

A horizontal band with a blue geometric pattern of triangles and squares, serving as a background for the title.

# **2016 ANNUAL REPORT**

(JANUARY - JULY)

OFFICE OF THE PRIME MINISTER

# Table of Contents

Letter of Transmittal	II
About this Report	III
Permanent Secretary's Summary Statement	IV
Acronyms	V
Corporate Profile	VI
 <b>PART 1 – OVERVIEW OF THE OFFICE OF THE PRIME MINISTER 2016</b>	<b>1</b>
OPM Senior Leaders	3
Organisation Structure	4
Government Strategic Priorities	5
 <b>PART 2 – ANNUAL PERFORMANCE RESULT</b>	<b>6</b>
1.0 Cabinet Office	6
2.0 Private Office	7
3.0 Executive Support Office	7
4.0 Policy Division	9
5.0 Development Co-operation & Facilitation Office	11
 <b>PART 3 – MANAGEMENT AND ACCOUNTABILITY</b>	<b>20</b>
1.1 Accountability Framework	20
1.2 Human Resources and Administration	20
2.0 Finance Management	23
3.0 IT Unit	23
 <b>PART 4 – FINANCIAL STATEMENT</b>	<b>24</b>



## Letter of Transmittal

Honourable Josia Voreqe. Bainimarama  
Prime Minister  
Office of the Prime Minister  
Government Buildings  
New Wing  
Suva

Dear Prime Minister,

I am pleased to present to you the Annual Report of the Office of the Prime Minister for the period 1 January to 31 July 2016, for your presentation to the Parliament in accordance with the requirements of the Financial Management Act 2004.

The report details the Office of the Prime Minister's performance as per the Annual Corporate Plan. The report includes the Ministry's audited financial statements which has been prepared in accordance with the Section 69 of the Financial Instructions.

I hereby certify that I am satisfied with the report herein which outlines the Office of the Prime Minister's performance for the period 1 January to 31 July 2016.

Yours sincerely,

A stylized blue ink signature of Yogesh J. Karan.

Yogesh J. Karan  
Permanent Secretary

# About this Report

This Biannual Report details our performance and commitments in our focus areas of robust leadership and equitable development for all. It provides data and examples that highlight our progress and describe our approach.

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

This report entails the following:

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



## Permanent Secretary's Summary Statement

The Office of the Prime Minister provides sound policy advice and support to the Prime Minister and his Cabinet.

It is the paramount Government agency that is tasked with ensuring a well-coordinated system within Government in achieving its overarching goal of building a better Fiji for All. In the first half of 2016 this was achieved through the execution of its core responsibility in providing sound policy advice, programme support and secretariat support to the Prime Minister and Cabinet and the Mahogany Council. It also provided budgetary management support for FENC Fiji, Small Grant Projects and Minority Communities Subvention Funds.

This first half of the year we adopted a transition and back to basics approach, reviewing what has worked in the past and what has not and begin to rebuild the Ministry's image. Our focus has been on building a more innovative, lean and innovative workforce, creating a modern work environment and completing internal process reviews to ensure we lift the standards and quality of our advice. The staff responded positively to the new approach which allowed for a smooth transition to the image we wanted to create for the Office of the Prime Minister.

I will be reporting on the progress we have made on the transition in next year's report.

The Ministry began the year, with a plan to deliver 31 key performance indicators (KPIs). These indicators were used to benchmark our performance in the first two quarters of 2016. We met 65% of our deliverables, a total of 11 KPIs were not met due to the change in financial period since most KPI timelines are set yearly.

The Office of the Prime Minister was provided with a total budget of \$15.5 million for the 2016 financial year. As at 1 January 2016, we had a total of 109 employees, including project officers and Government Wage Earners (GWE). By 31st July 2016, the number of employees had reduced by 10%. All project office positions were detached from the Organisation structure, this reduction paved way for a more structured and a more leaner and innovative workforce.

In the first half of 2016 the Ministry capitalized on capacity building of staff to meet the core role of the Ministry as well as the individual positions, this were carried out in specific areas, for example Public Admin and Governance, Human Resources Development, Process Re-engineering and policy development.

We have embarked on some significant changes at the Office of the Prime Minister in the first half of 2016 and I thank all the members of the staff at the Prime Minister's Office for their perseverance, patience and strength, particularly during the change of Permanent Secretary. With the new financial year ahead of us, I look forward to leading an outstanding team of employees and a Ministry focused on achieving its key deliverables well.



Yogesh J. Karan  
Permanent Secretary

# ACRONYMS

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

<b>ACP</b>	Annual Corporate Plan
<b>ACP-EU</b>	African Caribbean & Pacific European Union
<b>BP</b>	Business Plan
<b>BOS</b>	Board of Survey
<b>CSD</b>	Corporate Services Division
<b>CSO</b>	Civil Society Organisation
<b>CO</b>	Cabinet Office
<b>DCFD</b>	Development Cooperation and Facilitation Division
<b>DCFO</b>	Development Cooperation and Facilitation Office
<b>ESO</b>	Executive Support Office
<b>FENC</b>	Funds for Education of Needy Children
<b>FHCL</b>	Fiji Hardwood Corporation Limited
<b>FNU</b>	Fiji National University
<b>GWEs</b>	Government Wage Earners
<b>HOD</b>	Head of Department
<b>IWP</b>	Individual Work Plan
<b>JICA</b>	Japanese International Cooperation Agency
<b>MDG</b>	Millennium Development Goal
<b>MIC</b>	Mahogany Industry Council
<b>MOU</b>	Memorandum of Understanding
<b>NGO</b>	Non-Government Organisation
<b>NPCC</b>	National Peoples Charter Council
<b>OHS</b>	Occupational Health & Safety
<b>OPM</b>	Office of the Prime Minister
<b>PCCPP</b>	Peoples Charter for change Peace and Progress
<b>PD</b>	Policy Division
<b>PO</b>	Private Office
<b>PRMD</b>	Public Relation & Media Division
<b>QPA</b>	Quarterly Performance Assessment
<b>RDSSSED</b>	Roadmap to Democracy Sustainable Socio-Economic Development
<b>SGS</b>	Small Grant Scheme
<b>UNDP</b>	United Nations Development Program
<b>VSATF</b>	Vatukoula Social Assistance Trust Fund
<b>WSSC</b>	Welfare, Sports & Social Committee

# CORPORATE PROFILE

## OUR VISION

A Modernised Nation State through Robust Leadership and Equitable Development for All.

## OUR MISSION

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

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

- vigilant oversight of National Policies through robust coordination processes,
- high visibility engagement with all key stakeholders;and
- Innovative and dynamic processes for effective and sustainable policy development, implementation and evaluation of Government objectives.

## OUR VALUES

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

# Part 1

## Overview of The Office of The Prime Minister 2016

### CABINET OFFICE

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.

### PRIVATE OFFICE

The Private Office ensures efficient provision of administrative, logistic support and protocol services to the Hon. Prime Minister and his wife and 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 Hon. Prime Minister.

### 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;
- Assess performance on
- Organizing the Prime Minister and Permanent Secretary's logistics for overseas official visits in liaison with the Ministry of Foreign Affairs.
- Working group for the Permanent Secretary's Performance.

Other duties include:

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

### POLICY DIVISION

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

### CORPORATE SERVICES DIVISION

The Division provides policy advice, formulates and acts on policy issues relating to all Corporate Services to the Office of the Prime Minister (OPM) through four (4) key areas: Accounts Unit, Human Resources and Development Unit, Administration & Productivity Unit, and Information Technology Unit with all statutory obligations.

The Accounts Unit is responsible for the budget & financial reporting compliance audit report; procurement compliance reports and other financial services within the OPM and the Cabinet Office assignment.

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.

The Information Technology Unit manages the information technology function including IT support, trouble shooting, back up, technology upgrades (applications etc.) and advice

### DEVELOPMENT COOPERATION & FACILITATION OFFICE

The Development Cooperation Facilitation Office consists of two units namely the Development Cooperation Facilitation Division (DCFD) and the Public Relations and Media Division (PRMD). The collective role of DCFO is to create awareness on Government's intent and objectives through consistent engagement and ensuring high visibility through facilitation of programmes and projects implementation.

DCFD in specific facilitates, conducts and follows up actions on offer of assistance to the Government through OPM by the donor



country. 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 Hon. 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 PRMCSD 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.

## Senior Leaders



**Yogesh Karan**  
Permanent Secretary



**Susan Kiran**  
Secretary to the Cabinet



**Edward Tunidau**  
Deputy Secretary  
Development Co-operation  
& Facilitation Division

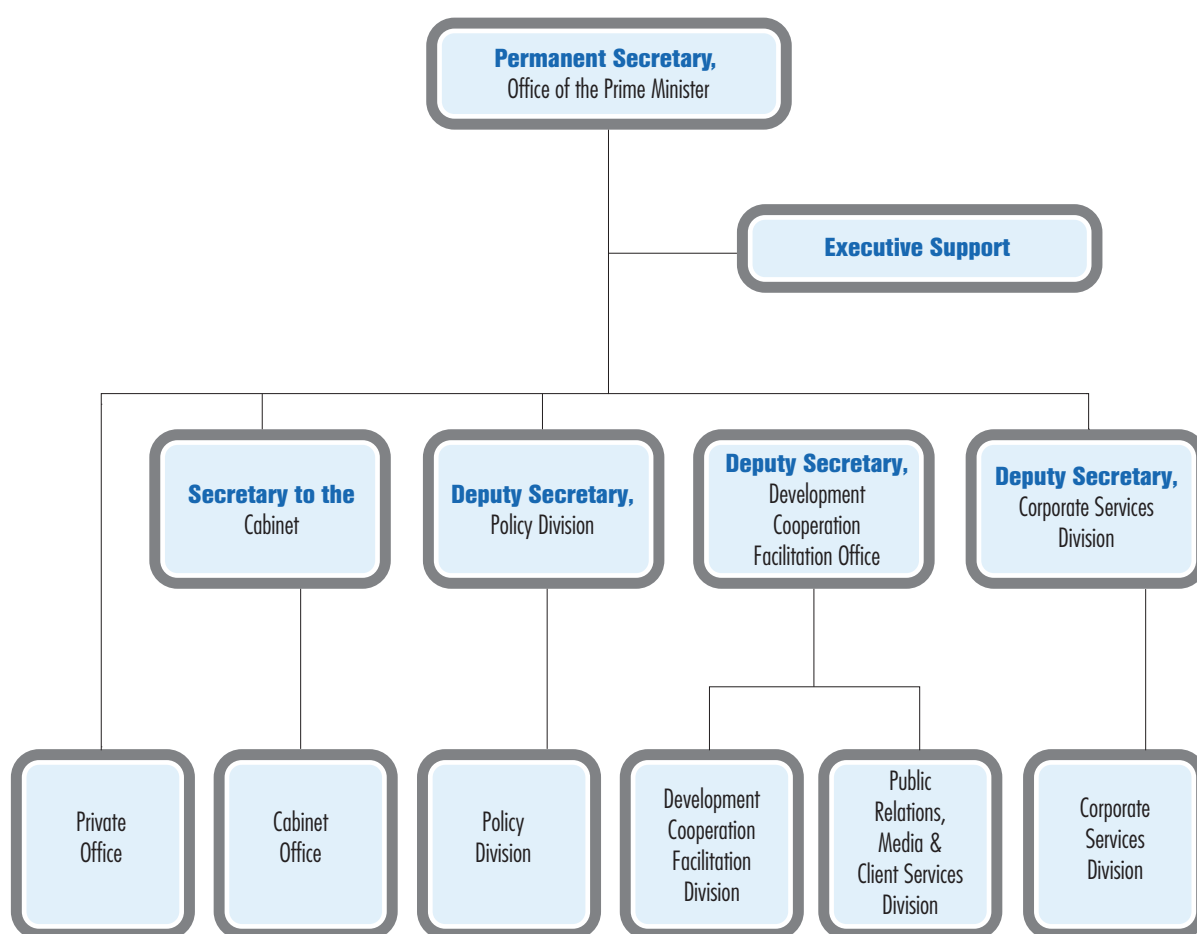


**Peniana Lalabalavu**  
Deputy Secretary  
Policy Division



**Asena Raiwalui**  
Acting Deputy Secretary  
Corporate Services

# Organisation Structure



# GOVERNMENT STRATEGIC PRIORITIES

Table 1.2: Government Strategic Priorities for the Office of the Prime Minister.

Key Pillar(s) PCCPP	Targeted Outcome (RDSSED)	Ministry's Outputs
<b>Pillar 1</b> Ensuring Sustainable Democracy, Good and Just Governance.	Constitution	<b>1.0</b> Constitution Awareness.
<b>Pillar 1</b> Ensuring Sustainable Democracy, Good and Just Governance.	Accountability Framework	<b>2.0</b> Policy Advice and Decisions. <b>3.0</b> Support for civil society and improve co-operation with International and Regional Agencies <b>4.0</b> Client Services
<b>Pillar 4</b> Enhancing Public Sector Efficiency Performance Effectiveness and Service Delivery.	Public Sector Reform	<b>5.0</b> Public Engagement <b>6.0</b> Achievement Level of Implementation. <b>7.0</b> Human Resource Management <b>8.0</b> Administration Management
<b>Pillar 4</b> Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery	Financial Services	<b>9.0</b> Finance Resource Management
<b>Pillar 5</b> Achieving Higher Economic Growth While Ensuring Sustainability.	Forestry	<b>11.0</b> Mahogany Industry Development
<b>Pillar 5</b> Achieving Higher Economic Growth While Ensuring Sustainability. <b>Pillar 7</b> Developing an Integrated Development Structure at the Divisional Level.	Rural and Outer Islands Development	<b>12.0</b> Rural and Outer Islands Community Development.
<b>Pillar 8</b> Reducing Poverty to a Negligible Level by 2016.	Poverty Reduction	<b>13.0</b> Strengthen Institutions and programs that support children of the poorest of the poor
<b>Pillar 10</b> Improving Health Services Delivery	Health	<b>14.0</b> Non Communicable Diseases (Healthy Workforce)

## Part 2

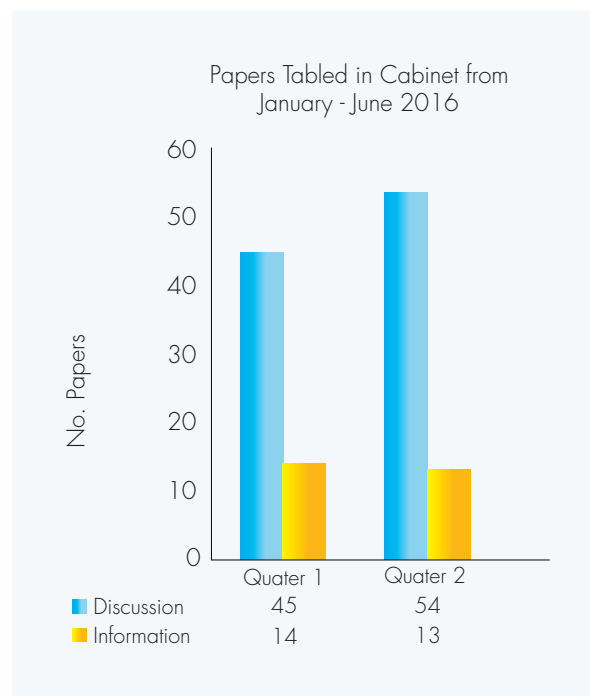
# Annual Performance Result

### CABINET OFFICE

**OUTCOME:** The Accountability Framework

**OUTPUT:** Policy Advice and Decisions

- During this period, the Cabinet Office coordinated 5 Cabinet Meetings, and facilitated decisions on 113 Cabinet submissions from 20 Ministries under the portfolio of 14 Ministers. These decisions were on legislations, regional and international meetings and conferences, financial matters, policy issues, and matters pertaining to regional and international cooperation. Seven Annual Reports were also tabled in Cabinet.
- Ministerial leave, overseas travel and acting appointments were administered in consultations with the Hon. Prime Minister.
- The Office continued to facilitate parliamentary pension allowances, and requests for the use of the Fiji Flag and the Coat of Arms.



*Tabulated below are the Annual Reports tabled in Cabinet:*

**Table 1.3: Government Ministries Annual Report that were tabled in the Cabinet meeting during the reporting period.**

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Solicitor General's Office	Fiji Independent Commission Against Corruption 2015 Annual Report.
Ministry of Finance	Reserve Bank of Fiji's Annual Report 2015 2015 Fiji Financial Intelligence Unit Annual Report – Reserve Bank of Fiji
Ministry of Public Enterprises	Fiji Public Trustee Corporation Limited 2014 Annual Report Public Rental Board Annual Report 2014 Annual Report 2014 – Civil Aviation Authority of Fiji Fiji Ports Corporation Limited Annual Report 2014 Airports Fiji Limited Annual Report 2012 - 2014 Fiji Electricity Authority 2015 Annual Report
Ministry of Industry Trade and Tourism	Consumer Council of Fiji Annual Report 2014 Tourism Fiji Annual Report 2010 - 2012
Ministry of Local Government, Housing and Environment	National Fire Authority Fiji 2012 Annual Report
Ministry of Infrastructure and Transport	Water Authority of Fiji Consolidated Annual Report 2010 – 2012 Fiji Roads Authority Annual Report 2014
Ministry of Defence, National Security & Immigration	Ministry of Defence, National Security and Immigration Annual Report 2014

## GOVERNMENT MINISTRIES

## ANNUAL REPORTS

Ministry of Defence, National Security & Immigration

Fiji Police Force 2014 Annual Report

Fiji National University 2014 Annual Report

University of the South Pacific 2015 Annual Report

Ministry of Youth and Sports Annual Report 2015

Fiji Association of Sports and National Olympic Committee Annual Report 2015

## PRIVATE OFFICE

**OUTCOME:** The Accountability Framework

**OUTPUT:** Policy Advice and Decisions

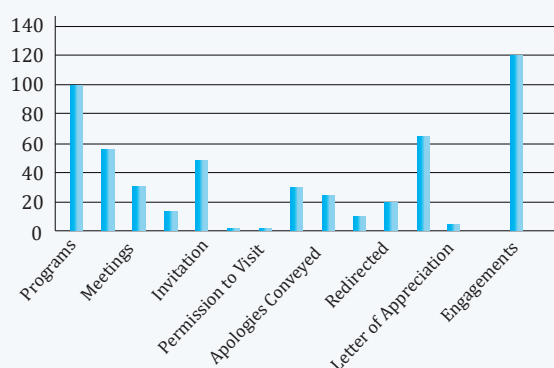
- The Private Office submitted 100 requests for appointments, invitations, meetings, courtesy calls, messages, interviews and information papers from local and international Organisations to the Hon Prime Minister as at 31 July 2016. A total of 600 correspondences were received for the Hon. Prime Minister and these correspondences were facilitated by the Private Office.

Tabulated and illustrated below are the activities conducted:

Activities	Number
Programs	101
Speeches	56
Meetings	31
Courtesy Call	12
Invitation	49
Interview	2
Permission to visit	2
Accepted requests	30

Activities	Number
Apologies conveyed	25
No further action	10
Redirected	20
Talanoa session	64
Letter of Appreciation	4
Brief	1
Engagement	121
Engagements without speech	6

Hon. Prime Minister's Activities: Jan - July 2016



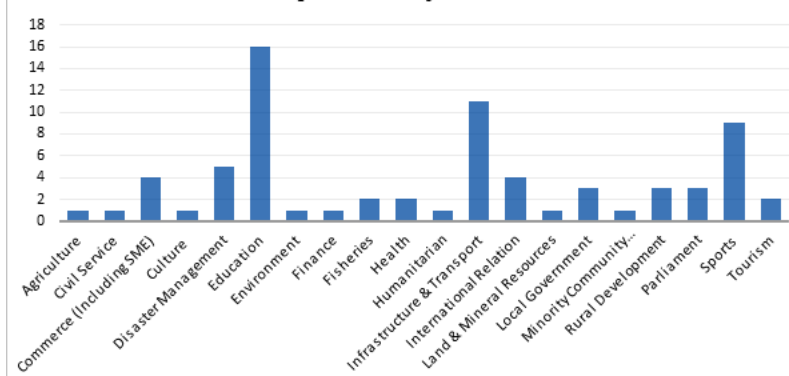
## EXECUTIVE SUPPORT OFFICE

**OUTCOME:** The Accountability Framework

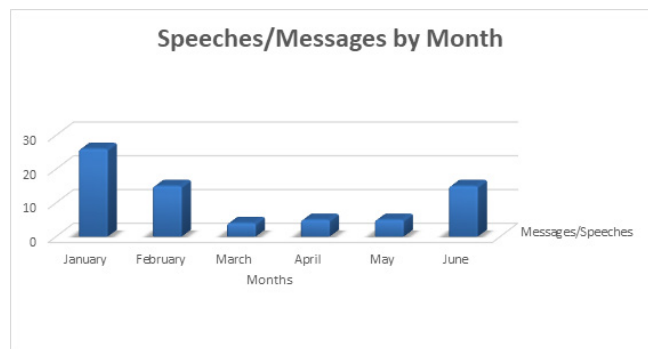
**OUTPUT:** Facilitate Decision Making

At the end of June, 2016, 70 speeches/messages were delivered by the Prime Minister in various sectors of the Economy.

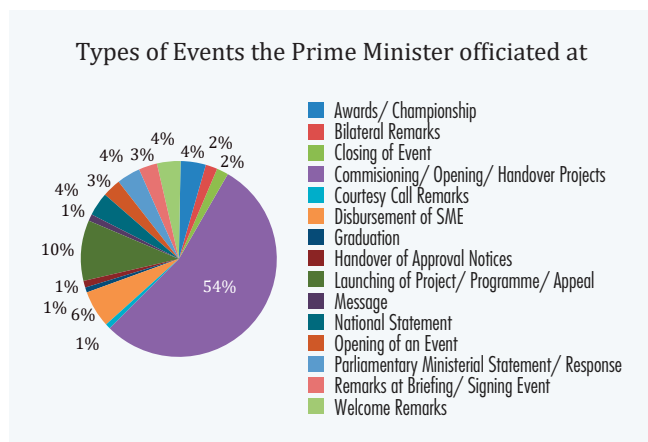
Speeches by Sector



The breakdown of the speeches/messages prepared by month are as follows:



The Prime Minister officiated largely at the commissioning, opening and handover of projects, mostly rural projects, he also closed events and disbursed Small Micro Enterprise projects.



#### • KPI: REPORTS ON PS HOUR

The Permanent Secretary's Hour was setup by the Office of the Prime Minister to provide an opportunity for all staff of the Ministry to meet the Permanent Secretary every month and raise their hopes, concerns and views to assist in the improvement of services and also allow sharing of ideas within the Ministry. Although the meeting was meant to take place on a monthly basis, the first half of 2016 saw only 3 of the 6 meetings due to the change in leadership and rearrangement of schedules to allow for a smoother transition for the outgoing Permanent Secretary and incoming Permanent Secretary.

#### • KPI: REPORTS ON PS, OPM TOUR AND TALANOA ISSUES

The Prime Minister conducted talanoa sessions immediately after delivering speeches at rural communities where he officiated as chief guest. This Talanoa sessions provided an opportunity for engagement with rural communities and allowed for greater understanding on the issues of concern to these communities. The Prime Minister together with the government officials present at these meetings addressed the issues raised and also provided recommendations/advice. Issues for follow up were brought back to the Office of the Prime Minister and addressed through the Clients Division.

#### • KPI: REPORTS ON PS OPM MINUTES TO PRIME MINISTER

During the Quarter 2, 2016, the Permanent Secretary prepared 80 written advices to the Prime Minister. The advice were on the Small Grant Schemes project implementation and commissioning, non-resident ambassador appointments, re-engagement requests and information brief on projects which require the decision of the Hon. Prime Minister.

**OUTCOME:** The Accountability Framework

**OUTPUT:** Policy Advice and Decisions

- **Stakeholder Consultation**

The Division is actively involved in stakeholder consultations. The type of consultation varies from Policy forums, meeting forums, client consultations and other consultation forums.

The breakdown of the major forums attended is as follows:

- Final Consultative Workshop on Fiji National Security Strategy
- Policy Dialogue for Parliamentarians
- Agriculture Facilitation Committee
- Special Meeting Employment Relations Advisory Board
- National Development Plan
- BIOFIN Consultation Workshop
- Inter-agency on Information Kit
- Taskforce meeting for Rural Housing Projects
- Training Series on Methods for Prioritizing Adaptation Options for Decision Making and Green Climate Fund
- Meeting with PS MoEPIRL on Fiji Mine Workers Union 1991 Strike
- PNG Scholarship Initiative
- Working Group- Astana Expo 2017
- Fiji National Fisheries Policy
- Meeting with DS Defense regarding preventing violent extremism
- Seed Infra Investment
- Micro Finance Working Committee
- Macroeconomic Training Committee
- National Combined law and security
- National Relocation Taskforce
- Post Disaster Needs Assessment
- National Financial Literacy Working Group
- Civil Service Training on Open Merit Selection and Recruitment Policy
- National Asset Management Framework
- Inclusive Products & Service Working Group
- Maritime Affairs Coordinating Committee
- Inter-agency meeting on Pax & Partners Investment Group
- NDMO Disaster Briefings on the Rehabilitation works for TC Winston
- World Day for Safety and health and work

## POLICY PAPERS

- **Policy Briefs**

One of the core activities of the Division is to analyze and provide advice to the Permanent Secretary and Hon. Prime Minister. For the period January to July 2016, the Division provided policy briefs on draft policy papers submitted by other Ministries. In addition, it also initiated few policy papers that were submitted to the Permanent Secretary for his advice and consideration. Types of policy briefs included

Critiquing of Draft National Bio-Fuel Policy, Policy Paper on Permanent Secretaries Forum and Policy Paper on Policy Forum.

- **Evaluation Briefs**

The Division was also actively involved in providing evaluation briefs for the Permanent Secretary and the Hon. Prime Minister. The evaluation briefs refer to existing Government Policies or Programs where the Division provided either an update on the Program or 'out-of-the box' perspective. The Division also concept papers submitted to the Office of the Prime Minister to gauge its strength and applicability to Fiji's scenario. A few of the major evaluation briefs included the Whole of Government Manifesto Update; Hedging of Viti Levu Tourism; Retirement Villages and an update on axzthe Help for Home and Adopt a School.

## CABINET PAPERS

- **Analysis of Cabinet Briefs**

For the period of January to July, the Division noted a decline in the number of Cabinet papers analyzed. The team analyzed only analyzed 11 cabinet papers for the Hon. Prime Minister. For the same period last year, the Division analyzed 32 papers. There were factors beyond the control of Division that contributed to the decline in Cabinet briefs provided for the Hon. Prime Minister such as the State of Emergency imposed during TC Winston.

The breakdown of the Cabinet briefs is as follows:

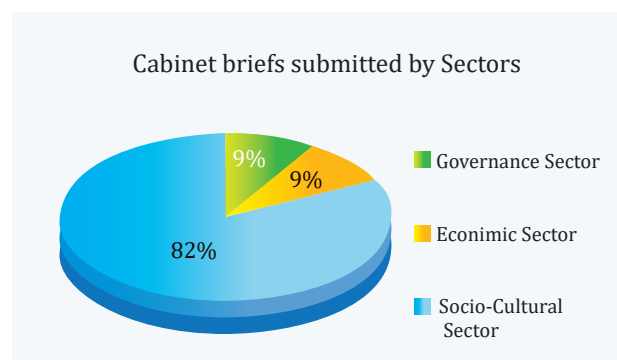


Figure 1.3: illustrates the cabinet briefs submitted through different sectors within the Government.

The following is the type of Cabinet papers submitted:

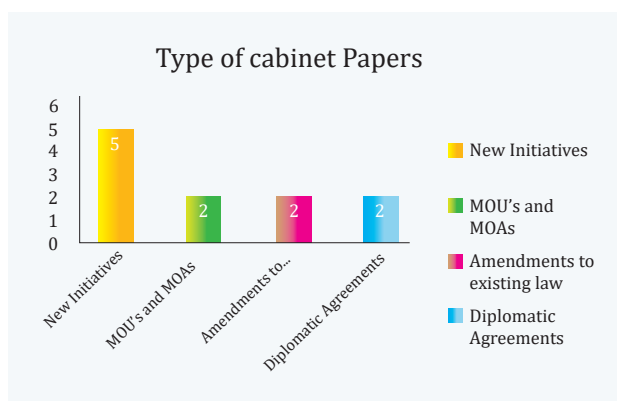


Figure 1.4: illustrates the different type of cabinet papers analyzed by the Division during the period.



- **Analysis of Draft Cabinet Papers**

In addition to analyzing Cabinet papers, the Division is also actively involved in analyzing draft Cabinet papers. These draft Cabinet papers are submission from Ministries directly to Policy Division through the Permanent Secretary to seek our comments and views on the paper before it is tabled at Cabinet meeting.

- **Initiate Cabinet Briefs**

Apart from analyzing Cabinet papers tabled at Cabinet and draft papers, the Division also initiated papers for the Hon. Prime Minister's Information. There were a total of 4 information papers drafted from January to July however these papers will be tabled in the new financial year.

## INFORMATION KIT

For the period of January to July, the Division prepared seven (7) information kits for the Hon. Prime Minister.

The information kits were as follows:

- New York Kit: Signing of the Paris Agreement (20th -23rd April)
- Thailand Kit: UNESCAP (14th- 18th May)
- Turkey Kit: World Humanitarian Summit & International Sugar Organization (21st to 26th May)
- Papua New Guinea Kit: 8th Summit of ACP Heads of Government (30th May to 3rd June)
- Solomon Islands Kit: PIDF and MSG (10th July-)
- Brazil Kit: Rio Olympics (30th July to 12th August)
- Malaysia Kit: State Visit (15th to 19th August)

**Outcome:** Forestry

**Output:** Mahogany Industry Development

### Mahogany Industry Council and Fiji Mahogany Trust

The Division was involved in facilitation and resolving of mahogany industry related queries brought to the attention of the Office of the Prime Minister. This were related to the industry roles provided by OPM namely the Hon Prime Minister as Chair for the Mahogany Industry Council (MIC), OPM as Secretariat of the MIC and OPM as the funding agency for the Fiji Mahogany Trust.

With regards to the facilitation of mahogany industry issues, these ranged from log requests from existing license holders and other parties, overplanting claims from landowners, investor enquiries within the mahogany industry and reversal of leases, meeting with FHCL CEO and PS Public Enterprise. . The division also prepared a paper titled 'Status Update for the Mahogany Industry' for PSOPM.

For Fiji Mahogany Trust, the Division was involved in facilitating issues ranging from meeting and liaison on overplanting claims, meeting with FMT manager and Chairman and disbursement of grant.

**Outcome:**Poverty Reduction

**Output:** Strengthen Institutions and programs that support children of the poorest of the poor.

### FENC Fiji

The Office of the Prime Minister and the Foundation for the Education of Needy Children (FENC) Fiji signed the 2016 Annual Grant Agreement of \$200,000 on 23rd May, 2016. The Grant Agreement was signed by the Deputy Secretary, Policy Division Mrs. Peniana Lalabalavu and the FENC Fiji National Coordinator Ms. Mere Tikoduadua.

The grant is provided to ensure that underprivileged children facing financial constraints have access to education by providing them with school uniforms, shoes, bags and stationeries. Apart from this, FENC Fiji also provides after-class mentoring sessions in their community- learning centres. FENC Fiji has learning centres in the Central, Western and Northern Division, with plans to increase the number of learning centres in the Central Division due to accessibility of some children.

The Office of the Prime Minister has been providing annual grant of \$200,000 since FENC Fiji's inception in 2010. Till date FENC Fiji has assisted more than thousand students on a yearly basis and target to increase the number of students assisted each year by 20%. A total of 1058 are projected to benefit through the 2016 Annual Grant.

### Vatukoula Social Assistance Trust Fund

The Division represented the Office of the Prime Minister in the VSATF Trustees oversight meetings held during the year that dealt with the disbursements to the registered beneficiaries. This was the assistance scheme brokered by Government with the former and new owners of the Vatukoula Gold Mine after its sudden closure in December 2006. Approximately \$6million was committed for establishing alternative livelihoods for beneficiaries made redundant in Dec 2006 who were not reemployed up till October 2011. As of 31 Dec 2015, approximately \$4.9m have been disbursed to 840 beneficiaries. This scheme is expected to be completed in 2016 with approximately 280 beneficiaries yet to receive their full entitlements.

## OTHER HIGHLIGHTS

Apart from the core activities identified above, the Division was also involved in drafting speeches, talking points and statements for the Hon. Prime Minister for his local and overseas engagement. A total of 9 speeches, 11 talking points and 3 statements were prepared for the Hon. Prime Minister's engagements.

**OUTCOME:** Constitution**OUTPUT:** Constitution Awareness

- The Public Relations, Media and Client Services Division (PRMCS) used community consultations and radio talkback shows especially as a means to promote the understanding of the 2013 Constitution across the country.

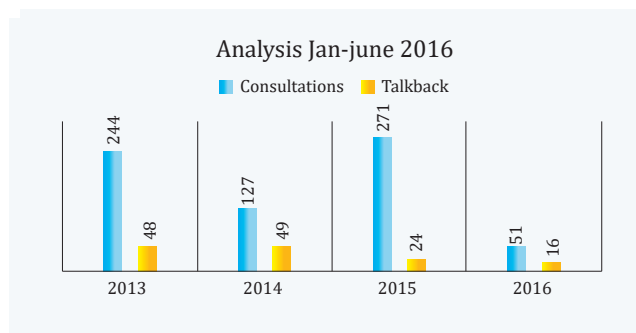


Figure 1.5: The number of Consultations and talkback show analyses that were conducted by the PRMCS team.

It is evident from the trends that the number of consultations and talkback shows have declined over the years however this is due to a number of reasons:

- Strengthened stakeholder relationships therefore other agencies and ministries are now engaging directly with the people;
- Change in focus as the political climate changes;
- Interests of the people have changed therefore approaches change; and
- Disastrous effects of TC Winston whereby the focus was on rehabilitation.

**Major Achievements**

Over the 6 months the PR team conducted a total of 51 community consultations to more than 1091 people across the Coral Coast of Nadroga and Serva. The Media team also participated in the Naitasiri mini-Roadshow in the Tikina Waidina and a similar exhibition was also conducted in Rotuma. These community consultations and exhibitions allow the team to disseminate information on the Constitution as part of its awareness program and further provide the opportunity to engage with the people to gauge peoples' interests and understanding of Government initiatives.

**Major Initiatives**

- Collaboration with iTaukei Affairs to present on iTaukei security issues and handle traditional/indigenous matters;
- Prior to the consultations the PR team meets with the team from iTaukei Affairs to prepare a presentation as part of the Information Kit, covering key points that need to be presented to the people; and
- Information Kit prepared for the team that included key political developments, indigenous rights and socio-economic rights.

**Detailed Activities & Outputs**

The main focus topics on the Constitution output during the com-

munity consultations and exhibitions included;

- General overview of the Constitution as a legal document;
- Bill of Rights – Socio-Economic rights and protections;
- iTaukei security – primarily on land protection and indigenous rights as enshrined in the Constitution;
- Secular State – the role of religion and the state; and
- Leadership – the importance of good leadership within the vanua and how it contributes to the socio-economic prosperity.

At the end of the entire presentation on all the topics the audience was given time to ask questions or raise their concerns on issues which they think have not been addressed fully by Government. Listed below are some critical issues raised:

- Foreigners [Chinese] operation in Fiji – misconception of Fiji's growing relationship with China;
- Reversion of Freehold land – misunderstanding land policies and processes;
- Distribution of PM's Small Grant – request for project assistance and misunderstanding that this also includes financial assistance or donations;
- Flag Change – a large number of the participants continue to question the need for a flag change; and
- Secular State – some of the participants continue to highlight the spiritual implications and the need for Fiji to be a Christian State.

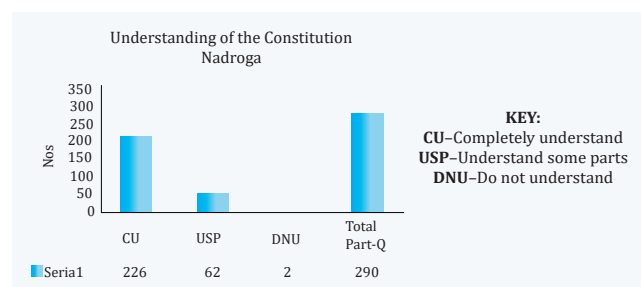


Figure 1.6: illustrates on the Understanding of Constitution in the Nadroga Province based on the analysis on the feedback forms filled by members of the Community.

With reference to the understanding of the presentation on the Constitution; 226 of the 290 participants who answered the question indicated that they completely understood the presentation, 62 participants responded that they understood parts of it while the remaining 2 indicated that they did not understand anything. In this regard 77.9% of the participants fully understood the presentation on the Constitution.

The graph shows the clarity of information shared in regards to the awareness on the 2013 Constitution. 28 people (8%) that filled the questionnaires still don't understand; 167 people (44%) understood well while 181 people (48%) understood some. One of the main reasons of not understanding the 2013 constitution is the total ignorance due to political allegiance as some members has indicated to the team they will continue to support the SODELPA movement (Nakorovou Village).

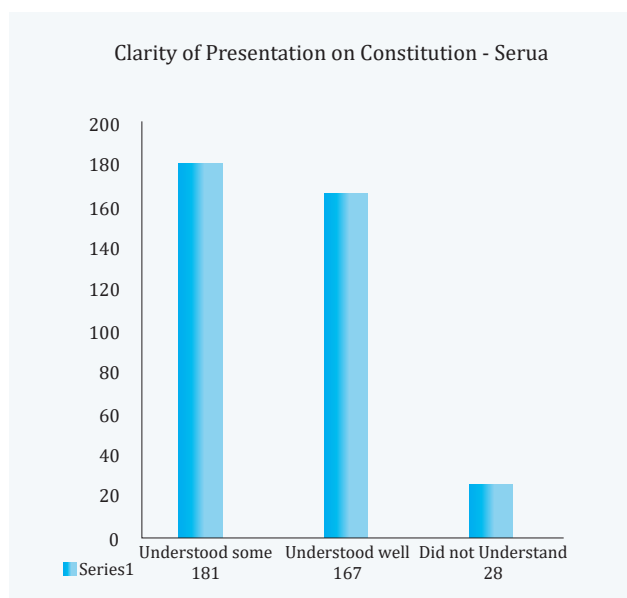


Figure 1.7: illustrates on the clarity of presentation on Constitution in the Serua Province based on the analysis conducted from questionnaires filled by the members of the Community.

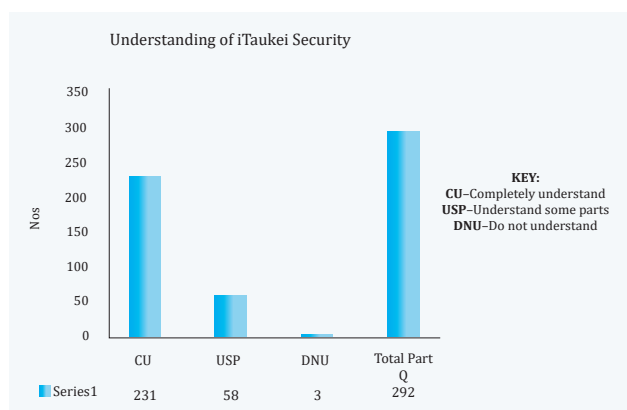


Figure 1.8: illustrates on the Understanding of iTaukei Security of their resource.

On the topic of iTaukei security or protection of their resources, 231 of the 292 participants indicated that they completely understood the presentation compared to the 58 that understood in parts and the 3 that did not understand. The rating on this topic is 79%.

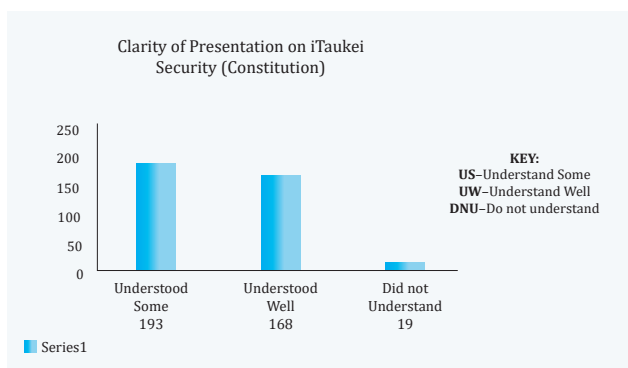


Figure 1.9: illustrates the clarity of presentation on iTaukei Security such as land ownership, customs, traditions and languages.

The graph shows the clarity of information presented in terms of iTaukei security which includes: land ownership; customs; traditions and languages. Out of all the questionnaires filled 19 people (5%) did not understand; 193 people (44%) understood some while 168 people (51%) understood well.

### Media

In the first 6 months 16 talkbacks were conducted by the Media Unit. Of the 16 talkbacks around 9 of the shows covered vanua issue, iTaukei security and indigenous rights. During this talkback the Media Officer was assisted by the Deputy Secretary iTaukei Affairs, Mr Waibuta, whereby the show received callers highlighting their concerns ranging from village boundaries, village bi-laws while others expressing their appreciation for the work done by Government.

The coordination of the talkback show between iTaukei Affairs, iTaukei Land Trust Board and OPM will continue throughout the next quarter as a means to not only resolve misconceptions of indigenous rights as enshrined in the Constitution but also to clarify issues relating to land and leadership.

### OUTPUT

Support for Civil Society and improve cooperation with International and Regional Agencies.

### Major Achievements

The Deputy Secretary completed 4 consultations with regional and international agencies, UNDAF, UNDP and PCP. These consultations allow for easier collaboration amongst various stakeholders and partners on national interests. It also provides for opportunities to share information and provides for a better understanding of approaches undertaken by different agencies.

### Major Initiatives

- Strengthening collaboration between regional and international partners; and
- Better understanding of what other partners and stakeholders are doing and how this compliments the OPM.

## Detailed Activities & Outputs.

Table 1.5: Outlined the Unit activities on various meetings conducted with external stakeholders.

No	Date	Meeting with	Purpose of the Meeting (Outline key points of discussion).	Outcome of the meeting
1	29/02/2016	UNDAF  [DS-DCFO & Mrs Tawake, UNDAF Monitoring & Evaluation Manager]	To discuss on the proposed M&E Framework for Tonga Government  - Framework - Alignment - Matrices - Weightings	M&E Framework for Tonga was developed  Training conducted for 3 Ministries (Ministry of Education and Training; Ministry of health; and Ministry of Finance and Planning)  Minister for Finance requested for UNDAF return in April to continue with the technical assistance.
2	30/03/2016	UNDAF  [DS-DCFO & Mrs Tawake, UNDAF Monitoring & Evaluation Manager]	To provide a debrief on Tongan mission  To request for the M&E software used by Fiji Government	Consultant email was provided  Response from the Minister of Finance in Tonga was shared with DS.
3	12 May 2016	UNDP  (Agnes Ham & Varanise Tawake)  <u>PM's Office</u>  E Tunidau – DS DCFO	To brief DS on the purpose of the UNPS consultation and its benefit to the Fiji Government  To get a clear understanding on the overall United Nations Pacific Strategy 2018-2022 and its linkage to the Regional and the Fiji National Priorities and  To nail down a date for the UNPS consultation in Fiji.	UN Pacific Strategy – proposal has been sent to PS for Hon PM's approval.  Hon PM has approved Government's engagement with UN on UNPS.
4	10 June 2016	PCP  Florence Swamy  <u>PM's Office</u>  E Tunidau – DS DCFO	PCP meeting was a follow-up on last year's advice to PCP on peace building fact finding in Nadroga/Navosa and Ra province correlating to PR consultations.	PCP has submitted a report to the OPM outlining their findings which will be analysed and used as part of PR Information Kit.

## OUTCOME: The Accountability Framework

### OUTPUT: Client Services

For the first half of 2016, a total of 1486 clients was received and registered by the Clients Services Unit (CSU). The CSU receives Clients on a daily basis through the front-desk (walk-in) at the Government Buildings ground floor, through correspondence by mail, emails and phone calls. As illustrated below, the OPM is not decentralised thus limiting its accessibility to letters/mail on areas outside the central division. In the first 6 months of 2016, 62% of clients were received through mail, 29% came in through the front desk, while the remaining 9% was received through emails and phone calls.

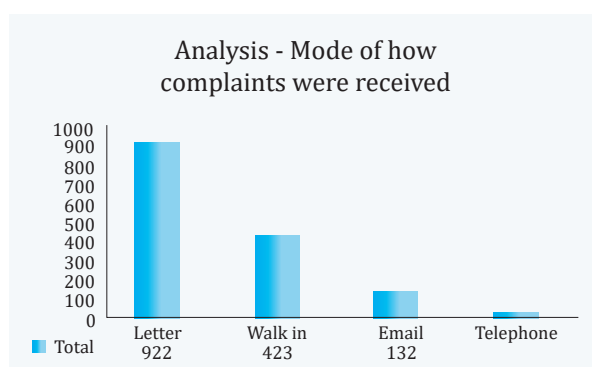


Figure 2.0: illustrates the analysis conducted by the Unit based on the mode of how complaints were received during the reporting period.

## Major Achievements

The Clients Services process is continually being reviewed to cater for the huge demand from the public. It also allows the OPM to gauge the effectiveness of service delivery of agencies and how they can improve to be customer driven and friendly.

In the 2nd Quarter, the Bi-Annual Report was presented to the respective Permanent Secretaries in the PS Forum and a Cabinet Information Paper was also drafted and submitted to management for approval.

## New Initiatives

In an effort to improve its operations the team operates two avenues for clients to visit our office; at the Government Buildings complaints desk and at the office in Walu Bay. Further Complaints Officers were rostered to attend to complaints, conduct investigations, mediations with stakeholders and site inspections traveling to various locations across the country. These have greatly assisted the unit in handling cases more effectively however there is a need for more integration of efforts considering the departure of three staff from the six. Further a more comprehensive matrix was prepared to ensure that all details are well recorded and used as a reference for administrative purposes.

## DETAILED ACTIVITIES & OUTPUTS

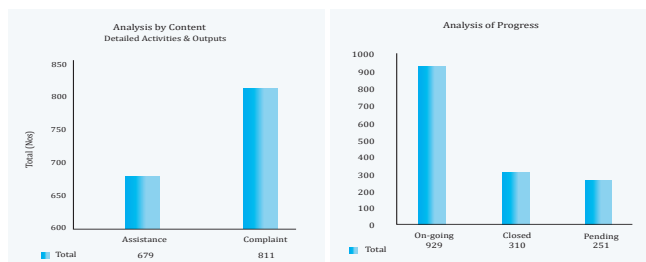


Figure 2.1: Analysis by Type of Issues Received

In the first half of 2016 a total of 1490 issues were reported to the CSU. The first graph shows that of the 1490 issues, 46% of the issues were requests for assistance while the remaining 54% were actual complaints. The 2nd graph shows that as at June 30, 21% of the cases received have been resolved and closed, 17% are open and pending feedback from various ministries and agencies and 62% are on-going as officers' work with various parties and stakeholders to resolve.

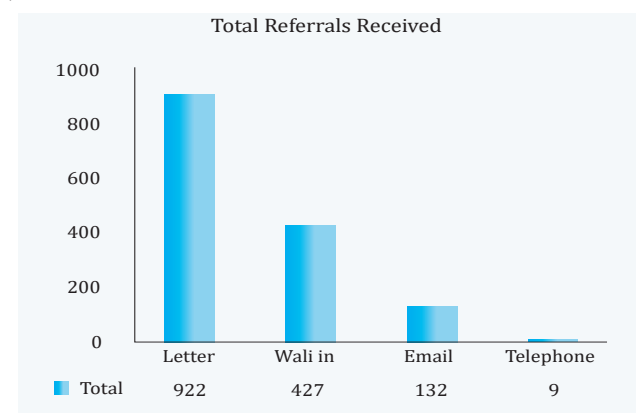


Figure 2.2: Analysis by Progress of Cases

Following OPM's various channels of receiving complaints or issues raised by members of the public 922 or 62% issues were received via letters, 427 or 29% were attended to at the OPM Complaints desk at Government Buildings and its office in Walu Bay. This is reflected in graph above. The remaining 132 or 9% were corresponded via email while 9 or 0.6% were received via telephone. It must be noted that the analysis is done on the initial recording of the complaint or request despite follow-up correspondences were conducted via email or the phone.

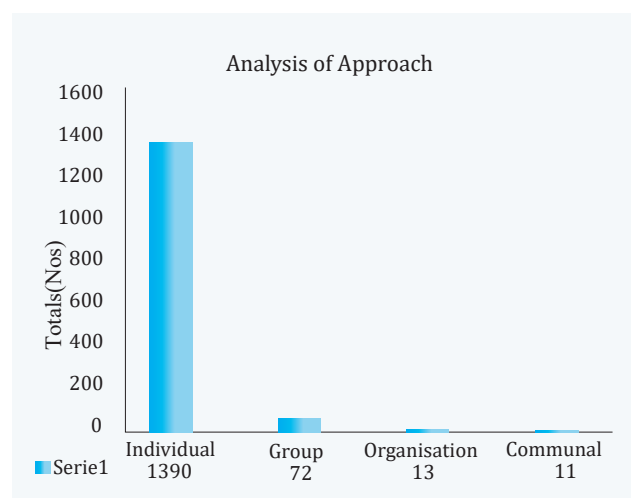


Figure 2.3: Analysis by Mode of Issues Received

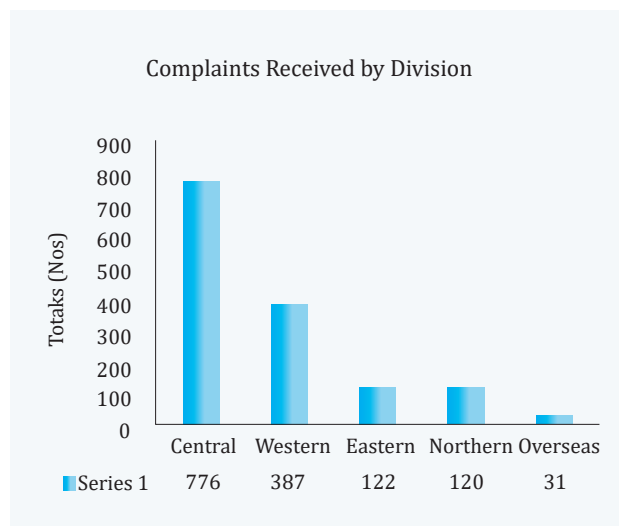


Figure 2.4: Analysis by Approach of Issues Received

Figure 2.5: Analysis by Division

The graph reflects that of the 1490 issues received 1390 (93%) were received from individuals, 72 (5%) were reported by groups, 11 (0.7%) by communities and 13 (0.9%) by organisations. A further analysis, in the 2nd graph shows that 52% of issues were raised from the Central Division, 26% from the Western Division, 8% from the Northern Division, 8% from Eastern Division while 2% from Overseas.

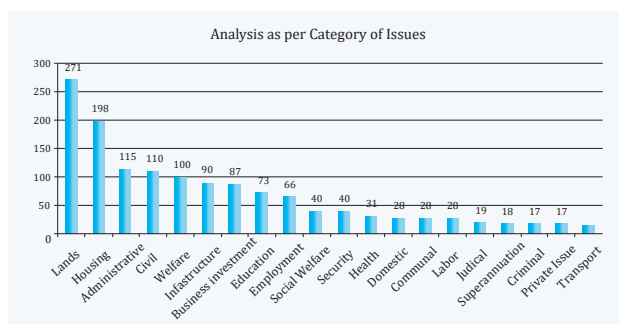


Figure 2.6: Analysis by Issue Type - Top 20

Upon categorizing the issues received into specific topics the analysis shows that most complaints or issues raised with OPM were land issues, housing, administrative concerns relating to policy and processes of various Ministries and Departments and civil issues primarily on working conditions or contracts. These were closely followed by welfare issues, development or infrastructure, business ventures and the challenges with new business set-up and complaints relating to education; transfers and appointments. In view of the type of issues received the complaints or requests for assistance were then referred to the related Ministry or Agency.

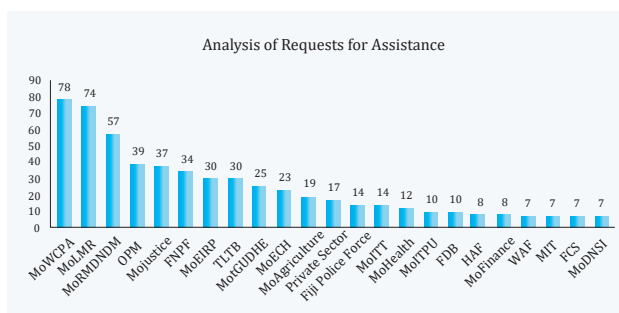


Figure 2.7: Analysis for Assistance Requests- Top 20

Of the 679 requests a large number of the assistance was for welfare, land issues and rural assistance. The assistance requests for welfare are based primarily on the "Help A Home" initiative which is facilitated by the Ministry of Women, Children and Poverty Alleviation. For land requests the assistance is for advice on land claims and policies while development and maintenance requests are made to Ministry of Agriculture, Rural and Maritime Development and Natural Disaster Management. Assistance for OPM is for the Small Grants Scheme or assistance in providing information.

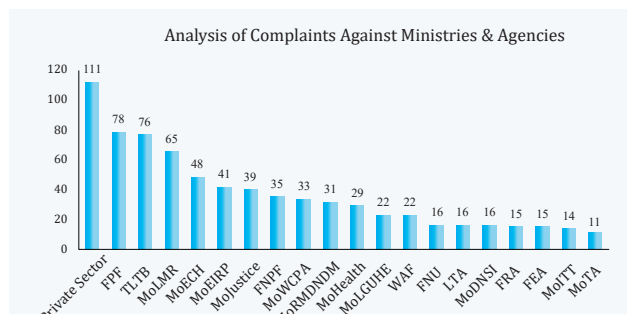


Figure 2.8: Analysis against Ministries & Agencies- Top 20

The analysis on the top 20 complaints against ministries and agencies show that most cases are against the private sector of which clients request OPM's intervention and complaints against the processing of Fiji National Provident Fund applications for release of funds. This is closely followed by complaints against iTaukei Land Trust Board on land issues (land leases, lease payments and land ownership) and Ministry of Lands and Mineral Resources for land acquisition and processing. In an effort to improve the facilitation of all complaints, briefs for each of the top 9 ministries (complaints against) were prepared by OPM's Client Services Unit and presented to the Permanent Secretaries (PS) through the PS Forum.

**OUTCOME:** Public Sector Reform  
**OUTPUT:** Public Engagement

The Public Relation Unit extensively engaged with the public in the month of May in selected villagers along the Coral Coast of Sigatoka. The community consultations covered various expected Outcomes and Outputs as outlined in the (draft) Annual Corporate Plan 2016. The main objective is to be visible to all Fijians, develop people's confidence in what Government is doing and also to ensure that people have an understanding of Government's intent with regards to development.

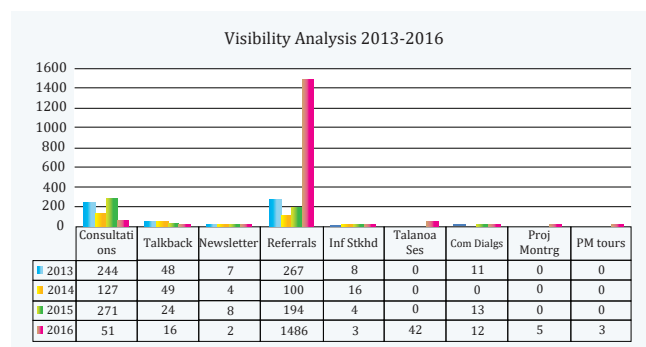


Figure 2.9: illustrates the trend on the visibility analysis conducted from 2013-2016.

**KEY:**  
**Consultations** - Public Consultations, **Talkback** - Radio Talkback Show  
**Newsletter** - Newsletter, **Referrals** - Client Services, **InfStkhd** - Meetings with Stakeholders,  
**Talanoa ses** - informal conversations, **Com Dials** - Community Dialogues,  
**Proj Montrg** - Project Monitoring, **PMtours** - Prime Minister tours

## Major Achievements

Over the 6 months the PR team conducted a total of 51 community consultations to more than 1091 people across the Coral Coast of Nadroga and Serua. The Media team also participated in the Naitasiri mini-Roadshow in the tikina Vaidina and a similar exhibition was also conducted in Rotuma. These community consultations and exhibitions allow the team to disseminate information on the intent of Government and development plans as part of its awareness program and further provide the opportunity to engage with the people to gauge their interests and understanding.

## Major Initiatives

- Collaboration with the District Officers through the Provincial Offices to facilitate the development issues, concerns and requests from the people;
- Increased presence of Complaints Officers at the Help Desk and with PR Officers during consultations;
- Prior to the consultations the PR team met with the team from stakeholders to prepare a presentation as part of the Information Kit, covering key points that need to be presented to the people; and
- Information Kit prepared for the team that included key development issues; government projects and income generating projects for the community.

## Detailed Activities & Outputs

Engaging with the public is critical to understanding what people need and how Government's activities are affecting or impacting the people. Meeting with the people will assist Government in developing its own development or strategic plans of its medium to long-term plans.

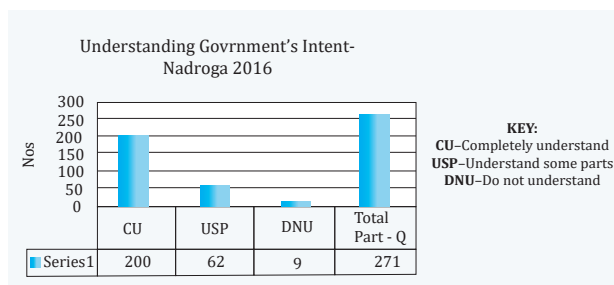


Figure 3.0: illustrates on understanding Government's Intent in the Nadroga province.

On the topic of Government intent more people (74%) indicated that they completely understood the presentation with a small percentage highlighting that they understood in parts or not at all. It is evident that trends within the 2 years show that a large number understand the intent of Government; policies of Government with relation to development, projects and assistance programmes. While these remain consistent, concerns are still raised by the people on the implementation through policies and processes.

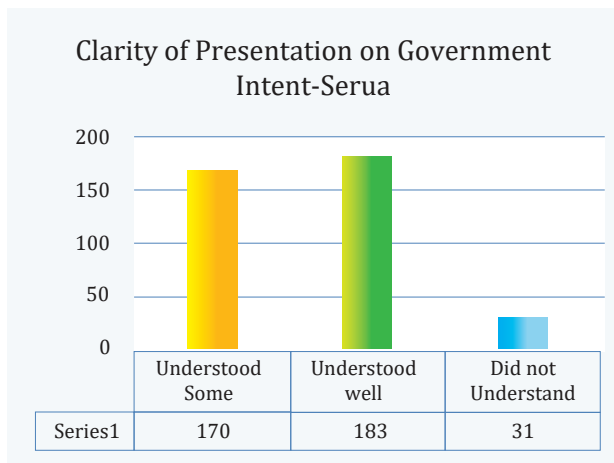


Figure 3.1: illustrates the clarity of presentation on Government Intent which includes the effective use of land, sustainability and self-reliance.



The graph shows the clarity of information presented in terms of Government Intent which includes: Effective use of land, sustainability, and self-reliance. Out of all the questionnaires filled 31 people (8%) did not understand, 170 people (44%) understood some while 183 people (48%) understood well.

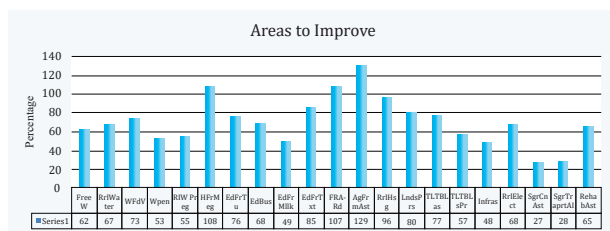


Figure 3.2: The analysis shows that more assistance is required in Health for free medicine, Agriculture for farming assistance, Infrastructure for road accessibility and maintenance; Rural Development in rural housing assistance, Education in free textbooks and land issues (Lands Ministry and TLTB – lease processing and payments).

#### KEY:

**Free W** - Free Water  
**Rrl/Water** - Rural Water  
**WfV** - Welfare Food Voucher,  
**Wpen** - Welfare Pension,  
**RIWPreg** - Rural Island Pregnant Mother Programme,  
**HFrMed** - Health Free Medicine  
**EdFrTu** - Education Free Tuition  
**EdBus** - Education Free Bus Fare,  
**EdFrMilk** - Education Free Milk

**EdFrTxt** - Education Free Text Books,  
**EdFrRd** - Fiji Roads Authority Roads,  
**EdFrAsst** - Agriculture Farm Assistance,  
**EdFrHs** - Rural Housing,  
**EdFrLs** - Lands Process,  
**EdFrTLTB** - TLTB Land issues,  
**EdFrTLTBPr** - TLTB Land Process,  
**EdFrInfra** - Infrastructure,  
**EdFrRrEle** - Rural Electrification,  
**EdFrSgr** - Sugar Cane Assistance.

#### Media

Of the 16 talkback shows conducted 5 of the shows discussed a number of development issues. Some of the shows focused primarily on the development issues raised in the Nadroga community consultations while the other show was on the “Help a Home” initiative of which the Media Officer was also accompanied by PS Welfare, Mr. Koroivuetia to clarify doubts raised by members of the public. It must be noted that in the two shows a total of 50 calls were received during the shows. This is an indication that the show has large listenership/audience and people are very comfortable and confident to call during the shows to raise their concerns.

**OUTCOME:** Gender Equality and Women in Development  
**OUTPUT:** Gender Inclusivity in all relevant programmes

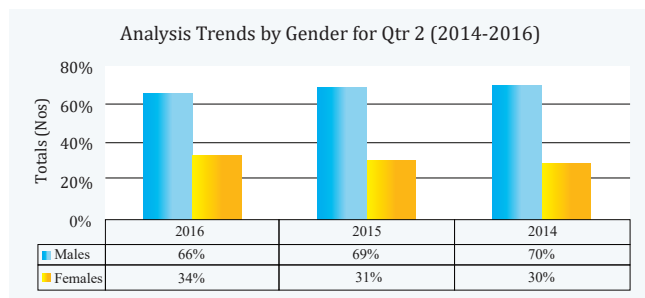


Figure 3.3: Trends indicate that there is a slight increase in the number of females present during the consultations however this needs to continue where more women need to make a substantial presence and involvement in the discussions

#### Major Achievements

Over the 6 months the PR team conducted a total of 51 community consultations to more than 1091 people across the Coral Coast of Nadroga and Serua. The Media team also participated in the Naitasiri mini-Road show in the Tikina Waidina and a similar exhibition was also conducted in Rotuma. These community consultations and exhibitions allow the team to disseminate information on gender and youth issues as part of its awareness program and further provide the opportunity to engage with the people to gauge their interests and understanding.

#### Detailed Activities & Outputs

During the community consultations, Gender and Youth topics were also presented.

Gender topics included;

- **Gender Violence** - there is a need for more gender empowerment awareness programs needed in all communities across the country. During the talk-back shows it was evident that women are very concerned about safety. They are keen to know on what Government is doing to ensure that our girls and women are safe on the streets and in their homes. There is an increase in the number of gender based crimes where young girls are now raped on their way home from school and there is a outcry by many women groups that more needs to be done in terms of awareness, policy, penalties and also within the communities by women and men.
- **Income Generating Projects** - Women are requesting for more income generating projects targeted for women specifically. However the projects need to comprehensively planned and monitored to ensure sustainability.
- **Gender Empowerment** - many women in the rural communities still need to be empowered and encouraged to participate in more decision making activities in the village however due to the traditional protocols and expectations women do not usually participate.
- **Gender Leadership/Development** – women need to be involved in the community consultations as decision makers, the same can be said about the youths. There is a need for input by the women especially now when most rural communities are undergoing the recovery phase after TC Winston.

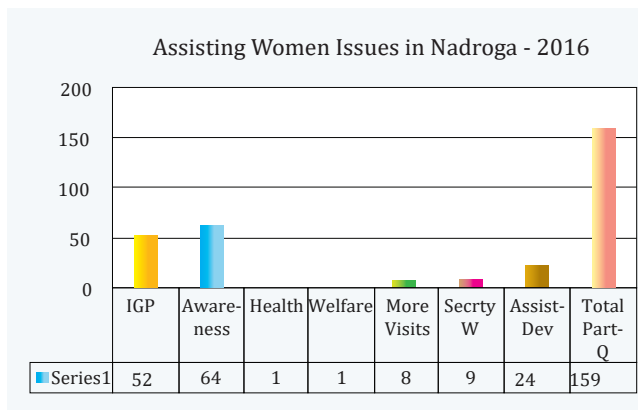


Figure 3.4: indicates on issues discussed for Women welfare in the province of Nadroga.

#### KEY:

**IGP** - Income Generating Projects,  
**Awareness** - Awareness sessions,  
**Health** - Health issues,  
**Welfare** - Welfare Initiatives,

**More Visit** - More visit  
**SecrtyW** - Security for Women  
**Assist-Dev** - Development Assistance,  
**Total Part-Q** - Total number of women that filled the questionnaire

Trends over the last 2 years indicate that the interests have not changed extensively. The issues remain the same with requests for more Income Generating Projects for Women, the need for more awareness programmes, need for health or medical assistance, welfare assistance especially for rural pregnant women, security for women and the need for government to build halls or resource centres for women.

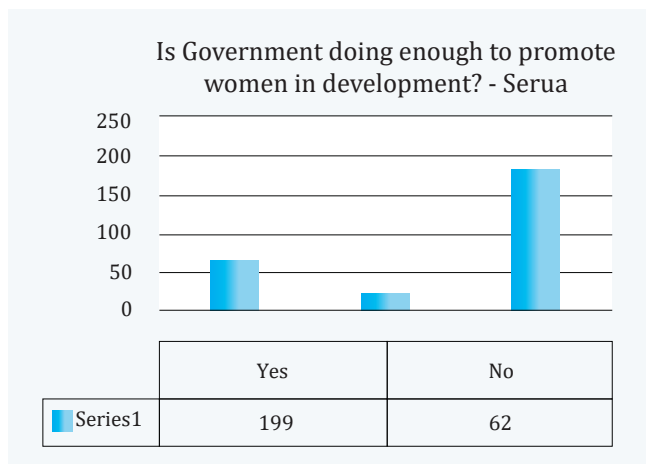


Figure 3.5: The graph shows the response gathered on the assistance given by government towards Women in Development. Many people did not fill this portion of the questionnaire however for the ones that did respond it shows that 62 people (24%) responded with a No and 199 people (76%) had responded with a Yes.

#### Youth topics included;

- Income Generating Projects – need to develop sustainable projects for youths to be able to earn and contribute to the communities.
- Leadership training – the need to develop leadership skills for the youths as they begin to engage in more leadership roles in the community and their growing interest in political and socio-economic activities.

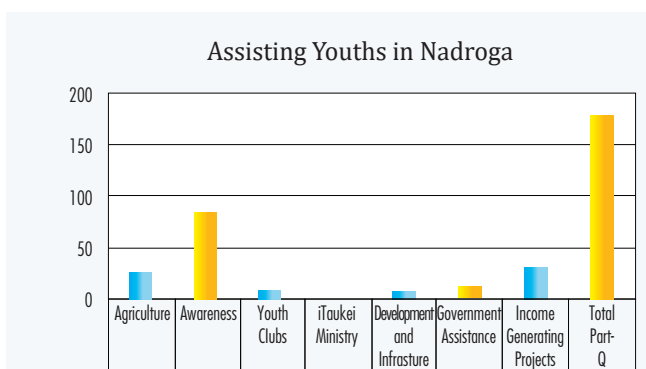


Figure 3.6: illustrates the different aspects of assistance for youths in Nadroga in developing and engaging their skills.

#### KEY:

**Total Part-Q** – Total number of people who filled in the questionnaire

From the analysis of the feedback forms, a large number of participants indicated that they did not understand the presentation on youths and further request for more awareness on the topic, more presentations on the Agriculture, need income generating projects and request for Government assistance.

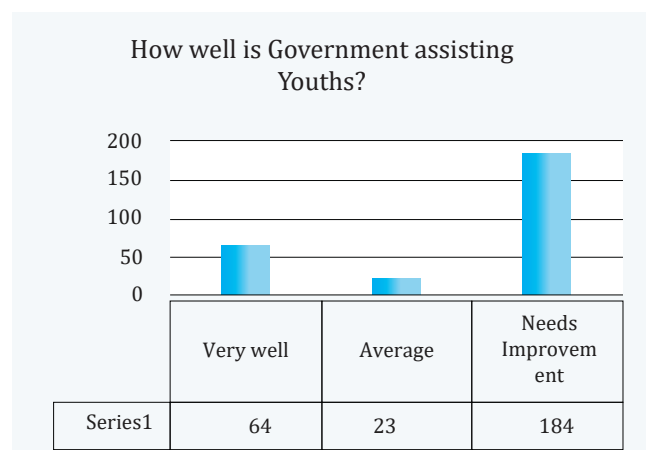


Figure 3.7: The graph shows the response gathered on the assistance given by government towards Youth Groups. It is noted that 184 people (68 %) had highlighted that Government needs to improve its services towards the Youth. 23 people (8%) represent an average performance and 64 people (24%) have stated that the assistance is Very Well.

#### Media

Of the 16 talkback shows conducted 2 of the shows discussed a number of gender issues. The shows focused primarily on income generating projects, women empowerment, female security and the need for more females to be involved in decision making. Although critical issues much of the feedback from members of the public related to welfare assistance. These were recorded and referred to Social Welfare to address.

#### OUTCOME: Rural and Outer Island Development

**OUTPUT:** Rural and Outer Islands – Community Development (Small Grant)

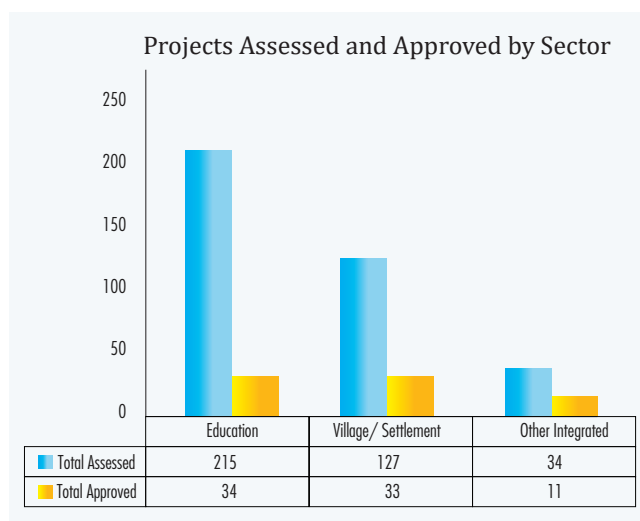


Figure 3.8: The graph shows the number of project received, assessed and approved for the 2016 financial year. The total projects received and assessed for the financial year is 376 of which 215 was for the education sector, 127 for village and settlement development and 34 for other integrated development. Out of the total projects received and assessed, 78 projects were approved for funding for the 2016 financial year of which 34 were for education sector, 33 for village and settlement development and 11 for other integrated development.

From the 78 projects approved for funding under the 2016 Small Grant Scheme, 30 have been completed and 48 are in progress. The 48 in progress projects are anticipated to be completed in July and August 2016.

Projects funded had benefited a wide cross section of the community mostly those located at rural areas and outer islands.

#### New Initiative

- 2016 GIS mapping of all projects. All projects from 2010 to 2015 have been completed.

#### Improvements

- Standardize format of MOA and MOU. This is done in consultation with the SG's office.
- Construction of building to be approved by Local Authority.
- Grant Agreement for Rotuma and Rabi to be reviewed.
- Acquittals of Subvention Fund to be checked by D.O or Commissioner's office
- Fiji Government to provide project proposal on new projects to Chinese Embassy.
- Approval from Ministry of Finance needs to be obtained before vetting of MOA by SG's Office.
- 2016 GIS mapping of all projects. All projects from 2010 to 2015 have been completed. This is done in consultation with the Ministry of Lands.



## Divisional Distribution of SGS Projects Analysis

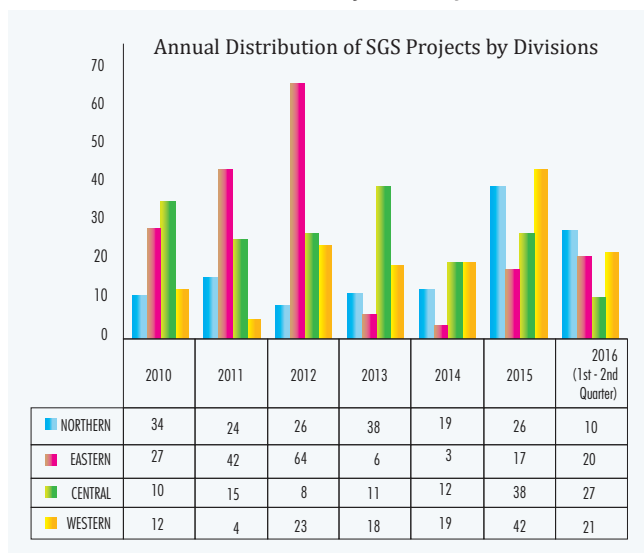


Figure 3.9: The graph illustrates the trends on the divisional distribution of Small Grant Scheme in the last 6 years.

The number of projects funded mostly depends on requests received from the four Divisions subject to the approval of the Prime Minister. Major requests being assisted are related to education, village/settlement improvements based on the need to access clean water, road improvement, better learning environment and access to basic government services through means of transportation such as fiberglass and wooden boats. Most of these projects are community oriented.

In this period, most requests received are from Central and Eastern divisions mostly on requests for village and settlement improvements.

### Major Achievements

- 101 Projects approved with a total cost of \$2.2m.
- Technical Support for New Navua Hospital commenced.
- Marist Brother High School ground confirmed to be upgraded by Chinese Government.
- New Vehicle donated by the Guangdong Provincial Government.
- Facilitation of 4 Chinese Aided Projects namely; Navua Hospital, Somosomo Mini Hydro, Rice Development and Mushroom Projects in Legalega, Nadi.
- Drafting of Rabi/Kio Naturalisation Citizenship Cabinet Paper.
- Completion of the Aided Somosomo Hydro which was handed over on 19th July 2016.
- Commencement of Vatuwaqa and Stinson bridge construction.
- Awarding of tender to the Speed tech company in Taiwan to install the Solar System at War Memorial, Nasese (Aided).

### OUTCOME: Rural and Outer Island Development

#### OUTPUT: Rural and Outer Islands – Community Development (Small Grant)

Eight Aided project logistics were facilitated from 1st to 2nd Quarter of 2016. In the 2nd Quarter, 5 projects were facilitated.

Tabulated hereunder is a summary of the logistic support provided during the 2nd quarter:

Table 1.6: Summarises the logistic support of the Projects approved by the Office.

NO	PROJECT NAME	2ND QUARTER 2016 LOGISTIC SUPPORT
1	Somosomo Mini Hydro Power Supply	<ul style="list-style-type: none"> <li>• Extension of duty concession facilitated from 21/01/16 to 21/01/17.</li> <li>• Extension of work permit up until 30/06/17 was obtained for four personnel.</li> </ul>
2	Juncao (Mushroom) Technology	<ul style="list-style-type: none"> <li>• Work permit extension was sought for 23 personnel engaged on the project as timeline for completion was extended to 31/12/16 following damages at the project site by TC Winston.</li> </ul>
3	Stinson Parade and Vatuwaqa Bridge Projects	<ul style="list-style-type: none"> <li>• Work permits were obtained for 29 personnel of the China Railway 14th Construction Bureau Co. Ltd., the contractor appointed to construct the 2 bridges.</li> <li>• VAT refund totalling \$12,671.00 was paid out on the local purchase of two vehicles.</li> <li>• Facilitated payment of VAT amounting to \$167,810.55 for the clearance of two consignments of items imported from China.</li> <li>• Liaised with the Land Transport Authority on the local registration of a wheel loader, a crane and three mixing trucks imported from China.</li> </ul>
4	Navua Hospital Technical Assistance Project	<ul style="list-style-type: none"> <li>• Work permit valid for three years was obtained for six members of the eight member team appointed to support the technical cooperation with effect from 3rd June 2016 to 3rd June 19.</li> </ul>
5	Guangdong Technical team	<ul style="list-style-type: none"> <li>• Facilitated the delegation logistics visiting the Marist Brother High School and Cathedral School sports ground upgrading</li> </ul>

### OUTCOME: Rural and Outer Island Development

#### OUTPUT: Rural and Outer Islands – Community Development (Small Grant)

### Rotuma Subvention Fund

Rotuma Island is overseen by the Council of Rotuma under the Rotuma Act Chapter 122. In 2016, Council of Rotuma Island was allocated a sum of \$240,000. Of this allocation, \$90,000 was allocated for Operation of the council and \$150,000 for Development.

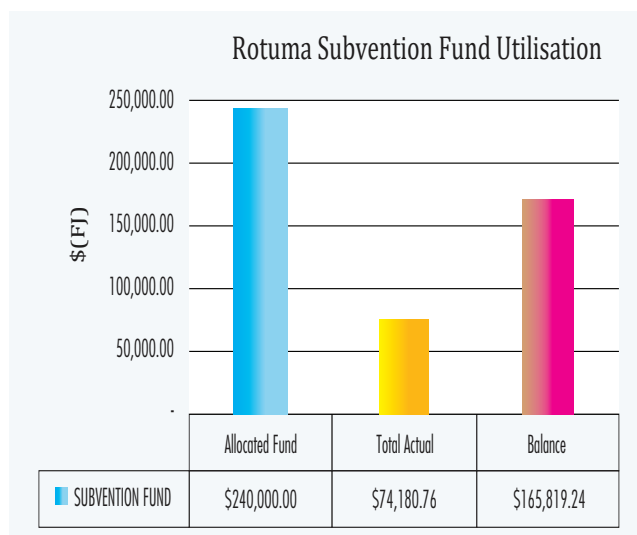


Figure 4.0: The graph shows the utilisation rate of 30.91% for 2016 that is equivalent to \$74,180.76 of which \$41,652.35 was utilized for the funding of development projects and \$32,528.41 was for the grant released to the Council of Rotuma to assist in its operation.

**Development progress: Rotuma/Tuvalu Trade** – 2nd shipment earmarked for August 2016 is deferred to November 2016;  
**Rotuma New Hospital** – 1st phase - Administration Block was completed in December and the 2nd phase (hospital) is on hold awaiting clearance from SG's Office and the Ministry of Health.

#### Rabi Subvention Fund

Rabi Island is been administered by a Rabi Administrator since June 2012. The administrator oversees the functions of the Council and is governed by the Banaban Settlement Act Chapter 123 and Banaban Lands Act Chapter 124. In 2016, Rabi Island Council was allocated a sum of \$155,000.

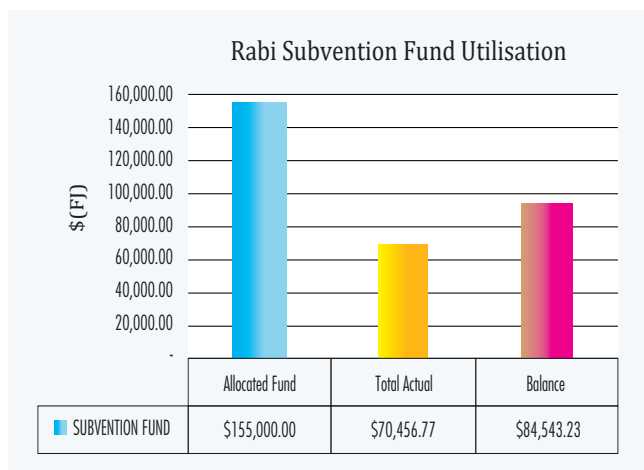


Figure 4.1: The graph shows the utilisation rate of 45.46% that is equivalent to \$70,456.77 of which \$51,496.77 was utilized for development projects and \$18,960.00 was for the grant released to the Rabi Island Council to assist in its operation.

In comparison for the last four years, 2nd Quarter of 2016 has recorded a higher utilisation of funds as a result of proper documentation and adherence to project proposed processes.

**Development progress:** Citizenship Issue – Draft cabinet paper was submitted for to Cabinet Office for editing before submission to Solicitor General Office – Total application for citizenship is 176 people.

#### OUTCOME: Rural and Outer Island Development

**OUTPUT:** Rural and Outer Islands – Community Development (Small Grant)

#### Melanesian Vasu – I - Taukei Fund

The minorities which include the Vanuatu, Solomon and the Melanesian Vasu-i-Taukei live in all parts of Fiji. DCFD is now working to identify and collate all information to assist them in their access to better education, safe water supply and improved basic infrastructure.

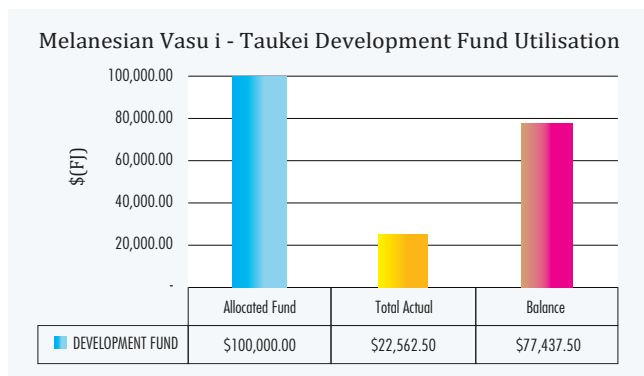


Figure 4.2: The graph shows the utilisation rate of 22.56% for the 2016 financial year that is equivalent to \$22,562.50 which was for 1 project approved to be funded.

In 2016, utilization rate had improved compared to the same period in 2015 and 2014, as DCFD was able to identify and record (database) the Melanesian groups in Taveuni, Tukavesi, and Veisari in Lami and settlements in the Ra province.

#### Development progress:

A community of Solomon descendants is based at Tamavua-i-wai.  
 – The land title at Tamavua-i-wai has two Lots (Lot 1 and 2) which they have acquired through community lease. Majority residing at Lot 1 are iTaukei and those residing at Lot 2 are of Solomon ancestry. To improve basic infrastructure, the Ministry of Lands is conducting the re-survey of boundaries and will conduct consultations for consensus agreement.

#### Kioia Subvention Fund

Kioia Island is operated by the Kioia Island Council. In 2016, Kioia Island Council was allocated a sum of \$70,000. Of this allocation, \$15,000 was allocated for the funding of the operation of the council and \$55,000 for development projects.

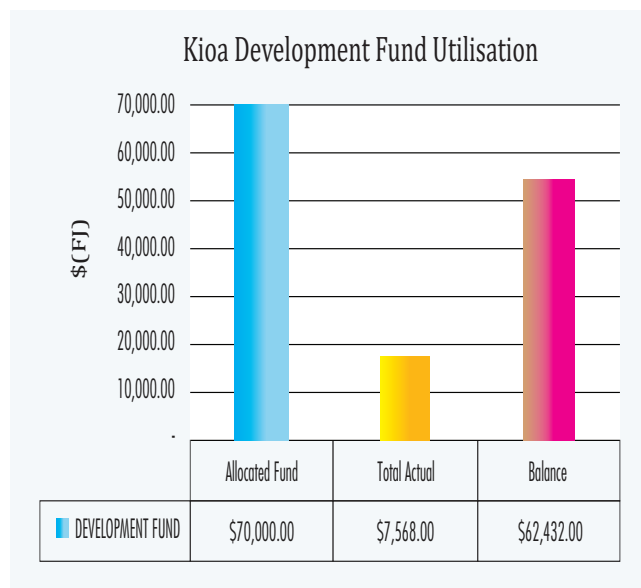


Figure 4.3: The graph shows the utilisation rate of 10.81% that is equivalent to \$7,568.00 which was for 1 project approved to be funded during the 2016 financial year.

The utilization rate in 2016 was 10.81% equivalent to \$7,568.00 for the facilitation of one project. A total of \$16,809.30 was committed; out of this amount \$9,241.30 will be utilized for operation.

There were no improvements shown on the utilization trends from 2010 – 2016. Kioia Island Council is currently prioritising the installation of a Solar System on the island with a total cost of \$0.5m, less than the budgeted amount. Preliminary works have been done for the 300 watts solar home system costing \$3,500 per household excluding labour with 77 houses on the island, which will be funded from the 2016-2017 budgets.

**Development progress:** Citizenship Issue – Draft cabinet paper was submitted for to Cabinet Office for editing before submission to Solicitor General Office – Total application for citizenship is 180 people.

# PART 3

## MANAGEMENT AND ACCOUNTABILITY

### ACCOUNTABILITY FRAMEWORK

- Provide Secretariat Support and Reports on HODs Meetings.
- Eight (8) HOD Meetings were conducted on fortnightly basis from January – July, 2016. The HODs forum provides an opportunity for HODs to present and update each other on activities and achievements. It is also a forum where HODs specific directives, actions are given on critical matters required by the Permanent Secretary or the Hon Prime Minister.

### HUMAN RESOURCES AND ADMINISTRATION

The HR Unit continues to facilitate staffing and workforce needs to meet current requirements and plan for the future staffing needs. The Unit used work force profile, data analysis, trends, research and consultations with HODs and stakeholders to assist in the facilitation of the Unit's outcomes and targets.

### Staff Establishment

Table 1.7: Staff Establishment by classification 2013-2016 (Jan-July)

POSITION	GRADE	2013	2014	2015	2016 (Jan-July)
Prime Minister	PM	1	1	1	1
Permanent Secretary	US01	1	1	1	1
Deputy Secretaries & Secretary to Cabinet	US02	4	4	4	4
Directors	US04	7	7	6	6
Chief Economic Planning Officer	US04	1	1	1	1
Principal Administrative Officer	SS01	3	3	3	3
Principal Economic Planning Officer	SS01	2	2	1	1
Principal Information Officer	SS01	2	2	2	2
Principal Accounts Officer	AC01	1	1	1	1
Senior Administrative Officer	SS02	4	4	4	4
Senior Information Officer	SS02	1	1	1	1
Senior Economic Planning Officer	SS02	3	3	2	2
Senior Research Officer	SC02	2	2	0	0
Senior Accounts Officer	AC02	1	1	1	1
Senior Secretary	SS03	4	3	3	3
Administrative Officer	SS03	8	10	10	11
Accounts Officer	AC03	1	1	1	1
Economic Planning Officer	SS03	4	4	3	3
Information Officer	SS03	1	1	1	1
Research Officer	SC03	4	3	1	0
Assistant Accounts Officer	AC04	3	2	2	2
Executive Officer	SS04	7	7	7	8
Secretary	SS04	7	7	6	7
Typist	SS05	2	2	1	1
Data Entry	IT07	1	1	1	1
Clerical Officer	SS05	13	13	13	13
Receptionist	SS05	0	1	1	1
Established Total		88	88	79	80
GWEs		22	22	29	29
GWE Total		22	22	29	29
OVERALL TOTAL		110	110	108	109

The overall staff establishment for the reporting period was 108, an increase by one post from the year 2015. Three (3) Variation notices were issued to highlight the following changes in the OPM staff Establishment:

- Creation of one (1) Assistant Accounts Officer post.
- Re-grading of one (1) Research Officer to Administrative Officer
- Re-organised structure of OPM following the transfer of the Monitoring and Evaluation Unit (MEU) to the Ministry of Economy. The 10 positions and staff under the MEU were redeployment within the OPM.

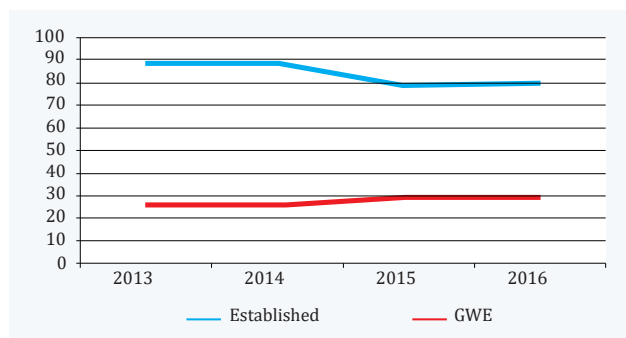


Figure 4.4: The graph below shows the trend of OPM staff establishment in the last three (3) years.

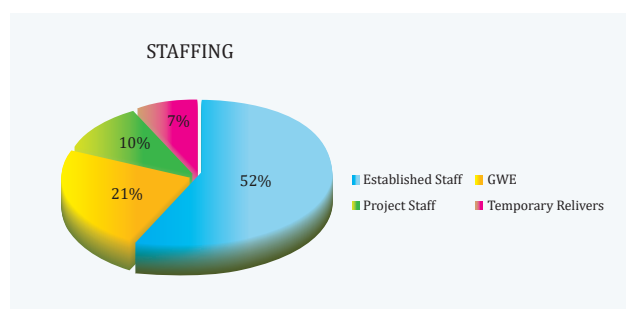


Figure 4.5: The pie chart shows the percentage breakdown of staffing within OPM during the reporting period.

- The Office of the Prime Minister employed a total of 98 people of whom 61 (62%) were established Officers, 20 (21%) Government Wage Earners, 10 (10%) Project Officers and 7 (7%) Temporary Relieving Officers.

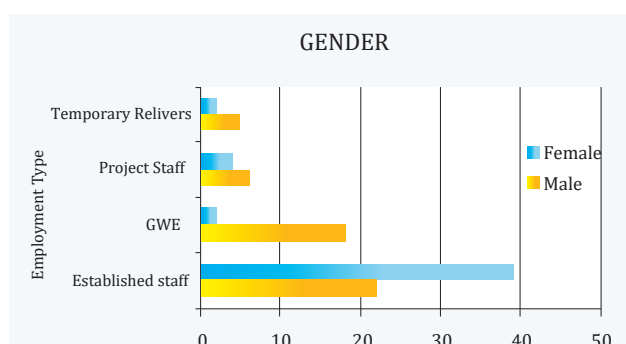


Figure 4.6: The graph illustrates the Gender within OPM which clearly outlines the number of females and males on the different categories of employment.

Staff classification by gender showed that 52% staffs employed by OPM for the period were male while 48% were female staff.

#### Recruitment and Selection

There was no vacant post advertised, however a total of seven(7) new appointments, one (1) contract on promotion, eleven(11) new project appointments, seven (7) new acting appointments, five (5) new temporary relieving appointments, ten (10) extension

of acting appointments, and four (4) revocation of acting appointments were facilitated during the reporting period.

Contract of Service for all non-contracted OPM staff was implemented on 1/1/2016 to ensure consistent process in dealing with staff Terms and Conditions of Employment. Eighteen (18) Established staff and ten (10) Government Wage Earners signed their 3 year contract effective from 1/1/2016.

#### Staff Turnover

A total of six (6) staff turnover were recorded during the period. Two (2) Officers tendered their resignations, three (3) retirements and four (4) Officers were transferred to other Ministries while one (1) was transferred from the Ministry of iTaukei Affairs to the Office of the Prime Minister.

#### Internal Staff posting

Twelve (12) internal postings were facilitated during the period. Following the transfer of the Monitoring & Evaluation Unit (MEU) function to the Ministry of Economy, the ten (10) MEU staffs were re-deployed to other Units within OPM

#### Discipline

A breach of the PSC Code of Conduct is a ground for discipline. Three (3) cases of alleged breaches were facilitated during the period. Warning letters were issued following the conduct of the investigations and disciplinary process.

#### Staff Training

The Office of the Prime Minister (OPM) is committed to foster a learning culture that encourages, supports, and invests in the capabilities development of its Human Resources to enhance OPM's commitment to its Mission, Vision, Values and future service delivery challenges. Opportunities to attend development programs were facilitated by the Unit to enhance staff knowledge, skills and develop staff meet the required work skills. A total of 98% attend training during the reporting period.

#### In-Service (Local)

The Unit in consultation with Training Providers and stakeholders facilitated in-service local trainings for 50% staff on the new recruitment policy guidelines conducted by the Ministry of Civil Service and the Civil Reform Unit. The other programme attended by two (2) Officers was on the Gender Focal Point programme facilitated by the Ministry of Children, Women and Poverty Alleviation.

#### Part-Time Studies

Seven (7) Officers were released to undertake part-time studies at the Fiji National University and University of the South Pacific.

#### In-House

Six (6) In-house programmes were conducted during the period. Programmes are listed below:

- Corporate Services Division Business Plan Awareness programme was conducted on 6 February 2016. Corporate Services Staff attended the half day (1/2) programme.
- Two (2) days refresher programme for Drivers and Messenger/ Cleaners conducted on 10-11 February 2016.
- Half (1/2) day programme on Disciplinary Procedure conducted on 9 March 2016 by the Public Service Disciplinary Tribunal Office. The training was held at Level 3, Training Room with ten (10) attendees. The attendees were from Corporate and DCFO.
- ERP Awareness was conducted on 19/05/16 by the Ministry of Employment. The awareness was held at Level 3, Training Room with ten (10) attendees from Corporate Services Division.
- Induction program was conducted on 3/5/16 for the seven

(7) newly recruited Officers.

- Malcolm Baldrige training was conducted on 21/06/16 and 22/06/16 at Level 3, Training Room. The training was conducted by Mr Taniela of NTPC. HODs and Unit reps attended the two (2) days training.

#### Overseas

Three (3) Officers attended overseas training during the period. The programmes were fully funded as they were part of development cooperation needs offered by donor countries:

- Public Admin & Governance Course sponsored by the Singapore Cooperation Programme from 18/01/16 to 22/01/2016 at the Singapore Ministry of Foreign Affairs. The training is funded by the Singapore government.
- As part of the Human Resources Development aid for Government Officials, the Office of the Prime Minister nominated an Officer to attend the National Development Course from 10/01/16 – 30/01/16 at the National Defense University Fu Hsing Kang College, Taiwan. Three (3) Officers from the OPM had attended the same program offered in the previous years. It is part of staff development offered by the Taiwan Government.
- The Office of the Prime Ministers' nominee was part of the Shaoxing International Friendship City Conference that was conducted in China from 24/5 to 26/5/16.

#### Review of Employment Contract Template.

The employment contract template was revised and issued to the Solicitor General for all contractual appointments. Clause 9 (a) of the contract template was also revised to allow the Ministry give a three (3) months' notice prior to the termination of a contract instead of the one (1) month notice.

#### Absence and Leave Management

##### Leave Management

Leave Management involved the collation of leave applications and updating of individual staff leave records, provide leave status to staff, track leave utilisation and submit report when required, consolidate daily staff attendance, late arrival records and seek approval for deductions of salary, consolidate daily staff attendance, late arrival records and seek approval for deductions of salary, consolidate overtime hours and recommend necessary approval for payment.

A total of 828 leave applications were facilitated by the Division. Tabulated below are the numbers of days utilised by Officers:

Table 1.8: Outlines the number of leave days utilised by Division

Division	Annual Leave	SLWSS	SLWOSS	Bereave-ment Leave	Total
Cabinet Office	33	84	31.75	20	168.75
Executive Office	68	50	21.5	12	151.5
Private Office	56.75	47	10	8	121.75
Policy Division	203.5	121.5	39	16.5	380.5
DCFO	572.25	374.5	152	91.5	1190.25
CSD	174.5	38	42.5	6	261
GWE	44.75	27	1	13.75	86.5

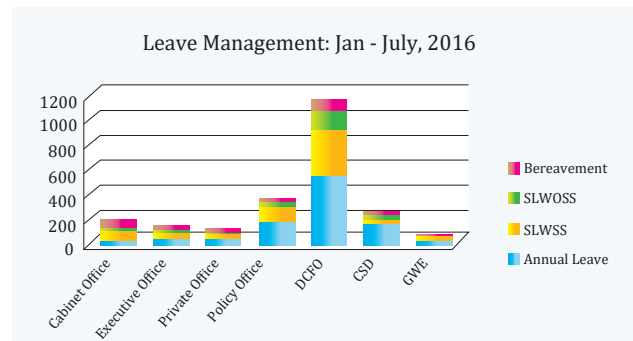


Figure 4.7: Illustrate the number of leave days utilised

The highest number of leave days were utilised by the Development Co-operation and Facilitation Office followed by the Policy Division. Annual Leave continued to be the highest leave type utilized in most Division/ Unit.

#### Time and Attendance

Daily staff arrival and departure time had been captured through the bio-metric system administered by the Human Resources Unit. The Unit processed and compiled GWEs and Temporary Officers weekly timesheet.

#### OUTCOME: Public Sector Reform

#### OUTPUT: Administrative Management

##### Record Management

- The Registry Unit registered 1,565 correspondences received through mails from Post Office and was hand delivered to the Complaint Unit. The correspondences were categorised according to their nature which falls under the complaints, request for assistance, and official correspondences were then demarcated according to the various Permanent Secretary responsible.
- During the period, the Registry Unit identified number of referrals to various Ministries and its issues, as follows:
- Ministry of Rural & Maritime as it was post Cyclone Winston – distribution of food ration, assistance for building homes, etc.
- Ministry of Lands and Ministry of iTaukei – land lease renewal extension, village boundaries and land developments
- Ministry of Education – maintenance and construction of school building, tuition, complaints against teachers, extra marital affairs and Managements.
- Ministry of Infrastructure and Transport – infrastructure development.

##### Transport Management

The Ministry maintained a total of twenty one (21) vehicles during the period. A total of 10 vehicles were assigned to the Hon. PM's team, five (5) for OPM transport pool, one (1) for the PS, one (1) for Cabinet Office, three (3) for the Private Office and one (1) for the former President.

- Vehicle Maintenance and Fuel  
The total cost of vehicle maintenance for the financial period was \$68, 876.47. Maintenance was used for the Hon. Prime Minister's tour at the post Cyclone Winston and a vehicle accident by a pool driver.

The total cost of fuel utilised by the 21 vehicles during the period totalled \$64,522.73.

- Vehicle Accident  
One (1) vehicle, GP 620 was involved in accident. The cost of damages and repairs was \$750.00. The driver, Kemueli Qio, was surcharged accordingly.



## Procurement

The total cost of office stationeries and other items requested by officers totalled \$157,951.08; the cost had increased due to the bulk purchase towards the end of the financial year and the request for the provision of Fiji Water and Aqua Safe Water for the Hon. Prime Minister and his team.

## Asset Management

During the period, officers from various Units within OPM were appointed to be Office Superintendents. This will assist in the manning of all procurement requests and entering of all assets and fixed assets within their respective Unit accordingly. Fixed Asset registers were opened and updated accordingly. In compliance with the Fixed Asset Policy, relevant template was circulated to all Office Superintendents to enter all fixed assets above \$2,000.

## Logistics Management

The Office reported on the deliverables undertaken during the year. Below are the logistical activities facilitated:

- Facilitation and purchase of requested items for the Hon. Prime Minister's Household;
- Participation of OPM in the Government Building Security Meeting;
- Security report provided by the Matrix Risk Management Limited – Corporate Services Division, Carnavon Street;
- Events Coordination on OPM scheduled events during the quarter which GWEs provided supported services;
- Maintenance of Office Buildings;
- Hon. Prime Minister's Logistics services;
- Payments of meal claims for Hon. Prime Minister's Security Guards;
- Maintenance of the Office Buildings; and
- Events Coordination within OPM that were facilitated by the team.

## Occupational Health and Safety (OHS)

The Ministry appointed members of OHS Committee to facilitate and oversee the welfare of Officers for the year. The Committee facilitated the renewal of the workplace registration and OPM have been identified as a safe work environment. The committee implemented strategic ways of alerting Officers to be aware of when faced with emergency.

## Productivity

The Productivity Unit was set up to assist in the standardisation of documentations, review of forms in OPM, review of the standard operating procedures, research and the reviewed of the Risk Management Policy and plan. As part of the Productivity deliverables, the Office have formulated an excel database in capturing the Malcolm Baldrige categories and activities to identify the linkage of each category to the deliverables of OPM. Furthermore, the Unit is monitoring all internal Committees within the Office of the Prime Minister.

## OUTCOME: Gender Equality & Women in Development

### OUTPUT: Gender Inclusivity for all relevant programs

The Office reported on the sex disaggregated data facilitated during the year through staff establishment, facilitation of appointments and trainings attended. Tabulated below are the details:

Table 1.9: shows the sex disaggregated data facilitated through staff establishment, facilitation of appointments and trainings.

Particulars	Male	Female
Staff Establishment	56	62
Staff Establishment	56	62
Facilitation of Appointments	32	45
Trainings	48	91
TOTAL	138	198

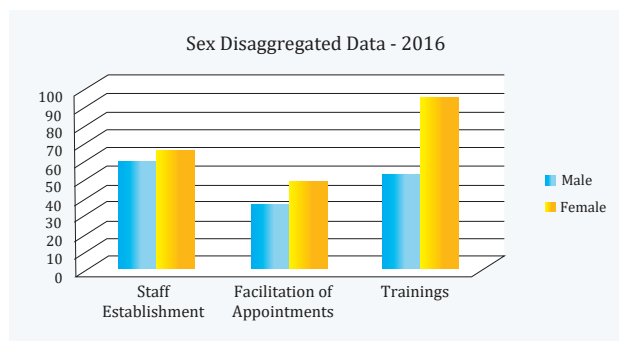


Figure 4.8: Illustrates the data for male and females on each respective activity.

## FINANCE MANAGEMENT

The activities undertaken were categorized under the Outputs of the Unit in the ACP and as in the Business Plan. Some of our major achievements are:

- Timely submission of the 2015 Agency Financial Statement [AFS]
- Timely submission of Annual Procurement Plan [APP] to Ministry of Economy
- Submission of FI68 report after each quarter
- Submission of Reconciliations to Ministry of Economy
- Submission of 2016 – 2017 Budget Request
- Coordinating 2nd Quarter Accounting Heads Meeting at Office of the Prime Minister
- Review of Office of the Prime Minister Finance Manual
- Internal audit recommendation that has been implemented
- Providing Monthly / Quarterly Expenditure Report to HOD

## Innovation

Some activities were implemented that contributed to organisational improvement of the office are:

- Verbal Quotation Form (New)  
The accounts team came up with an idea of designing of a Verbal Quotation Form that will assist staff in requesting for an item below \$1000.00. This is to allow them to capture all the required details and information that is needed for a particular procurement.
- Accountable Advance Memo (New)  
Accounts team has also identified an important area that is very crucial when handing out advance to officers. This memo basically highlights the timeline for retiring of advance and its penalties given when fail to comply with advance policy.

## IT UNIT

The Unit provides level support on OPM telephone system. There were tasked given and the Unit have implemented and improved IT activities such as configuration of PSOPM devices, wiping of data (format of PC), creation of new group email; and purchase of new computers and laptops.

The Unit provides IT support to OPM staff undertaking responsibilities such as: internet connection, printing problem, configuration of printer (network), maintenance and servicing of PCs, configuration of official mobile phones to access govnet email; and setting up of multi-media for meetings and trainings conducted within the Office of the Prime Minister's training room.

# PART 4

## FINANCIAL STATEMENT

### OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



6-8<sup>TH</sup> Floor, Ratu Sukuna House  
2-10 McArthur St  
P.O.Box 2214, Government Buildings  
Suva, Fiji

Telephone: (679) 330 9032  
Fax: (679) 330 9812  
Email: [info@auditorgeneral.gov.fj](mailto:info@auditorgeneral.gov.fj)  
Website: <http://www.oag.gov.fj>



File 345

15 May 2017

Hon. Josaia Voreqe Bainimarama  
Prime Minister  
Office of the Prime Minister  
Government Buildings, New Wing  
SUVA

Dear Hon. Bainimarama

---

#### AUDITED AGENCY FINANCIAL STATEMENTS OF THE OFFICE OF THE PRIME MINISTER FOR THE SEVEN MONTH PERIOD ENDED 31 JULY 2016

---

The audited Agency Financial Statements for the Office of the Prime Minister for the period ended 31 July 2016 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Permanent Secretary for their necessary action.

Yours sincerely

Ajay Nand  
Auditor General

Cc. Permanent Secretary – Office of the Prime Minister

## OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



6-8<sup>th</sup> Floor, Ratu Sukuna House  
2-10 McArthur St  
P.O.Box 2214, Government Buildings  
Suva, Fiji

Telephone: (679) 330 9032  
Fax: (679) 330 9812  
Email: [info@auditorgeneral.gov.fj](mailto:info@auditorgeneral.gov.fj)  
Website: <http://www.oag.gov.fj>



File 345

15 May 2017

Hon. Josaia Voreqe Bainimarama  
Prime Minister  
Office of the Prime Minister  
Government Buildings, New Wing  
SUVA

Dear Hon. Bainimarama

---

### AUDITED AGENCY FINANCIAL STATEMENTS OF THE OFFICE OF THE PRIME MINISTER FOR THE SEVEN MONTH PERIOD ENDED 31 JULY 2016

---

The audited Agency Financial Statements for the Office of the Prime Minister for the period ended 31 July 2016 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Permanent Secretary for their necessary action.

Yours sincerely

Ajay Nand  
**Auditor General**

Cc. Permanent Secretary – Office of the Prime Minister



OFFICE OF THE PRIME MINISTER  
AGENCY FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 31 JULY 2016

---

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT.....	3
MANAGEMENT CERTIFICATE .....	5
STATEMENT OF RECEIPTS AND EXPENDITURE.....	6
APPROPRIATION STATEMENT .....	7
STATEMENT OF LOSSES.....	8
CHINESE GRANT TRUST FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS.....	9
TAIWAN GRANT TRUST FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS .....	10
RETENTION FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS .....	11
MAHOGANY INDUSTRY COUNCIL FUND – STATEMENT OF RECEIPTS AND PAYMENTS.....	12
NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS .....	13

# OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



6-8<sup>th</sup> Floor, Ratu Sukuna House  
2-10 McArthur St  
P.O.Box 2214, Government Buildings  
Suva, Fiji

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



## INDEPENDENT AUDITOR'S REPORT

### Audit Opinion

I have audited the agency financial statements of the Office of the Prime Minister, which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses, Statement of Receipts and Payments Chinese Grant, Statement of Receipts and Payments Taiwan Grant, Statement of Receipts and Payments Retention Fund and Statement of Receipts and Payments Mahogany Industry Council Fund for the 7 months period ended 31 July 2016, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements for the period ended 31 July 2016 are prepared in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the Finance Instructions 2010.

Without qualifying the opinion expressed above, attention is drawn to the following matter;

- The Trust Fund account Statement of Receipts and Expenditure for Mahogany Industry Council includes Trust Receipts for License fees of \$1,110,987. The Office did not perform monthly reconciliations between the log harvested/sold by the Fiji Hardwood Corporation Limited and the fees collected from Licensees. The Council is yet to determine the total accounts receivables as at 31 July 2017.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Ministry in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Management's Responsibilities for the Financial Statements

The management of the Office of the Prime Minister are responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the 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 misstatements, whether due to fraud or error.

### Auditor's Responsibilities

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 and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

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

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



Ajay Nand  
AUDITOR GENERAL



Suva, Fiji  
15 May 2017

**OFFICE OF THE PRIME MINISTER**

**MANAGEMENT CERTIFICATE  
FOR THE PERIOD ENDED 31 JULY 2016**

---

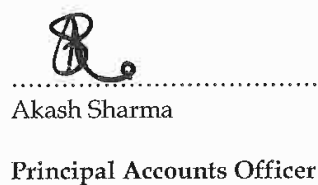
We certify that the agency financial statements:

- (a) fairly reflect the financial performance of the Office of the Prime Minister for the period ended 31 July 2016; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and Finance Instructions 2010.



.....  
Yogesh Jitendra Karan  
Permanent Secretary

Date: 09/05/17



.....  
Akash Sharma  
Principal Accounts Officer

Date: 09/05/17

**STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE PERIOD ENDED 31 JULY 2016**

	Notes	2016 (\$)	2015 (\$)
<b>RECEIPTS</b>			
State Revenue		47,664	954,654
<b>TOTAL REVENUE</b>		<b>47,664</b>	<b>954,654</b>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff		1,464,308	2,939,578
Government Wage Earners		275,447	439,630
Travel & Communication	3 (a)	813,869	979,868
Maintenance & Operations		478,457	733,648
Purchase of Goods & Services		146,342	387,878
Operating Grants & Transfers		512,690	663,550
Special Expenditure		146,605	154,038
<b>Total Operating Expenditure</b>		<b>3,837,718</b>	<b>6,298,190</b>
<b>Capital Expenditure</b>			
Capital Grants & Transfers	3 (b)	2,036,944	6,039,927
<b>Total Capital Expenditure</b>		<b>2,036,944</b>	<b>6,039,927</b>
Value Added Tax		90,081	215,043
<b>TOTAL EXPENDITURE</b>		<b>5,964,743</b>	<b>12,553,160</b>

OFFICE OF THE PRIME MINISTER

APPROPRIATION STATEMENT  
FOR THE PERIOD ENDED 31 JULY 2016

SEG	Item	Budget Estimate (\$)	Appropriation Changes Note 4 (\$)	Revised Estimate a (\$)	Actual Expenditure b (\$)	Carry- Over (\$)	Lapsed Appropriation (a-b) (\$)
	<b>Operating Expenditure</b>						
1	Established Staff	2,936,529	---	2,936,529	1,464,308	---	1,472,221
2	Government Wage Earners	537,276	---	537,276	275,447	---	261,829
3	Travel & Communication	2,207,720	(105,000)	2,102,720	813,869	---	1,288,851
4	Maintenance & Operations	783,700	(95,000)	688,700	478,457	---	210,243
5	Purchase of Goods & Services	429,900	109,007	538,907	146,342	---	392,565
6	Operating Grants & Transfers	815,000	---	815,000	512,690	---	302,310
7	Special Expenditure	258,100	90,993	349,093	146,605	---	202,488
	<b>Total Operating Expenditure</b>	<b>7,968,225</b>	<b>---</b>	<b>7,968,225</b>	<b>3,837,718</b>	<b>---</b>	<b>4,130,507</b>
	<b>Capital Expenditure</b>						
10	Capital Grants & Transfers	7,200,000	---	7,200,000	2,036,944	---	5,163,056
	<b>Total Capital Expenditure</b>	<b>7,200,000</b>	<b>---</b>	<b>7,200,000</b>	<b>2,036,944</b>	<b>---</b>	<b>5,163,056</b>
13	Value Added Tax	331,200	---	331,200	90,081	---	241,119
	<b>TOTAL EXPENDITURE</b>	<b>15,499,425</b>	<b>---</b>	<b>15,499,425</b>	<b>5,964,743</b>	<b>---</b>	<b>9,534,682</b>

## OFFICE OF THE PRIME MINISTER

### STATEMENT OF LOSSES FOR THE PERIOD ENDED 31 JULY 2016

---

#### Loss of Money

There was no loss of Money recorded for the period ended 31 July 2016.

#### Loss of Revenue

For the financial period ended 31 July 2016, there was no loss of revenue recorded.

#### Loss of Assets

There was no loss of fixed asset recorded for the period ended 31 July 2016. However, the following items worth \$4,532 were written off, following the Board of Survey for the period ended 31 July 2016.

Section	Amount (\$)
General Administration	1,347
Private Office	1,049
Implementation Coordinating Office	1,630
Development Cooperation & Facilitation	506
<b>Total</b>	<b>4,532</b>

OFFICE OF THE PRIME MINISTER

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE PERIOD ENDED 31 JULY 2016

	Notes	2016 (\$)	2015 (\$)
<b>RECEIPTS</b>			
Interest		178	1,370
Refunds		8,948	8,210
<b>Total Receipts</b>		<u>9,126</u>	<u>9,580</u>
<b>PAYMENTS</b>			
Assistance to Schools		---	119,260
Assistance to Settlements		---	9,877
Assistance to Other Integrated Projects		---	494,862
Netball Fiji Sponsorship		---	80,000
Withholding Tax		18	274
Transfer to Retention Fund Account		---	937,873
Withdrawal Transfer - Bank Fees		40	40
<b>Total Payments</b>		<u>58</u>	<u>1,642,186</u>
Net Surplus/ (Deficits)		9,068	(1,632,606)
Adjustment of Foreign Cheque		---	8,400
Opening balance as at 1 January		351,862	1,976,068
<b>Closing Balance as at 31 July 2016</b>	3 (c)	<u>360,930</u>	<u>351,862</u>



OFFICE OF THE PRIME MINISTER

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE PERIOD ENDED 31 JULY 2016

	Notes	2016 (\$)	2015 (\$)
<b>RECEIPTS</b>			
Interest Received		21	119
Other Receipts		41,849	—
Taiwan Cash Grant		—	211,893
<b>Total Receipts</b>		<b>41,870</b>	<b>212,012</b>
<b>PAYMENTS</b>			
Assistance to Community Projects		—	113,900
Assistance to Schools		—	170,787
Transfer to Retention Fund		—	5,000
Withdrawal Transfer – Bank Fees		43	—
<b>Total Payments</b>		<b>43</b>	<b>289,687</b>
Net Surplus/(Deficit)		41,827	(77,675)
Opening Balance as at 1 January		8,253	85,928
<b>Closing Balance as at 31 July 2016</b>	3 (d)	<b>50,080</b>	<b>8,253</b>

OFFICE OF THE PRIME MINISTER

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE PERIOD ENDED 31 JULY 2016

	Notes	2016 (\$)	2015 (\$)
<b>RECEIPTS</b>			
Interest		474	925
Retention for Nawaka River Dredging		---	175,971
Retention for Ba River Dredging		---	330,431
Retention for Nadi River Dredging		---	431,471
Development fund for Grass root People		---	5,000
Retention for Rabulu Sanatan Primary School		---	4,830
Contribution Keyasi Hospital		---	5,000
<b>Total Receipts</b>		<b>474</b>	<b>953,628</b>
<b>PAYMENTS</b>			
Bank fee		40	20
Resident Withholding Tax		47	185
<b>Total Payments</b>		<b>87</b>	<b>205</b>
Net Surplus		387	953,423
Opening Balance as at 1 January		953,423	---
Closing Balance as at 31 July 2016	3 (e)	<b>953,810</b>	<b>953,423</b>

OFFICE OF THE PRIME MINISTER

**MAHOGANY INDUSTRY COUNCIL FUND - STATEMENT OF RECEIPTS AND PAYMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2016**

	Notes	2016 (\$)	For the period from 17/07/15 to 31/12/15 (\$)
<b>RECEIPTS</b>			
Interest		8,478	1,628
Transfer from Ministry of Finance		44,164	321,451
License Fees		1,110,987	583,490
Reversal Withholding Tax		76	---
<b>Total Receipts</b>		<b>1,163,705</b>	<b>906,569</b>
<b>PAYMENTS</b>			
Bank chargers		76	39
Withholding Tax		923	326
<b>Total Payments</b>		<b>999</b>	<b>365</b>
Net Surplus		1,162,706	906,204
Opening Balance as at 1 January		906,204	---
<b>Closing Balance as at 31 July 2016</b>	3 (f)	<b>2,068,910</b>	<b>906,204</b>

## OFFICE OF THE PRIME MINISTER

### NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2016

---

#### NOTE 1: REPORTING ENTITY

##### Office of the Prime Minister

The role of the Office of the Prime Minister (OPM) is to provide sound coherent policy advice to the Hon. Prime Minister and the Cabinet under Section 91 and Section 92 of the Constitution of the Republic of Fiji. The Office of the Prime Minister has vigilant oversight of national policies and high visibility engagement across the civil service in pursuit of the government's objectives.

The Office of the Prime Minister under the Ministerial Assignment of the Prime Minister, co-ordinate, facilitate, monitor and evaluate government programs implementation, and promote the dissemination of government intentions and objectives within the Office of the Prime Minister viz, the Cabinet Office (CO), Private Office (PO), Policy Division (PD), Development Cooperation Facilitation Office (DCFO) (includes the Rotuma Affairs, Rabi & Kioa) and Corporate Services Division (CSD).

#### 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 are prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The agency financial statements are presented in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the requirements of Section 71 (1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

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

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

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

## OFFICE OF THE PRIME MINISTER

### NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2016 (continued...)

---

#### (c) Comparative Figures

The Office changed its reporting period from 1 August to 31 July as per the Ministry of Economy circular number 04/16 due to a change in the whole of government reporting period.

Hence, the 2016 financial reporting period is for 7 months effective from 1 January 2016 to 31 July 2016. In comparison, the 2015 financial reporting period is for 12 months effective from 1 January 2015 to 31 December 2015. This was provided for in the Financial Management (Amendment) Act 2016.

#### (d) Revenue Recognition

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

#### NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Travel and Communication expenditure for the financial period ending 31 July 2016 was \$813,868.49. This mainly consisted of cost related to Honourable Prime Minister as the Head of State and his entourage for local/overseas engagements and the Rio Olympics.
- (b) The Capital Grant and Transfer expenditure for the financial period ending 31 July 2016 was \$2,036,944.37. The reduction in the expenditure was mainly due to the management's heavy involvement in Cyclone Winston rehabilitation work, short financial period and the tender processes involved for the project implementation.
- (c) Chinese Grant Trust Fund Account – records grants that are provided by the Chinese Government to the Fiji Government through bilateral agreements. The grant agreement outlines the purpose and conditions for the utilisation of the funds. The balance as at 31 July 2016 is \$360,930.
- (d) Taiwan Grant Trust Fund Account – records grants that are provided by the Taiwanese Government to the Fiji Government through bilateral agreement. The grant agreement outlines the purpose and conditions for the funds. The balance as at 31 July 2016 \$50,080.
- (e) Retention Fund Account – maintains 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. The balance as at 31 July 2016 is \$953,810.

## OFFICE OF THE PRIME MINISTER

### NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2016 (continued...)

- (f) Mahogany Trust Fund Account – records Mahogany License proceed received on a monthly basis from Mahogany License holders. This account was previously handled by Treasury Section of the Ministry of Economy and was transferred to OPM in August 2015. The balance as at 31 July 2016 is \$2,068,910.

#### NOTE 4: APPROPRIATION MOVEMENTS

There were no redeployments of the Office's funds during the period ended 31 July 2016. Other movements were made through virement as follows:

Virement Number	From	To	Amount (\$)
V01/2016	SEG 5	SEG 7	90,993
V02/2016	SEG 4	SEG 4	30,000
V03/2016	SEG 1	SEG 1	50,000
V04/2016	SEG 4	SEG 4	25,000
	SEG 4	SEG 3	20,000
V05/2016	SEG 3	SEG 5	100,000
	SEG 4	SEG 5	100,000
V06/2016	SEG 1	SEG 1	25,000
V08/2016	SEG 3	SEG 4	20,000
	SEG 3	SEG 4	20,000
V09/2016	SEG 4	SEG 3	15,000
V10/2016	SEG 2	SEG 2	4,064



**Office of The Prime Minister**

P.O.Box 2353 Government Building, Suva.

New Wing, Government Building, Suva.

Ph: 3211300/ Fax: 3317620

Web: [www.pmooffice.gov.fj](http://www.pmooffice.gov.fj)