



OFFICE OF THE PRESIDENT

ANNUAL REPORT

2016 – JULY 2017

Parliament Paper  
No. 35/2019





15 January 2019

Hon. Voreqe Bainimarama  
Prime Minister  
Office of the Prime Minister  
Government Buildings  
SUVA

Ufs: Permanent Secretary, Office of the Prime Minister

Dear Sir

I have the pleasure in submitting to you, for presentation to Parliament, the Annual Report of the Office of the President for the year 2016 to the financial year that ended 31<sup>st</sup> July 2017, in accordance with the Financial Management Act 2004 that requires Government agencies to table their Annual Reports before Parliament.

The Report highlights the Office's performance in facilitating services for His Excellency the President and contributing to the outcome targets by Government.

The Report also illustrates the effort and achievements of the Office of the President.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'G. P. N. Baleinabuli', is written over a horizontal dotted line.

G. P. N. Baleinabuli  
Official Secretary to the President

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# CHAPTER 1– .....OVERVIEW

2016 marks the first year of His Excellency the President Major-General (Ret'd) Jioji Konusi Konrote's term as Head of State.



Figure 1: His Excellency the President, Madam First Lady, Mrs. Mary Bainimarama and the Honourable Prime Minister immediately after the swearing-in of the President in 2015



Figure 2: The President of the Republic of Fiji His Excellency Major-General (Ret'd) Jioji Konusi Konrote [CF, OF (Mil), MC, SBSt.J, MSD, OMRI, NOC] and the Madam First Lady Sarote Konrote in 2016



## OFFICIAL SECRETARY'S REVIEW

This Report covers the periods from January to July 2016 and from August 2016 to July 2017 when Government adopted a new financial year.

### 1.1.1

#### YEAR IN REVIEW

His Excellency the President Major-General (Ret'd) Jioji Konusi Konrote took up office in November 2015 with an overriding objective to dedicate his entire time to serving the Nation. He specifically chose to continue the high work rate set by his predecessor. In a 12-month period, His Excellency attended to 371 engagements and 380 when counting from August 2016 to July 2017, making it the highest number of engagements for any Fijian Head of State in recorded history. It meant that, domestically, His Excellency met with a broad cross section of society in promoting his vision as the Pillar of National Unity. He was also able to advance Fiji's interests within the international community, especially in strengthening diplomatic relations at the highest level, reassuring the international community of Fiji's commitment to contribute to a peaceful world through peacekeeping operations, and to champion climate change.

His Excellency took on the role as Fiji's lead advocate and champion in the national effort to eradicate Non-Communicable Diseases in January 2016 and has since then made this a priority engagement in both his official and personal calendars.

2016 also saw His Excellency undertake his first official visit abroad as Fiji's Head of State. He visited 11 countries meeting with seven Heads of States and Governments – a record feat in itself - whilst also visiting Fiji's peacekeeping troops and diplomatic missions. The visit included calling on Her Majesty Queen Elizabeth II in London; on the Acting Prime Minister of Belgium Honourable Didier Reynders; the Prime Minister of Lebanon Honourable Tammam Salam; the President of Iraq His Excellency Fuad Masum; the President of Ethiopia His Excellency Mulatu Teshome; the President of South Sudan His Excellency Salva Kiir Mayardit; and the Crown Prince of Abu Dhabi and Deputy Supreme Commander of the United Arab Emirates Armed Forces, His Excellency Sheik Mohamed bin Zayed bin Sultan Al-Nahyan, among other high-level dignitaries including the Secretary-General of the Africa Caribbean and Pacific Group Dr. Patrick Gomes. Following the meeting with the Crown Prince of Abu Dhabi, the Gulf Cooperation Council confirmed its support towards Fiji's bid to be the President of COP23.

His Excellency also had a telephone conversation with the President of Israel His Excellency Reuven Rivlin whom he was scheduled to meet, but had to forgo following the delay of his flight from Jordan - heavy fog from changing climatic conditions was the cause.

His Excellency also visited and provided moral encouragement and support to virtually all of Fiji's major peacekeeping troops serving under the United Nations Interim Forces In Lebanon (UNIFIL), the United Nations Assistance Mission in Iraq (UNAMI), the United Nations Disengagement Observer Force (UNDOF) in the Golan Heights, the Multinational Force Observer Group (MFO) in Sinai and the United Nations Mission in South Sudan (UNMISS). The diplomatic missions he visited included the Fijian Embassy in Seoul; the Mission in London; the Embassy in Brussels; the Embassy in Ethiopia; and the Embassy in Abu Dhabi.

One of the highlights in 2017 was His Excellency's visit to Rome in March, where he met with His Holiness Pope Francis, following his official engagements with the Food and Agriculture Organisation. His Holiness is also a climate change champion having recently published a book entitled the *Laudato Si* which encourages all people of the world to take swift and unified global action to address climate change.

In the administrative and financial management front, the Office achieved its goal of zero-audit queries in the 2016-2017 fiscal year – a demonstration that the operational transformations as a result of Government's Civil Service, financial and institutional reforms, are being realised.

It was an honour for the Office to be able to facilitate all of His Excellency's engagements on behalf of the Nation. I extend my sincere appreciation and gratitude to the Office of the Prime Minister including the Honourable Prime Minister and the Permanent Secretary, and to Government as a whole for the continued support towards His Excellency the President and his Office. Special thanks are due to the Ministry of Foreign Affairs and all the Heads of Missions, and the Ministry of Defence together with the Republic of Fiji Military Forces, who all contributed to His Excellency's successful visits abroad. I also wish to record my sincere appreciation to all the staff in the Office of the President, and their respective families.



G.P.N. Baleinabuli  
Official Secretary



### 1.1.2 OFFICE OUTLOOK

- Under the new President, the Office will renew and continue to strengthen all manner of support services towards His Excellency the President to enable His Excellency to fulfill all his Constitutional obligations.
- The Office will continue to facilitate His Excellency's diplomatic and community engagements. This includes supporting His Excellency's role of championing the fight against Non - Communicable Diseases.
- The Office will continue to ensure that more deserving Fijians and friends of Fiji are awarded under Fiji's Honours and Awards Act.
- Under the Government reforms, the Office will position itself to facilitate required changes. It will also support the Government initiatives in progressing and moving Fiji forward both locally and in the International arena.
- The Office will continue to strengthen its focus on improved human resources development and capacity-building.
- It will strengthen its financial management capabilities, and will place greater focus on monitoring and evaluation of its entire operations.
- The Office of the President continues to be guided by the Constitution amongst other legislations and requirements.





## CHAPTER 2 – .....CORPORATE DETAILS



## 2.0 AGENCY OVERVIEW

2.1	VISION	To Be the Pillar of National Unity
2.2	MISSION	<p>The primary mission of the Office of the President is to support the President in fulfilling his obligations as the Executive Authority of the State. The Office of the President will work in accordance with all relevant legislations including the Constitution and the Honours and Awards Act 1995, among others; it provide outstanding facilitative services to its customers including all members of the public and both local and foreign dignitaries; it will emphasise the importance of its human resources and accommodate their creative and innovative abilities in the pursuit of service excellence; and will operate within its budget and allocated resources whilst investing in technology to improve the efficiency and effectiveness of service delivery.</p>
2.3	VALUES	<p>The Office of the President shall uphold the core of intrinsic values consistent with the values espoused by the Public Service as articulated in the Constitution.</p> <p>The values and principles of State Service include:</p> <ul style="list-style-type: none"><li>✦ High standard of professionalism, including ethics and integrity;</li><li>✦ Prompt and faithful implementation of Government policies and administration of laws;</li><li>✦ Being free from corruption;</li><li>✦ Efficient, effective and economic use of public resources; prompt response to requests and questions and delivery of service to the public in a respectful, effective, impartial, fair and equitable manner;</li><li>✦ Accountability for administrative conduct;</li><li>✦ Transparency including:<ul style="list-style-type: none"><li>○ Timely, accurate disclosure of information to the public;</li><li>○ Prompt, complete and candid reporting to Parliament as required by law;</li></ul></li><li>✦ Cultivation of good human resource management and career development practices, to maximise human potential; and</li><li>✦ Recruitment and promotion based on objectivity, impartiality and fair competition, ability, education, experience and other characteristics of merit.</li></ul>



## **2.4      LEGISLATIONS & DOCUMENTS**

The Office of the President is guided by the following legislations and documents:

- ✦ The Constitution
- ✦ Honours and Awards Act 1995
- ✦ The 5-Year and 20-Year National Development Plans
- ✦ Finance Management Act 2004
- ✦ Financial Instructions 2010
- ✦ Agency Financial Manual 2015
- ✦ Fiji Procurement Act 2010
- ✦ Occupational Health and Safety at Work Act 1996
- ✦ Fiji National Provident Fund Decree 2011
- ✦ Employment Relations Promulgation 2007

## **2.5      ROLES & RESPONSIBILITIES**

Accordingly, the role and responsibilities of the Office of the President are specifically:

- ✦ To ensure that the responsibilities of the President under the Constitution and other relevant Legislations are carried out effectively and efficiently
- ✦ To facilitate the proper administration of the Office including the effective utilisation of the budgetary provision in accordance with Public Service Rules and Regulations and the Financial Regulations, respectively
- ✦ To provide domestic support services to His Excellency the President, including the proper care and maintenance of all the Presidential properties
- ✦ To provide secretariat support services in the administration of the Fiji Honours and Awards system, and
- ✦ To provide security and personal protection services to the President and his immediate family through the Republic of Fiji Military Forces and Fiji Police.

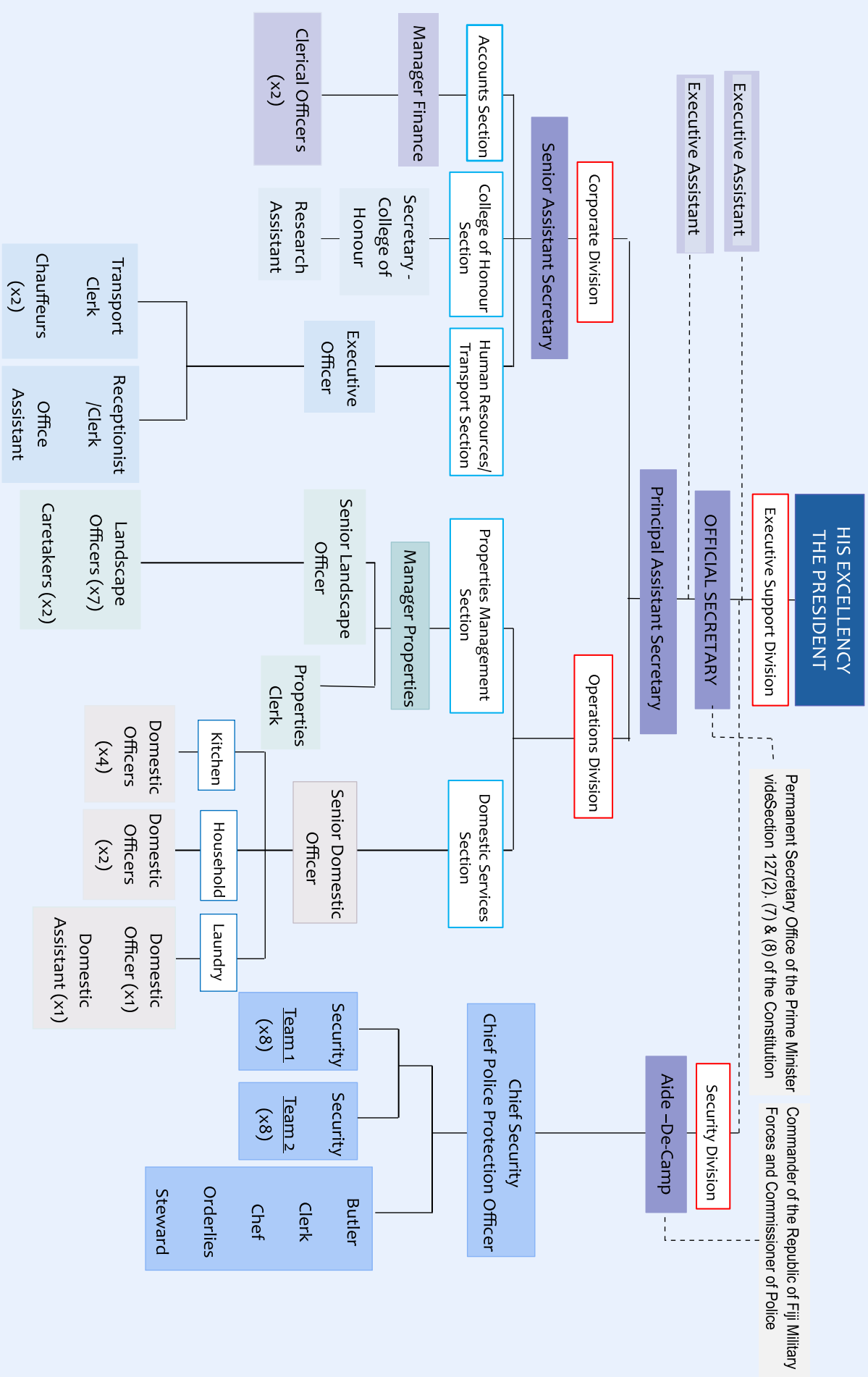
## 2.6 OUTCOMES, OUTPUTS AND PERFORMANCE TARGETS FOR 2016 AND AUGUST 2016 – JULY 2017

OUTCOMES		OUTPUTS		PERFORMANCE TARGETS
2016	2016 - 2017	2016	2016 - 2017	
1. Strengthening social services/ social inclusion – ensuring national security and the rule of law with access to justice		1. Prompt and effective facilitation of the President's Constitutional functions		Facilitation and implementation of executive and judicial appointments as per Constitution
2. Expanding International Trade base – international relations -enhancing global integration and international relations		2. Prompt and effective facilitation of support services to strengthen international and diplomatic relations		Facilitation for the promotion of diplomatic relations
3. National enabling environment – enhancing human resource and institutional capacity		3. Portfolio Leadership, Policy Advice and Secretariat Support		Support and facilitation of Presidential ceremonial roles
				Secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji
				Provision of effective support services for the security of the President
				Upkeep of State House compound and Presidential properties
				Provision of professional domestic support
				Formulation of a Master Plan
				Improve performance and efficiency of Staff
				Promote innovation and best management practices in service delivery
				Promote awareness of environmental sustainability
4. Data for informed decision making – compliance to financial reporting		4. Strengthen accountability and reforms		Promote effective and stable financial System
5. Strengthening social services and social inclusion – promoting a peaceful, non-racial, inclusive and united society		5. Effective and efficient facilitation of the President's community engagements with emphasis on, reducing NCDs, emphasis on gender parity and the disadvantaged	5. Effective and efficient facilitation of the President's community engagements with emphasis on the disadvantaged	Facilitate Fiji Day celebrations to promote national identity/ unity
6. Social development-ensuring equal opportunities for all in education, employment, health gender equality and people with disabilities	6. Review of National Development – Social Development; ensuring equal opportunities for all			Increase health, young people and community awareness.
				Facilitation of roles towards gender equality and empowerment
7. Social development - reducing poverty to a negligible level	7. Review of National Development; Social Development – Reducing poverty to a negligible level.			Facilitation of roles towards poverty alleviation

Table 1: Outcomes, Outputs & Performance Target



2.7 ORGANISATIONAL STRUCTURE AT JULY 2017





# CHAPTER 3 – ..... PERFORMANCE REPORT



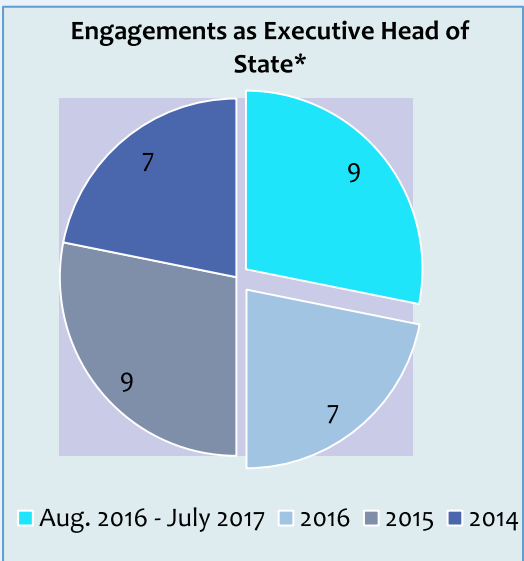
# 3.0 OUTPUTS AND PERFORMANCE FOR 2016 & AUG.2016 – JUL. 2017

## 3.1 EXECUTIVE & JUDICIAL APPOINTMENTS AS PER THE CONSTITUTION

*-To strengthen social services and inclusion, ensure national security and the rule of law with access to justice*

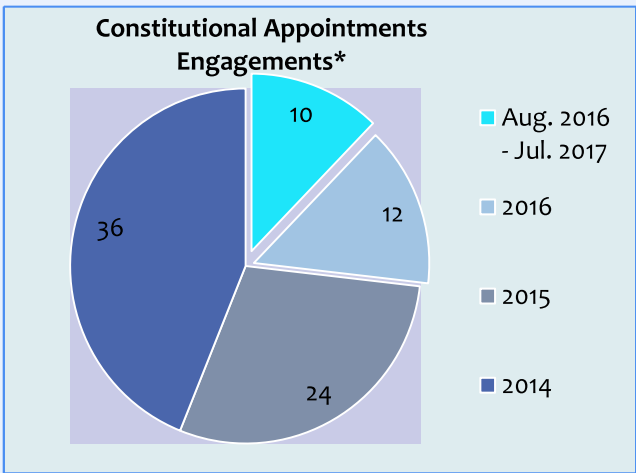
His Excellency the President’s roles and functions are governed by the Constitution. These include attendance to Constitutional roles as Executive Head of the State with Constitutional appointments and attendance to ceremonial functions and responsibilities as Commander-in Chief of the Republic of Fiji Military Forces. The engagements strengthen social services where there is social inclusion hence ensuring national security and the Rule of Law with access to Justice.

As Head of State, His Excellency opens and addresses the first Parliamentary Sitting in a year, acts on the advice of the Prime Minister and other Ministers including Constitutional Committees and assents to Bills.



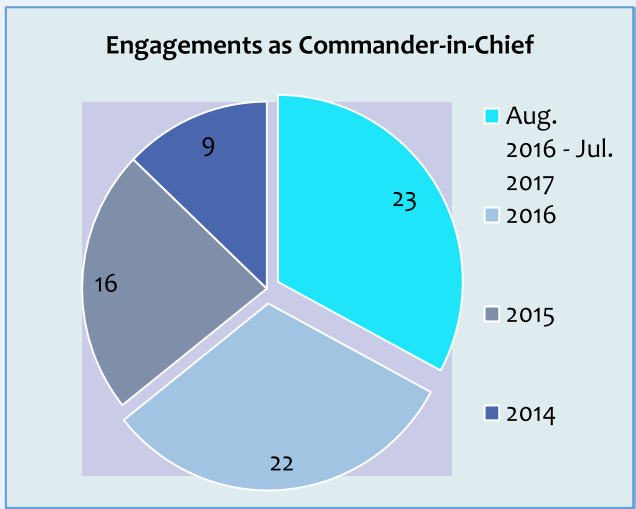
\*Beyond the control of the Office of the President  
**Figure 4: Engagements attended to as Executive Head of State from 2014 - 2016**

As per attendance to Constitutional Appointments, His Excellency presides over the swearing-in of Judges and Magistrates.



[\*Beyond the control of the Office of the President]  
**Figure 3: Number of Constitutional Appointments officiated from 2014 – 2016**

Highlighted below is the number of engagements the President partook in as as Commander-in Chief of the Republic of Fiji Military Forces.



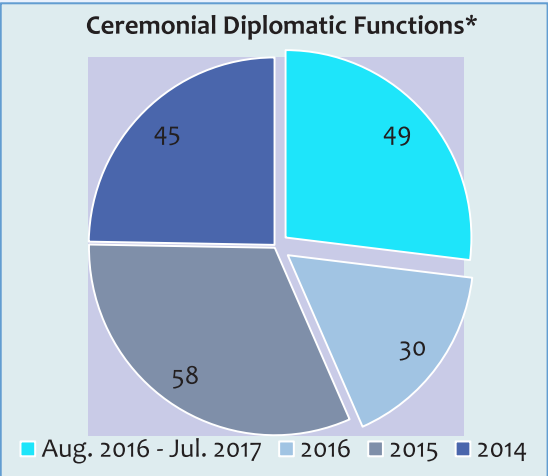
**Figure 5: Number of engagements attended as Commander-in-Chief from 2014 – 2016**

3.2 DIPLOMATIC RELATIONS

-To expand international trade base - international relations -enhance global integration and international relations

3.2.1 LOCAL ENGAGEMENTS

His Excellency the President, as Executive Head of State attended ceremonial functions for foreign dignitaries in the form of Courtesy and Farewell Calls and receives their Credentials. He also attended diplomatic functions and engagements and met his representatives from various Fiji embassies abroad who paid him courtesy calls and updated him on their work. In the process he indirectly strengthens international and diplomatic relations hence expanding international relations and enhancing global integration as per the Strategic Plan .

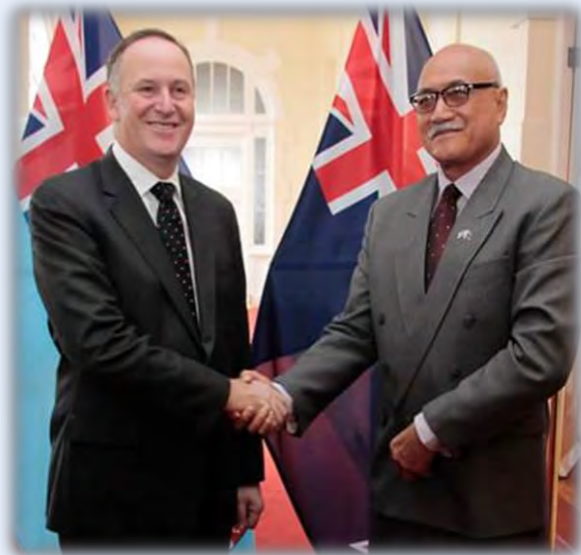


\*Beyond the control of the Office of the President  
**Figure 6: Ceremonial Functions attended from 2014 to 2016**

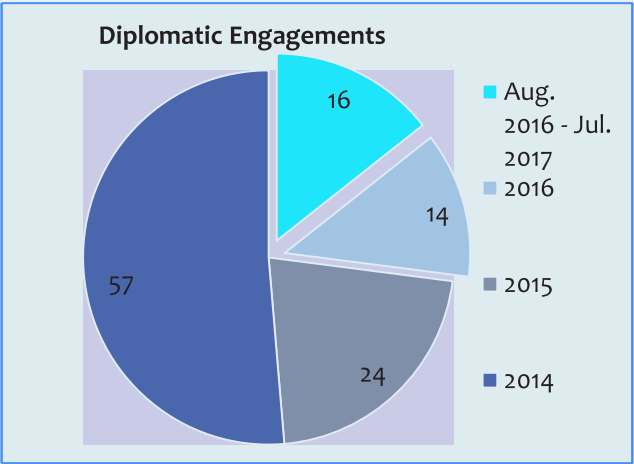


**Figure7: Fiji's Head of Mission to Ethiopia Brigadier Mosese Tikoitoga after being commissioned by the Head of State**

**Figure8: His Excellency the President meets the Prime Minister of New Zealand, Honourable John Key, during his visit to Fiji.**



Aside from receiving dignitaries, as Head of State, the President attended local engagements he was invited to by dignitaries.



**Figure 9: Number of Diplomatic Engagements Attended from 2014 – 2016**



### 3.2.2 OVERSEAS ENGAGEMENTS

Upon taking up Office, His Excellency made a commitment to assist with Fiji's holistic development as a modern and progressive Nation in the 21<sup>st</sup> century. Specifically, this includes upholding Fiji's Constitution and actively supporting the Government's nation-building initiatives that transcends and involves both local and international stakeholders.

In October and November 2016, His Excellency embarked on a visit to officially open the world's largest exhibition on Fijian art and cultural artifacts in London. His Excellency the President was able to connect, and in some instances re-connect, Fiji at the highest diplomatic levels by meeting with seven Heads of States and Governments, and other influential individuals and groups. These meetings opened up a plethora of opportunities to strengthen diplomatic and economic relations to Fiji's benefit.

Importantly, His Excellency also promoted and sought the Heads of States and Governments' support towards Fiji's role in the international community including being President of the 71<sup>st</sup> Session of the United Nations General Assembly, as co-host of the United Nations Oceans Conference to be held in New York in June 2017, Fiji's bid to become a member of the United Nations Human Rights Council, and Fiji's bid to preside over the 23rd session of the Conference of the Parties (COP23) to the United Nations Convention on Climate Change.

Later in March 2017, the President was invited to the Global Symposium on Soil Organic Carbon held at the FAO Headquarters in Rome. His Excellency delivered the keynote address at the Symposium, and that of the International Day of Forests and the World Water Day. All these engagements were facilitated in the context of Fiji's capacity as the incoming President of COP23.

#	DATE	OVERSEAS ENGAGEMENTS
Jan 2016 – December 2016/ August 2016 – July 2017		
1.	13/10	Visited Fiji's mission in London
2.	15/10	Officiated as Chief Guest at the largest exhibition of Fijian artifacts in the world, at the University of Easy Anglia, London.
3.	17/10	Paid a Courtesy Call on the Royal Commonwealth Ex-Services League Secretary General Lt. Col. Chritopher Waren
4.	19/10	Paid a Courtesy Call on Her Majesty the Queen
5.	20/10	Paid a courtesy call on the Acting Prime Minister of Belgium, Hon. Didier Reynders at the Egmont Palace in Brussels, Belgium.
6.	21/10	Paid a courtesy call on the Prime Minister of Lebanon, Hon. Tammam Salam
7.	23/10	Visited the UNIFIL headquarters in Naqoura, Southern Lebanon and met with the Force Commander, Major General Michael Beary.
8.	25/10	Visited Fijian peacekeepers serving under the UNAMI base in Baghdad.
9.	27/10	Visited Fijian peacekeepers serving in the Golan region in the Middle East under the United Nations Disengagement Observer Force (UNDOF) at their base camp, Camp Ziouani.
10.	29/10	Visited Fijian peacekeepers in Sinai and briefed by MFO Force Commander, Major General Denis Thompson.
11.	31/10	Paid a Courtesy Call on the President of Ethiopia, His Excellency Mulatu Teshome.
12.	01/11	Paid a Courtesy Call on the President of South Sudan, His Excellency Salva Kiir Mayardit.
13.	03/11	Paid a Courtesy Call on the Prince of Abu Dhabi and Deputy Supreme Commander of the UAE Armed Forces, Sheik Mohammed bin Zayed Al Nahyan.
14.	21/03/2017	Paid a Courtesy Call on the FAO Director-General, Mr. Jose Graziano Da Silva.
15.	21/03	Officiated and delivered the key note address during the Global Symposium on Soil Organic Carbon in Rome.
16.	21/03	Officiated and delivered the key note address for the International Day of Forests 2017 to a full capacity Sheik Zayed Center.
17.	22/03	Officiated and delivered the key note address for the United Nations World Water Day to a full capacity Sheik Zayed Center. Theme: Wastewater
18.	23/03	Visited the coastal city of Anzio, Rome, known as the site of the Battle of Anzio or otherwise known as <i>Operation Shingle</i> .
19.	23/03	Visited the Beachhead Museum and received by the Curator Mr. Antonio Sannino for a briefing.
20.	24/03	Paid a Courtesy Call on Pope Francis, the Head of the Roman Catholic Church.



### 3.3 CEREMONIAL/PUBLIC ROLES

*-To enhance national enabling environment, strengthen social services and social inclusion – promote a peaceful, non-racial, inclusive and united society*

In the bid to promote the Office vision of being the ‘Pillar of National Unity’, His Excellency the President was involved in various engagements that encompassed people of all walks of life.

One such ceremonial function was the *i-tatau*. Others include public engagements, courtesy calls by locals and meetings. Non-Communicable Disease [NCD] activities, youth awareness, gender equality and poverty alleviation engagements were generic in nature as they promoted peace, inclusivity and unity.

His Excellency the President also supported social services that promoted equal rights. These include the annual Fiji Day celebrations, social developments that ensure equal opportunities for all in education, employment, health, gender equality, special attention for disability and poverty alleviation. He also indirectly supported such causes by mentioning them in speeches he delivered.

As chief advocator in the fight against NCD, the President attended meetings with the Minister of Health and medical personnel for updates on NCD and he mentioned NCD and its ills during his public speeches.

The President also visited institutionalised homes to encourage and support residents.

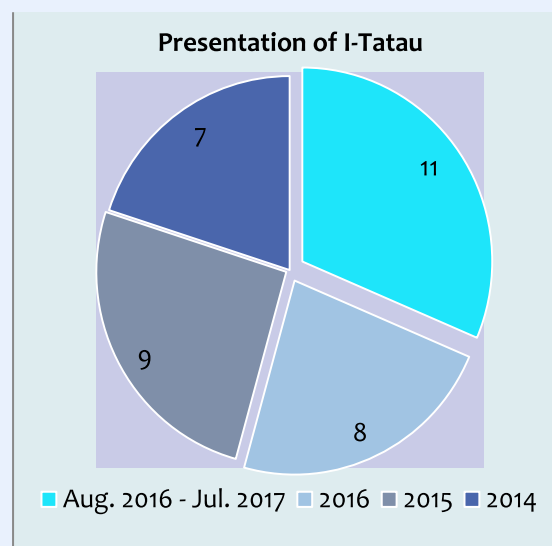


Figure 10: I-Tatau presented from 2014 – 2016

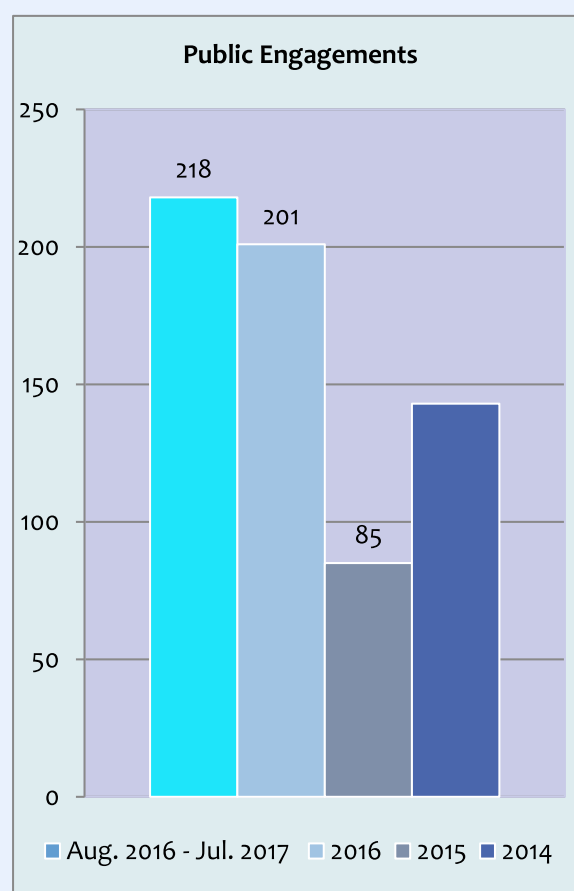


Figure 11: Number of engagements with members of the public from 2014 – 2016

### 3.4 ORDER OF FIJI

*-To enhance national enabling environment through portfolio leadership, cultivate appreciation and secretariat support*

According to the Fiji Honours and Awards Act 1995, Section 4(2) The President shall be the fount of all honours and awards for Fiji.

After the President's appointment as President of the Republic of Fiji in 2015, he was invested as the Chancellor of the Order of Fiji in July, 2016.

The College of Honour Office of the President provided secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji.

provided secretariat duties and research work for the President in his capacity as the Chancellor of the Order of Fiji.

The College organises awareness programmes on the awards, collates and researches on submissions, presents submissions for the College of Honour members to deliberate on, prior to advising the President.

Awareness activities for 2016 included talkback shows in the i-Taukei and Hindi languages, dissemination of nomination forms to the Ministry of Rural & Maritime Development & National Disaster Management for onward transmission to the Divisional Commissioners, publishing of advertisements for nominations and relevant stakeholders were informed of the availability of forms and to consider using to reward deserving officers.

The College of Honour members in 2016 were:

1. Mr. Ikbal Jannif (Chairman)
2. Dr. Akanisi Kedrayate
3. Mrs. Raj Kewal
4. Mr. Dixon Seeto
5. Mrs. Mary Chapman



**Figure 12: A gold medalist, Semi Kunatani receiving his award from the Chancellor**

The 2016 National Investiture award was held in February, 2017 but there were also two special investitures for the 2016 Rio Olympic Games Sevens Rugby gold medalists in August.

#	DATE	ENGAGEMENTS	
<b>January – December 2016</b>			
1.	31/03	College of Honour - 2016 Meeting	
2.	22/07	Investiture as Chancellor of the Order Of Fiji	
<b>August 2016 – July 2017</b>			
3.	11/08	College of Honour Meeting	1)
4.	22/08	Officiated as Chief Guest at the National Welcome Celebration for the Rugby Sevens Olympic Gold Medalists with Presentation of State Medals and Cheques.	2)
5.	25/08	Officiated at a Special Investiture for the remaining Team Officials Mr. Chris Cracknel, Mr. Jeremy Manning, Mr. Ropate Kauvesi and players: Mr. Leone Nakarawa and Mr. Semi Kunatani	3)
6.	30/11	Paid a Courtesy Call by Chairman of the College of Honour, Mr. Ikbal Jannif.	4)
	24/02	Officiated during the 2016 Investiture Ceremony National Honours Roll.	5)
	27/02	Paid a Courtesy Call by Chairman of the College of Honour, Mr. Ikbal Jannif.	6)
	04/04	College of Honour - First 2017 Meeting	7)
	07/04	Officiated at the Investiture Ceremony for the 2016 National Honours Roll.	8)

**Table 2: Engagements pertaining to the College**

### 3.5 TARGETS VERSUS ACTUALS

Table 3: Variance between targets and actuals

#	Outcomes	Outputs	Performance Targets	2016 Target	2016 Actuals	Variance & Achievement Level [%]	Aug. 2016 – Jul. 2017 Target	Aug. 2016 – Jul. 2017 Actuals	Aug. 2016 – Jul. 2017 Variance & Achievement Level [%]
1.	Strengthening social services/ social inclusion – ensuring national security and the rule of law with access to justice	Prompt and effective facilitation of the President's Constitutional functions	1.1 Facilitate the President's attendance to all constitutional roles as Executive Head of the State (Parliament-sitting, advice, assent to Bills, etc.)	5*	7	140%	6*	9	150%
			1.2 Facilitate the President's attendance to all constitutional appointments (Swearing-in, appointments/ rescission, etc.)	16*	12	75%	16*	10	62.5%
			1.3 Facilitate the President's attendance to all ceremonial functions and responsibilities as Commander-in-Chief of the Republic of Fiji Military Forces	8	22	275%	8	23	287.5%
2.	Expanding International Trade base – international relations - enhancing global integration and international relations	Prompt and effective facilitation of support services to strengthen international and diplomatic relations	2.1 Facilitate the President's attendance to ceremonial functions for foreign dignitaries (Courtesy, & Farewell calls, Presentation of Credentials, etc)	49*	30	61.2%	49*	49	100%
			2.2 Facilitate the President's attendance to diplomatic functions (National days, engagements, visits, etc.)	17	27	158%	17	36	211.76%
3.	National enabling environment – enhancing human resource and institutional capacity	Portfolio Leadership, Policy Advice and Secretariat Support	3.1 Facilitate the President's attendance to other ceremonial functions ( <i>I-Tatau</i> )	7*	8	114.35	7	11	157.14%
			3.2 Facilitate the President's Community engagements covering all sectors of society	55	201	365.5%	55	219	398%
			3.3 Provision of Secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji - Annual Investiture - Number of Meetings - Awareness processes	5	6	120%	5	8	160%
			3.4 Provision of 24 hour security services to the President	4 reports	NA		4 reports	4 reports	NA
4.	Data for informed decision making – compliance to financial reporting	Strengthen accountability and reforms	4.1 Provision of maintenance and up-keep of State House compound and the Presidential properties at Deuba and Lautoka	2	19	950%	4 reports	4 reports	100%
			4.2 Quarterly reports - Formulation of a Master Plan - Provision of professional domestic support - Procurement of soft furnishings for the State House	4 reports	4 reports	100%	4 reports	4 reports	100%

			4.3 Improved performance and efficiency of Staff - Training - Review - Staff health - Deliverables	4 reports	4 reports	100%	4 reports	4 reports	100%
			4.4 Promote innovation and best management practices in service delivery - Performance acknowledgement - Reward - Customer satisfaction - SOP - Open Forum	1 report	4 reports	400%	4 reports	4 reports	100%
			4.5 Promote awareness of environmental sustainability - Annual energy monitoring - Organic gardening - Community work	4 reports	4 reports	100%	4 reports	4 reports	100%
			4.6 Promote an effective and stable financial system - Agency financial statement - Annual Report	1 within the 1 <sup>st</sup> quarter	1	100%	1	1	100%
5.	Strengthening social services and social inclusion – promoting a peaceful, non-racial, inclusive and united society	Effective and efficient facilitation of the President's community engagements with emphasis on the disadvantaged	5.1 Facilitate Fiji Day celebrations to promote national identity/unity	1	1	100%	1	1	100%
			5.2 Increase youth and young people awareness	26	17 [+ i-tatau]	65%	26	13 [+ i-tatau]	50%
			5.3 Facilitate roles towards poverty alleviation	2	2	100%	3	5	167%
			5.4 Facilitate roles towards gender equality and empowerment	2	8	400%	2	10	500%

\*Engagements beyond the control of the Office of the President

### 3.5.1 EXPLANATION FOR 2016 RESULTS

1. Of the nineteen [19] Performance Targets, three [3] were not met. The first two being engagements that are beyond the control of the Office of the President.
2. These include engagements His Excellency has to attend to upon requests from Government ministries or as outlined in the Constitution. Hence, the Office has no control over them in relation to the actual numbers. The Office facilitates these as requests are received.
3. The high target for the President's attendance to ceremonial functions for foreign dignitaries (Courtesy, & Farewell calls, Presentation of Credentials, etc) is a result of improved relations between Fiji and international countries after the 2013 Constitution. Since 2014, there were a lot of diplomatic engagements hence the high target but this decreased in 2016 as most countries had presented their credentials and paid courtesy or farewell calls.
4. The high target for youth and young people awareness was for the purpose of visiting schools to promote the fight against NCDs but the devastation brought about by TC Winston deferred this initiative, hence the below target achievement.
5. All other targets were either met or surpassed with the highest being the President's engagements with the community with a variance of 365.5%.
6. For 2016, the overall achievements was 84.2%.



### 3.5.2 EXPLANATION FOR AUGUST 2016 TO JULY 2017 RESULTS

1. Of the nineteen [19] Performance Targets, two[2] were not met. The first being engagements that are beyond the control of the Office of the President.
2. This includes the President's attendance to all constitutional appointments (Swearing-in, appointments/ rescission, etc.) and these engagements are determined by Government ministries or as outlined in the Constitution. Hence, the Office has no control on the number of engagements. These requests are facilitated when recieved.
3. The second target that was not achieved was attending to engagements for youth and young people awareness through school visitation to promote the fight against NCDs, an initiative by the Head of State. However, with the continuous Government reforms of rehabilitating schools, such engagements could not be attended to.
4. The third target that was not achieved in 2016 but has been achieved in 2017 is the facilitation of the President's attendance to ceremonial functions for foreign dignitaries (Courtesy, & Farewell calls, Presentation of Credentials, etc). Many foreign diplomats who had forged relations with Fiji in 2014 [post 2013 Constitution] after Fiji's improved international status, reached the end of their 3 years term and came to pay their farewell calls whilst replacements presented their credentials hence the 100% target achievement - an improvement from 2016.
5. The highest achievement again being the President's engagements with the community with a variance increase from 2016 of 32.5%.
6. For the fiscal year August 2016 to July 2017, the overall achievement was 89.4%.



Figure 13: His Excellency the President meeting the former President during the Commonwealth Day Reception at the State House on 13 March 2017



3.6 COMPARISON OF RESULTS SINCE 2014

Figure 14: Comparative analysis of number of engagements from 2014 to 2016 and Aug. 2016 – Jul. 2017

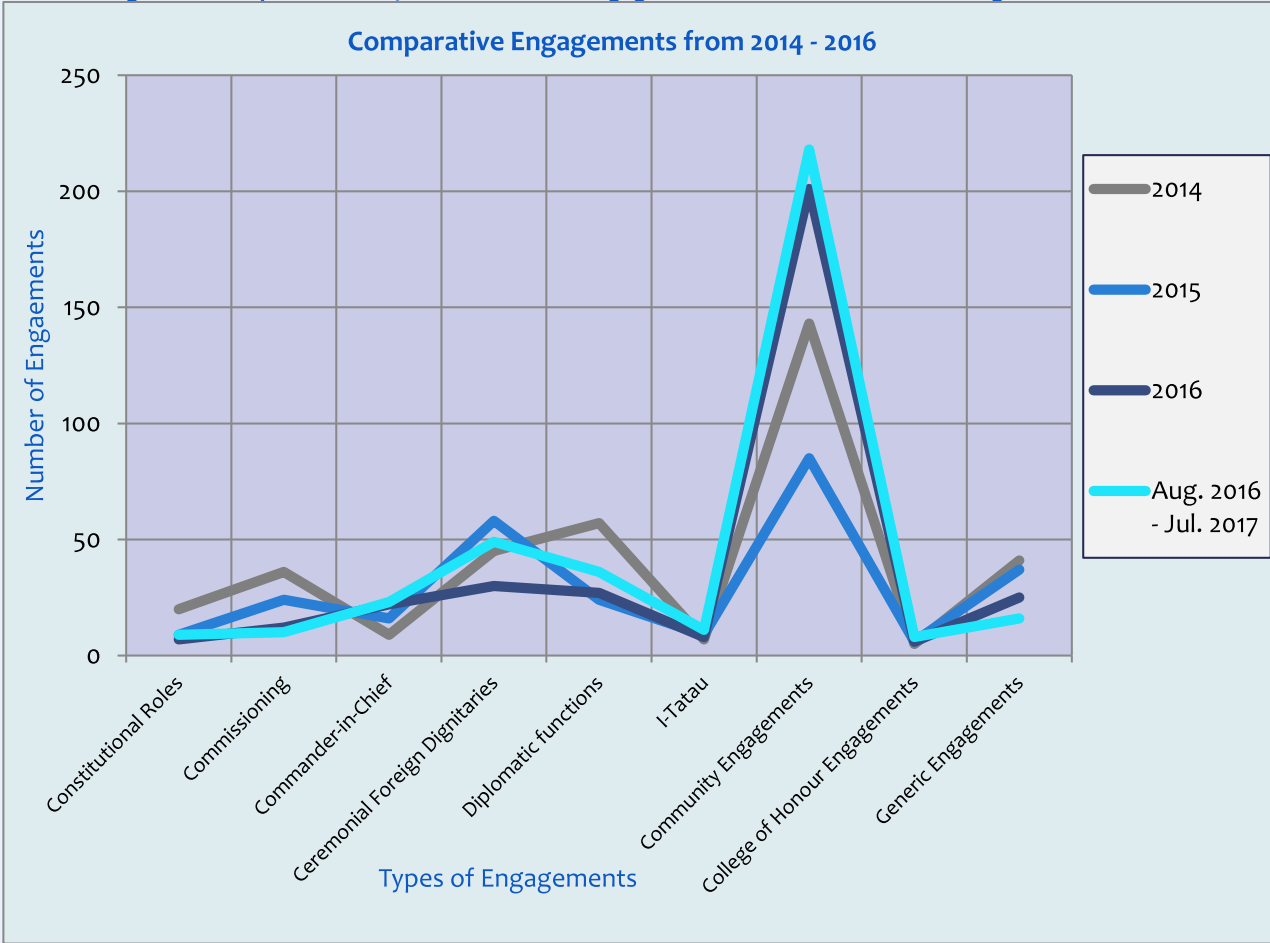
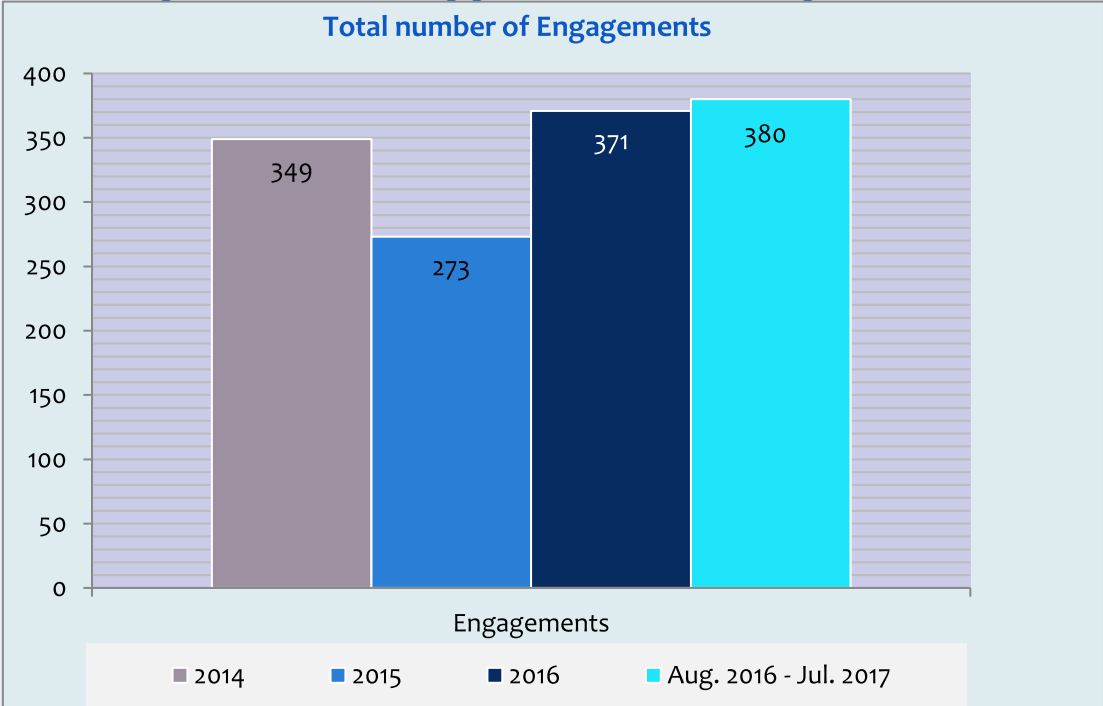


Figure 15: Total number of engagements from 2014 – 2016 and Aug. 2016 – Jul. 2017



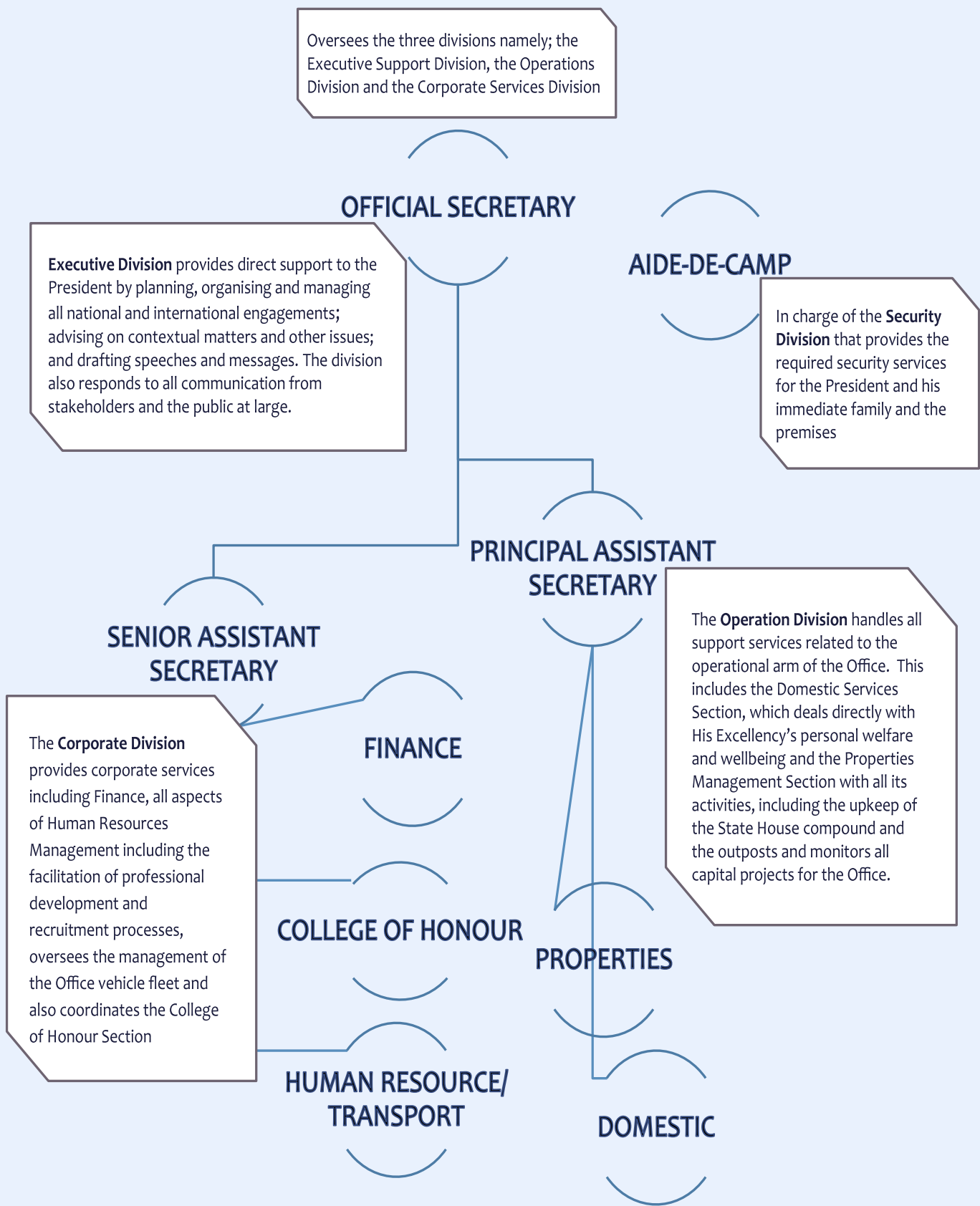


# CHAPTER 4 – ..... MANAGEMENT AND RESOURCES



# 4.0 MANAGEMENT & RESOURCES

## 4.1 ORGANISATIONAL SERVICES



## 4.2 HUMAN RESOURCE

### 4.2.1 STAFF ESTABLISHMENT

The agency had an approved staff establishment of 39. This included the positions of the President and the Aide-De-Camp [whose salary was paid for by the Republic of Fiji Military Forces].

The staff establishment does not include the security personnel from the Republic of Fiji Military Forces and the Fiji Police Force.

In 2016 and 2017, the civilian staffs were as follows:

Establishment	Established Staff	GWE	Total
Approved Positions	23	15	38
Substantive Appointments	19	14	33
Acting / Temporary Appointments	2	0	2
Vacant	3	0	3

### 4.2.2 STAFF MOVEMENTS

In 2016 there were three resignations, that of the Principal Assistant Secretary, a Domestic Officer – (the Chef), a Chauffeur/Messenger and a Domestic Officer (Maid- In- Waiting) that retired. There was a staff member acting in the Principal Assistant Secretary position and the Senior Assistant Secretary awaiting the recruitment process. The agency aligned to the Government's reform initiative used the Open Merit Recruitment Process to recruit the incumbent of the senior positions and the remaining staff in 2016.

In July of 2017, there was a major recruitment drive in the agency as the contracts of those individuals that were recruited in 2014 had completed their 3 year term as per the contract of service. There were also two resignations that of the Manager Finance/

Accounts Officer and a Landscape Officer and the retirement of the Secretary to the College of Honour and the Senior Domestic Officer. With the Open Merit Recruitment Process, 19 positions were advertised for selection and recruitment on meritorious basis. Therefore in 2017 alone, the agency advertised and successfully filled all the positions equating to 100% filled positions consecutively.

### 4.2.3 TRAINING REPORT

The agency for the first time compiled and submitted to the Fiji National University its Training report for 2016 and 2017 respectively. The Training Report included the mandatory trainings and the training needs for each section that was identified in the Training Needs Analysis form. There was a total of 17 training carried out in the agency and 1 staff attachment for the stewards at a renowned resort resulting in 90% of the staff achieving the expected outcome of improved service delivery. The remaining 10% have been earmarked for competence and skill based training in the second half of 2017 and 2018.

### 4.2.4 STANDARD OPERATING PROCEDURES

The agency has Standard Operating Procedures in place for all sections to ensure consistency and efficiency in all duties performed. The Standard Operating Procedures are reviewed bi-annually and updated by the respective Heads of Sections to suit its current terms of use.

### 4.2.5 WELLNESS REPORT

His Excellency accepted the role of being an Advocate in the Fight Against Non Communicable Diseases in the country since 2015 and the agency has taken the lead role to assist in upholding the foresight of this campaign by practicing wellness and staying fit. His Excellency and his security detail have taken a strong and proactive stance by taking morning walks daily to



keep fit and in having a vegetable garden for afternoon exercise and to promote growing one's own food. The initiative is a collective one that highlights the need for a productive and healthy workforce and nation. The staff members participate through their normal exercise routine and the agency organises bi-annual medical checks to review staff health.

#### 4.2.6 PROPERTIES MANAGEMENT SERVICES

The Properties Management Section attends to the preparation for capital project budget requests, monitoring of capital projects and provision of landscaping and beautification needs of the State House and Presidential properties.

The Section ensures the presidential properties are well maintained and kept clean and beautiful. The section also attends to minor maintenance work whilst the bigger ones are outsourced. The section also took on the responsibility of organizing the preparation of a master plan for the Presidential properties.

Throughout the year, the President also visited the presidential compounds in Taunovo and Tavakubu for inspection and cleaning. He visited Borron House and Quarter 79 in preparation for relocation for official functions and as temporary residence as much needed maintenance works were to be carried out on the State House.

#### 4.2.7 DOMESTIC SERVICES

The Domestic Services Section attends to all household responsibilities including the provision of maid services and stewardship, laundress services, chef and butler services and related domestic services.

The Section ensures all domestic responsibilities pertaining to the presidential family and office are well attended to. The Section also attends to the procurement of

soft furnishings. In addition, the section also cleans other presidential residences. The section also attends to the catering services for guests during functions hosted by the President [as noted in the previous outcomes] and in-house functions.

When the Head of State receives guest at the State House, the Domestic Section ensures that the venue is cleaned, prepared and set up including seating and flower arrangements. Refreshments are prepared and served professionally and guests are attended to when required.



Set-up prior to receiving guests at the State House

#### 4.2.8 CAPITAL PROJECTS

All Capital Projects were re-deployed to the Ministry of Economy under the Construction Implementation Unit, as they were to be part of the upgrade and maintenance of the State House.

Capital Projects included the upgrading of the State House drainage system.

## 5.0 FINANCIAL ACCOUNTABILITY

### 5.1 FINANCIAL STATEMENTS

Office of the President

For the years 2016 and fiscal year August 2016 to July 2017

Independent Auditor's Report

Management Certificate

Statement of Receipts and Expenditure

Appropriation Statement

Statement of Losses

Notes to and Forming Part of the Financial Statements



# 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



File: 456

8 March 2018

His Excellency The President  
Major General (Ret'd) Jioji Konusi Konrote  
Office of the President  
Berkley Crescent  
**SUVA**

Your Excellency

## OFFICE OF THE PRESIDENT

### AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

The audited financial statements for the Office of the President for the year ended 31 July 2017 together with my audit report on them are enclosed.

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

Yours faithfully

Ajay Nand  
**AUDITOR-GENERAL**

cc Mr. Pene Baleinabuli Nonu, The Official Secretary, Berkley Crescent, Suva

Encl.



**OFFICE OF THE PRESIDENT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2017**



OFFICE OF THE PRESIDENT  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2017

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## INDEPENDENT AUDITOR'S REPORT

### OFFICE OF THE PRESIDENT

I have audited the financial statements of the Office of the President, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2017, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

### Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Office of the President 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 President are responsible for the preparation of the financial statements in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

### Auditor's Responsibilities

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

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

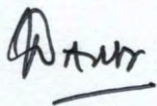
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error,



as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Office of the President.

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



Ajay Nand  
AUDITOR-GENERAL



Suva, Fiji  
08 March 2018



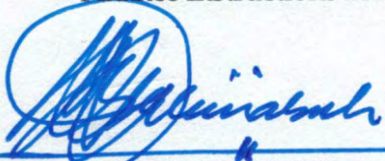
OFFICE OF THE PRESIDENT

MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2017

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We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Office of the President and its financial position for the year ended 31 July 2017; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.



Pene Nonu Baleinabuli  
Official Secretary

Date: 6<sup>th</sup> March 2018



Krishneel Kumar  
Accounts Officer

Date: 6<sup>th</sup> March 2018



OFFICE OF THE PRESIDENT

STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2017

	Notes	12 months 2017 (\$)	7months 2016 (\$)
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Commission		1,040	676
<b>Total Revenue</b>		<u>1,040</u>	<u>676</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff		634,847	380,706
Unestablished Staff		189,884	111,735
Travel & Communications		465,514	866,952
Maintenance & Operations		380,314	365,878
Purchase of Goods & Services		184,652	118,421
<b>Total Operating Expenditure</b>		<u>1,855,211</u>	<u>1,743,692</u>
<b>Value Added Tax</b>		103,355	40,501
<b>TOTAL EXPENDITURE</b>	3	<u>1,958,566</u>	<u>1,784,193</u>



OFFICE OF THE PRESIDENT

APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2017

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry Over (\$)	Lapsed Appropriation (\$)
				a	b		(a-b) Note 5
	Operating Expenditure						
1	Established Staff	649,621	(6,562)	643,059	634,847	---	8,212
2	Government Wage Earners	230,604	(30,787)	199,817	189,884	---	9,933
3	Travel & Communication	311,900	159,054	470,954	465,514	---	5,440
4	Maintenance & Operations	483,400	(94,315)	389,085	380,314	---	8,771
5	Purchase of Goods & Services	157,400	32,186	189,586	184,652	---	4,934
	Total Operating Expenditure	1,832,925	59,576	1,892,501	1,855,211	---	37,290
	Capital Expenditure						
8	Capital Construction	1,492,248	(59,576)	1,432,672	---	---	1,432,672
	Total Capital Expenditure	1,492,248	(59,576)	1,432,672	---	---	1,432,672
13	Value Added Tax	220,000	---	220,000	103,355	---	116,645
	TOTAL EXPENDITURE	3,545,173	---	3,545,173	1,958,566	---	1,586,607



## OFFICE OF THE PRESIDENT

### STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2017

---

#### Loss of Money

There was no loss of money recorded for the year ended 31 July 2017.

#### Loss of Revenue

There was no loss of revenue recorded for the year ended 31 July 2017.

#### Loss (other than money)

There was no reported loss (other than money) recorded for the year ended 31 July 2017. The Board of Survey was conducted by the Office and the following items worth \$7,073 were recommended for write off:

Category	Cost (\$)
Office Equipment	313
Furniture & Fittings	220
Computer Hardware	6,540
<b>Total</b>	<b>7,073</b>

The Permanent Secretary of the Ministry of Economy is yet to approve the write off of the unserviceable assets reported in the Board of Survey report.



## OFFICE OF THE PRESIDENT

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

---

#### NOTE 1: REPORTING ENTITY

Under the Constitution of the Republic of Fiji, the President is the Head of State and the Executive Authority of State. The President is also the Commander-in-Chief of the Republic of Fiji Military Forces and performs ceremonial functions for the military in this capacity. The President is also the Chancellor of the Order of Fiji and oversees the recognition of both citizens and non-citizens for their contributions at the community, national and international levels that help Fiji develop as a nation.

The President is apolitical and symbolizes national unity for all Fijians. The President's responsibilities include approving all Constitutional appointments, opening each annual session of Parliament with an address outlining the policies and programmes of the Government, assenting to Bills passed by Parliament, receiving the credentials of foreign diplomats and conducting State Visits to strengthen Fiji's diplomatic and foreign relations. The President also maintains an active programme of community engagements.

The Office of the President's primary role is to assist the President in fulfilling all constitutional, official and ceremonial obligations. They provide direct policy advice on matters of national interest by providing a full range of administrative, protocol, domestic and landscape services on a daily basis. The Office of the President also coordinates security services to the President through the Republic of Fiji Military Forces and the Fiji Police Force.

#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES

##### (a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office of the President is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

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

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

All 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.



## OFFICE OF THE PRESIDENT

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...) FOR THE YEAR ENDED 31 JULY 2017

---

#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES (continued...)

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

#### (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 2017 financial reporting period is for 12 months effective from 1 August 2016 to 31 July 2017. 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

The financial year end for Government was changed from 31 December to 31 July in accordance with the Financial Management (Amendment) Act. The financial statements for the year ended 2017 is for 12 months whereas the financial period for 2016 reflect transactions for a seven-month period, thus the significant variances with the comparative balances are noted.

#### NOTE 4 SIGNIFICANT APPROPRIATION SAVINGS

The Office incurred significant savings in its Capital Construction allocation. A revised budget of \$1,432,672 was approved to be used during the financial year. However, the fund was not utilised resulting in a saving of \$1,432,672 or 100%. This was due to the Office deferring the Coronation Ground Drainage Phase 2 project until the Master Plan for the upgrading of the entire Presidential Compound has been considered and funded by Government. The upgrading of the Vakaturunulua and the installation of the fire alarm system project was only able to commence in the 2017-2018 financial year under Government's revised approach to upgrading the Executive Residences comprising the State House, the Prime Minister's Residence, the Chief Justice's Residence and the Borron House. Under the new approach to managing the upgrading of the Executive Residences, Government transferred all responsibilities of the projects to the Construction Implementation Unit (CIU) under the Ministry of Economy. This meant that the Office of the President had to return all the project funds that were allocated in the 2016-2017 financial year.



# OFFICE OF THE PRESIDENT

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...) FOR THE YEAR ENDED 31 JULY 2017

### NOTE 5: APPROPRIATION CHANGES

There were no redeployments of the Office's funds during the year. Other movements were made through virements as follows:

Virement Number	From	To	Amount (\$)
V01001	SEG 8	SEG 1	
		SEG 2	3,113
		SEG 3	38,960
		SEG 4	72
DV0101	SEG 4	SEG 4	42,000
DV0102	SEG 1	SEG 4	6,000
	SEG 2	SEG 4	10,000
	SEG 5	SEG 4	4,000
DV0103	SEG 4	SEG 3	125,000
DV0104	SEG 1	SEG 5	7,000
	SEG 2	SEG 5	3,000
DV0105	SEG 4	SEG 4	20,000
DV0106	SEG 5	SEG 5	20,000
DV0107	SEG 2	SEG 4	10,000
DV0108	SEG 1	SEG 5	5,000
	SEG 2	SEG 5	3,900
	SEG 4	SEG 5	10,000
DV0109	SEG 1	SEG 4	5,100
	SEG 2	SEG 4	5,000
DV0110	SEG 2	SEG 4	2,000
	SEG 5	SEG 4	547
DV0111	SEG 4	SEG 5	3,180
	SEG 5	SEG 5	7,140
DV0112	SEG 3	SEGs 3,4,5	36,921



