305	48,403
TOTAL REVENUE	3 (a)	14,088,373	6,931,085
EXPENDITURE			
Operating Expenditure			
Established Staff		4,558,767	4,498,763
Government Wage Earners		393,735	414,419
Travel & Communication	3 (b)	1,491,781	360,980
Maintenance & Operations		1,331,626	1,328,789
Purchase of Goods & Services	3 (c)	1,532,670	995,688
Operating Grants & Transfers	3 (d)	568,531	419,167
Special Expenditure	3 (e)	575,859	85,289
Total Operating Expenditure		10,452,969	8,103,095
Capital Expenditure			
Capital Purchase	3 (f)	320,134	576,924
Capital Grants & Transfers	3 (g)	976,923	1,252,048
Total Capital Expenditure		1,297,057	1,828,972
Value Added Tax	3 (h)	213,362	267,761
TOTAL EXPENDITURE		11,963,388	10,199,828

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2022

SEG	Item	Budget Estimate	Appropriation Changes	Revised Estimate	Actual Expenditure	Carry- Over	Lapsed Appropriation
			Note 5	a	b		(a-b)
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
	Operating Expenditure						
1	Established Staff	4,893,954	(24,000)	4,869,954	4,558,767	---	311,187
2	Government Wage Earners	432,177	15,336	447,513	393,735	---	53,778
3	Travel & Communication	1,027,000	498,500	1,525,500	1,491,781	---	33,719
4	Maintenance & Operations	1,388,250	19,400	1,407,650	1,331,626	---	76,024
5	Purchase of Goods & Services	1,868,392	(90,900)	1,777,492	1,532,670	---	244,822
6	Operating Grants & Transfers	821,000	---	821,000	568,531	---	252,469
7	Special Expenditure	1,424,835	(18,336)	1,406,499	575,859	---	830,640
	Total Operating Expenditure	11,855,608	400,000	12,255,608	10,452,969	---	1,802,639
	Capital Expenditure						
9	Capital Purchase	440,489	---	440,489	320,134	---	120,355
10	Capital Grants & Transfers	2,000,000	(400,000)	1,600,000	976,923	---	623,077
	Total Capital Expenditure	2,440,489	(400,000)	2,040,489	1,297,057	---	743,432
13	Value Added Tax	445,360	---	445,360	213,362	---	231,998
	TOTAL EXPENDITURE	14,741,457	---	14,741,457	11,963,388	---	2,778,069

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2022

Loss of Money

There was no loss of money recorded for the Office of the Prime Minister and Fijian Immigration Department for the financial year ended 31 July 2022.

Loss of Revenue

There was no loss of revenue recorded for the Office of the Prime Minister and Fijian Immigration Department for the financial year ended 31 July 2022.

Loss of Assets

The following fixed assets were recorded as losses for the financial year ended 31 July 2022 by the Office of the Prime Minister. Loss reports have been forwarded to the Ministry of Finance for their decision on surcharge actions against officers responsible.

SECTION	ITEM	AMOUNT (\$)
IT Media Division	Mobile Device (Samsung A50)	649
Policy Division	Mobile Device (Samsung A30)	549
Total		1,198

There was no loss of assets for Fijian Immigration Department. However, the following IT and processing issues were recorded by the department for the financial year ended 31 July 2022.

ISSUES	NUMBER
System and Network error	184
Machine rejects	494
IT issue	59
No Perf Holes	3
Bad Data	12
Test books	9
Total	761

The following items worth \$52,813 were written off, following the Board of Survey for the Office of the Prime Minister for the period ended 31 July 2022.

SECTION	AMOUNT (\$)
Motor vehicles	---
Office Equipment	50,826
Furniture and Fittings	1,635
Others	352
Total	52,813

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

**CONSOLIDATED STATEMENT OF LOSSES (continued...)
FOR THE YEAR ENDED 31 JULY 2022**

The following items worth \$23,178 were written off, following the Board of Survey for the Fijian Immigration Department for the period ended 31 July 2022.

SECTION	AMOUNT (\$)
Motor vehicles	---
Office Equipment	3,780
Furniture and Fittings	14,562
Others	4,836
Total	23,178

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Interest		313	363
Total Receipts	3 (i)	313	363
PAYMENTS			
Kiuva Village Project		---	23,469
Repair of Protocol Vehicles		25,869	62,082
Withholding Tax		31	36
Bank Audit Certificate		80	---
Total Payments		25,980	85,587
Net (Deficit)/ Surplus		(25,667)	(85,224)
Opening balance as at 1 August 2021		330,281	415,505
Closing Balance as at 31 July 2022	4 (a)	304,614	330,281

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND
PAYMENTS
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Interest Received		388	389
Total Receipts	3 (j)	<u>388</u>	<u>389</u>
PAYMENT			
Assistance to Community Projects		600	1,500
Withholding Tax		39	39
Total Payments		<u>639</u>	<u>1,539</u>
Net (Deficit)/ Surplus		(251)	(1,150)
Opening Balance as at 1 August 2021		388,465	389,615
Closing Balance as at 31 July 2022	4 (b)	<u>388,214</u>	<u>388,465</u>

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

RETENTION TRUST FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Interest		1,029	1,083
Retention for Natadradave Evacuation Center		---	29,519
Total Receipts	3 (k)	1,029	30,602
PAYMENTS			
Bank Fee		103	108
FRCS payments		2,453	4,555
Retention for Natadradave Evacuation Center		---	17,096
Retention payment – Nasivikoso Village School		11,978	11,978
Retention payment – Biausevu Village Women’s Group		---	6,948
Retention payment – Ballantine Memorial School		31,912	31,912
Retention payment – Kubulau District School		---	9,697
Retention payment – Sawanikula Primary School		---	8,112
Retention payment – Immaculate College		7,134	---
Retention payment – Qelemumu Primary School		---	6,869
Retention payment – Suvavou Village		---	7,282
Retention payment – Uluivalili College		---	13,402
Retention payment – Suva Methodist Primary School		---	28,485
Retention payment – Korovou Crematorium		---	4,555
Total Payments		53,580	150,999
Net (Deficit)/ Surplus		(52,551)	(120,397)
Opening Balance as at 1 August 2021		1,047,949	1,168,346
Closing Balance as at 31 July 2022	4(c)	995,398	1,047,949

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

MAHOGANY INDUSTRY COUNCIL FUND ACCOUNT - STATEMENT OF RECEIPTS
AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Interest		---	40
Licensing fees		1,495,735	---
Total Receipts	3 (l)	<u>1,495,735</u>	<u>40</u>
PAYMENTS			
Audit certificate fee		100	---
Bank Charges		67	60
Withholding Tax		---	4
Branding Legal Fee		41,541	---
FRCS - Stamp duty		6,922	---
Total Payments		<u>48,630</u>	<u>64</u>
Net (Deficit)/ Surplus		1,447,105	(24)
Opening Balance as at 1 August 2021		4,351	4,375
Closing Balance as at 31 July 2022	4 (d)	<u>1,451,456</u>	<u>4,351</u>

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

IMMIGRATION TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 (\$)	2021 (\$)
RECEIPTS			
Immigration Bond Received in WBC account		439,521	28,347
Immigration Bond Received in HFC account		2,578,135	2,398,015
Total Received	3 (m)	3,017,656	2,426,362
Interest Earned in WBC Bank Account		1,863	2,046
Interest Earned in HFC Bank Account		224,446	550,548
Total Interest Earned		226,309	552,594
TOTAL RECEIPTS		3,243,965	2,978,956
PAYMENTS			
Immigration Bond Payment in WBC account		73,309	17,627
Immigration Bond Payment in HFC account		2,673,002	2,855,625
Total Paid		2,746,311	2,873,252
Bank charges for WBC Bank Account		503	301
Bank charges and WHT for HFC Bank Account		22,969	55,490
Total Bank Charges		23,472	55,791
Unsubstantiated Trust Monies Transferred to CFA Account WBC		1,437,769	---
Unsubstantiated Trust Monies Transferred to CFA Account HFC		2,074,048	---
Total Unsubstantiated Trust Monies Transferred to CFA Account		3,511,817	---
TOTAL PAYMENTS		6,281,600	2,929,043
Net (Deficit)/ Surplus		(3,037,635)	49,913
Opening Balance as at 1 August 2021		30,888,444	30,838,531
Closing Balance as at 31 July 2022	4 (e)	27,850,809	30,888,444

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

NOTE 1: REPORTING ENTITY

Office of the Prime Minister

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 implements a number of programmes, including the development of the mahogany industry, issuance of small grants, the coordination of donor funding for community development projects (particularly in rural areas and outer islands), and the administration of the Rotuma, Rabi, and Kioa Island Councils.

The OPM also has authority over the Fijian Immigration Department (FID), which is responsible for providing efficient and effective immigration services and ensuring the integrity of Fiji's border and the effective management of people's movement in and out of Fiji. This includes processing and issuance of all types of permits, processing and issuance of pre-entry visa to eligible persons, processing and issuance of passports to all bona fide Fiji citizens, processing and granting of Fiji citizenship to eligible persons, and the identification, apprehension and removal from Fiji of persons who have breached conditions of their visa. The Department's e-Passport system protects against forgery and identity theft. The Department also plans to proceed to the next step for a sweeping digital transformation in all immigration processes to secure borders.

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 Fijian Immigration Department 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 2004 and Finance Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

(b) Accounting for Value Added Tax (VAT)

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

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2022

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 cash is actually received.

(e) Consolidated Accounts

The financial statements of the Office of the Prime Minister and Fijian Immigration Department are consolidated as stated in the year 2021 - 2022 Annual Appropriation Act.

NOTE 3: SIGNIFICANT VARIATIONS

(a) Total revenue increased by \$7,157,288 or 103% for the financial year ending 31st July 2022 compared to 31st July 2021. This was mainly due to the re-opening of borders (post covid), the operations normalized and resulting in economic recovery. FID recorded an increase in new applications for Passports, Permits, Visa and Citizenship.

(b) Travel and communication costs increased by \$1,130,801 or 313% for the financial year ending 31st July 2022 compared to 31st July 2021. This was mainly due to the normalization of operation after COVID, borders reopening for official engagements locally and internationally. Also telecommunication and subsistence for both the office have increased as a result of this (reopening of borders and lifting restrictions).

(c) Purchase of goods and services costs increased by \$536,982 or 54% for the financial year ending 31st July 2022 compared to 31st July 2021. This was mainly due to the increase in Passport related expenses which included shipment of blank booklets and extension of support services and payment for E-passport maintenance which was factored with IBMS annual maintenance fee.

(d) Operating Grant and Transfers increased by \$149,364 or 36% for the financial year ending 31st July 2022 as compared to 31st July 2021. This was mainly due to the release of grant for Rotuma Island Council as it was previously put on hold due to administrative issues brought to our Office. Also Kioa Island Council & Grant Melanesia Vasu-i-Taukei have slightly increased due to the normalizing of operation (post COVID).

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2022

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

- (e) Special expenditure costs increased by \$490,570 or 575% for the financial year ending 31st July 2022 compared to 31st July 2021. This was mainly due to the digitization and modernization funding for Fijian Immigration Department.
- (f) Capital Purchase costs decreased by \$256,790 or 45% for the financial year ending 31st July 2022 compared to 31st July 2021. This was mainly due to the reduction in IBMS upgrade expenses for Fijian Immigration Department.
- (g) Capital Grants and Transfers decreased by \$275,125 or 22% for the financial year ending 31st July 2022 as compared to 31st July 2021. This was mainly due to the re-strategizing of small grants projects where commitments were lesser in total sum compared to previous years.
- (h) Value added tax costs decreased by \$54,399 or 20% for the financial year ending 31st July 2022 compared to 31st July 2021. This was due to a decrease in purchases of goods and services with value added tax.
- (i) The decrease in Chinese grant trusts receipts is mainly attributed to the decrease in interest received from the bank during the year.
- (j) The slight decrease in Taiwan grant trust receipts is mainly attributed to the decrease in interest received from the bank during the year.
- (k) 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 while projects are carried out.
- (l) The significant increase in Mahogany trust receipts is mainly attributed to the receipts from Fiji Hardwood Corporation for licensing fees at the end of 31 July 2022 as compared to the closure of international borders in 2021 financial year.
- (m) The increase in Immigration trust receipts is mainly attributed to the reopening of international borders during the year as operations picked up again.

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 4 main trust fund bank accounts whereas the Fijian Immigration Department maintains one and includes the following;

**OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
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FOR THE YEAR ENDED 31 JULY 2022**

NOTE 4: MAIN TRUST FUND ACCOUNTS (continued...)

(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 requests 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 approval 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 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. 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 Finance and was only transferred to the Office of the Prime Minister, as Secretariat of the Mahogany Industry Council ('Council'), in August 2015.

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2022

NOTE 4: MAIN TRUST FUND ACCOUNTS (continued...)

(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.

NOTE 5: APPROPRIATION MOVEMENTS

There was no redeployment of the Office's funds during the year ended 31 July 2022. Other movements were made through virements as follows:

5.1 Office of the Prime Minister

Virement No.	From	To	Amount (\$)
01/2021-2022	SEG 4	Various	\$32,000
02/2021-2022	Various	Various	\$29,500
03/2021-2022	Various	Various	\$16,000
04/2021-2022	SEG 10	SEG 3	\$150,000
05/2021-2022	Various	Various	\$94,500
06/2021-2022	SEG 10	SEG 3	\$250,000
07/2021-2022	Various	Various	\$16,600
08/2021-2022	SEG 2	SEG 2	\$1,000
09/2021-2022	Various	Various	\$73,900

5.2 Fijian Immigration Department

Virement No.	From	To	Amount (\$)
01/2021-2022	SEG 9	SEG 9	\$21,190
02/2021-2022	SEG 7	SEG 2	\$4,664
03/2021-2022	SEG 9	SEG 5	\$9,510
05/2021-2022	SEG 4	SEG 5	\$5,000
06/2021-2022	SEG 3	SEG 1	\$8,000
08/2021-2022	SEG 1	SEG 2	\$2,160
09/2021-2022	SEG 1	SEG 2	\$130
11/2021-2022	SEG 7	SEG 2	\$5,336
13/2021-2022	SEG 4	SEG 5	\$5,000
14/2021-2022	SEG 4	SEG 5	\$15,000
15/2021-2022	SEG 5	SEG 3,4,5	\$113,500
16/2021-2022	SEG 5	SEG 1	\$6,000

**OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2022**

NOTE 5: APPROPRIATION MOVEMENTS (continued...)


Virement No.	From	To	Amount (\$)
17/2021-2022	SEG 1	SEG 3	\$30,000
18/2021-2022	SEG 7	SEG 2	\$10,000
19/2021-2022	SEG 5	SEG 3	\$10,000

NOTE 6: SIGNIFICANT SAVINGS

Significant Savings for the financial year ended 31 July 2022 are as follows:

No.	Expenditure	Revised Budget (\$)	Actual Expenditure (\$)	Savings (\$)	Percentage Savings (%)
a)	Operating grants and transfers	821,000	568,531	252,469	31
b)	Special expenditure	1,406,499	575,859	830,640	59
c)	Capital Purchase	440,489	320,134	120,355	27
d)	Capital grants & transfers	1,600,000	976,923	623,077	39

- (a) The savings in Operating Grants and Transfers was due to the non-payment of Grant to Rabi Island Council as per Management decision.
- (b) The savings in Special Expenditure was due to funds for digitisation & modernisation being withheld awaiting clearance as submission was with ITC tender committee for evaluation. The funds were to be utilized for procurement of Document Management System, Client portal, Workflow Management System, Qmatic Management System and Upgrade of Pbax system which was with ITC tender committee for evaluation. In addition, savings also the result of the resignation of the IBMS Monitoring Staff.
- (c) The savings in Capital Purchase were due to funds for IBMS Upgrade to be utilized for the remaining balance to informatics.
- (d) The savings in Capital Grants and Transfers was mainly due to the reprioritizing of projects/ commitments by the Prime Minister. Towards the 3rd quarter, commitments were mostly focussed on community assistance and projects mostly below \$50,000. Construction projects that were in the planning stage were directed to be put on hold.



COMMENTS AND ENQUIRIES SHOULD BE DIRECTED TO:
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