



# **DEPARTMENT OF INFORMATION AND NATIONAL ARCHIVES**

**ANNUAL REPORT FOR FY2023-2024**

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## ACRONYMS

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Acronyms and its descriptions as used within the report.

FBC	Fiji Broadcasting Corporation
FTU	Film and Television Unit
FY	Financial Year
GCC	Great Council of Chiefs
MLO	Media Liaison Officer
MM	Media Monitor
NAF	National Archives of Fiji
PRA	Public Records Act
UK	United Kingdom

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# Letter of Transmittal

01 December 2025

Hon. Lynda Tabuya  
Minister for Information and National Archives  
Government Buildings,  
Suva.

Dear Madam,

It is with pleasure that I submit for your information and presentation to Parliament, the Annual Report for the Department of Information and National Archives of Fiji for the period of 1st August 2023 – 31st July 2024.

The report highlights the Department's performance and achievement in delivering services to our valued stakeholders as reflected in the 2023-2024 Annual Operational Plan.

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

The report further captures the commitment and diligence of all staff within the Department.

Yours sincerely

.....  
Susan Kiran (Ms)

**Permanent Secretary for Information and National Archives**

## STATEMENT BY THE PERMANENT SECRETARY

I submit the Annual Report for the Department of Information and National Archives (Department) for the financial year ending July 2024.

In FY2023/2024, the Department of Information and National Archives continued to position itself as the central agency for disseminating Government information, programmes, and development initiatives. In strengthening this role, the Department implemented new methods of information dissemination while also reinforcing existing traditional platforms.

In 2024, the Department invested in improving its media services and technical equipment to enhance the quality of its outputs. Greater emphasis was placed on human-interest stories and ensuring coverage of remote, rural, and maritime regions so that no community is left behind.

The Department remains committed to supporting the Government's vision for national development through effective information sharing. This work requires dedication and, above all, a clear understanding of the Department's role in this process.

In this regard, I extend my sincere appreciation to the staff of the Department and to our internal and external stakeholders for their continued assistance and support.

Susan Kiran (Ms)

**Permanent Secretary for Information and National Archives of Fiji.**

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## VISION

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A well-informed Fiji

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## MISSION

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To be the leading national agency in providing information and archival services to develop effective partnership with stakeholders thereby promoting;

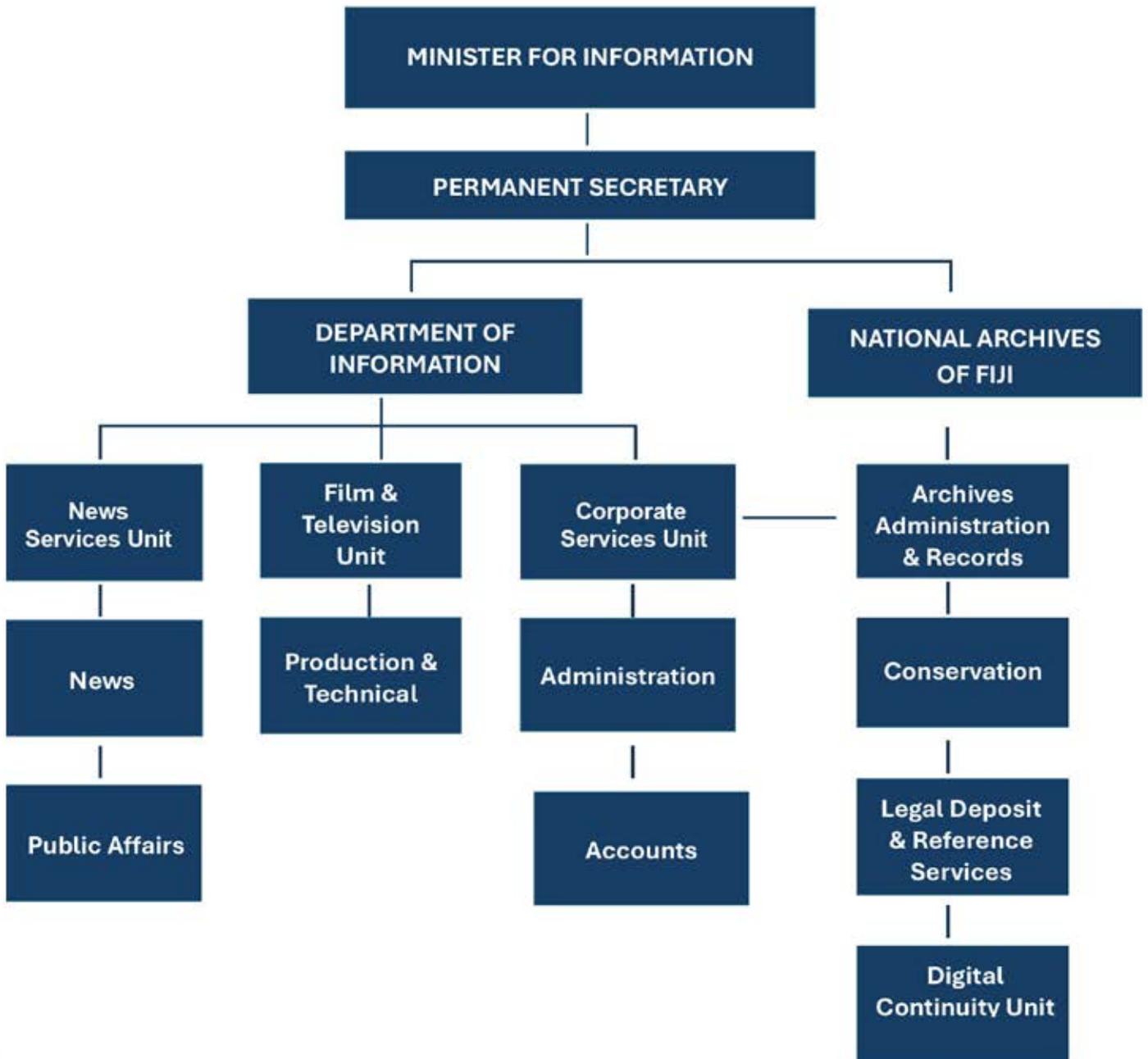
- Economic growth through access to quality information.
  - Free and responsible media and public participation in nation building.
  - Effective archiving of all government and public records.
  - Ensuring that all citizens are informed of government's policies, programmes, achievements and services.
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## CORE PRINCIPLES

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- Disseminate information to ensure active citizenship and democracy.
  - Accountable and responsive to the needs of Government and Ministry's stakeholders.
  - Ensure new approaches and technology contributes to the professionalism and quality in the service delivered.
  - Value the Partnerships with Stakeholders for continuous development and mutual benefits.
  - Promote the safety and well-being of staff in an environment of continuous learning and professional development.
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# ORGANISATIONAL RELATIONSHIP



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## DEPARTMENT OF INFORMATION

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The Department of Information is the Government's primary information agency providing the link between the Government, the Media and the Public.

The Department of Information comprises of three units namely News Services Unit, Film & Television Unit and Corporate Services Unit.

The Department transitioned to the Office of the Prime Minister following the 2022 General Elections. Prior to this change, it had been operating under the Ministry of Communications since 2014. Despite these administrative shifts, the Department of Information has remained committed to providing better information to the public.



## NEWS UNIT

### Overview

The purpose of the News Unit is to ensure the public is well-informed and engaged by providing timely, accurate, and balanced coverage of government initiatives, policies, and national developments.

The Unit provided extensive coverage of key programmes, policy announcements, and ministerial engagements. It also coordinated media monitoring, producing vernacular content, and maintaining flagship government publications. These efforts have strengthened the visibility of government initiatives and promoted transparency across all levels of governance.

### Event Coverage

The News Unit provided comprehensive coverage of government programs, official events, and ministerial activities across Fiji. A total of 1,003 events were covered during the reporting period, reflecting the Unit's continued commitment to nationwide information dissemination. This coverage included the production of social media briefs, web uploads, photography, radio programmes in both iTaukei and Hindi, as well as content for print publications- ensuring Government information reached audiences across multiple platforms and languages.

### Key Highlights

#### 2023 - 2024:

- National Women's Expo, Exploring Outsourcing in Fiji Launch, and Disaster Awareness Week
- Donation of 200 Solar Lights from the Government of China and Town Planning Day celebrations
- Launch of the Fiji Sovereign Blue Bond, Girit Day, Ratu Sukuna Day celebrations, and Fiji Ports' \$15.6 million dividend announcement
- Great Council of Chiefs (GCC) revitalization, Installation of Turaga Vunivalu of Bau and Head of Kubuna confederacy
- Coverage of repeal of the Media Act, and launch of the Police Cooperative
- Summit on Peace in Ukraine
- United Nations General Assembly
- Election in Parliament of Turaga Tui Cakau, Hon. Ratu Naiqama Lalabalavu as Speaker of Parliament
- \$47 million investment in national water infrastructure
- New Zealand Prime Minister's visit to Fiji
- Vuvale Partnership update with Australia
- Cybersecurity Symposium, ICCR Day, Ratu Sukuna Day, and Fiji Day celebrations
- Opening of the Ba Court Complex, World Forest Day, and National Coconut Day events

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## MEDIA MONITORING REPORTS

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The Media Monitor provides a daily email service to the Prime Minister, Cabinet Ministers and senior Government officials informing them of published in the media daily.

The Media Monitor was established to ensure that national leaders receive timely updates on key issues- both positive and negative reported by various news agencies.

During the financial year, the Media Monitor continued its media monitoring function, producing daily analytical reports that informed Government communication strategies and response planning.

- 2023 - 2024 : 2481 MM report produced

These reports have been instrumental in tracking media sentiment, ensuring accurate coverage of government activities, and supporting the Department's communication objectives.

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## MEDIA LIAISON OFFICER (MLO) NETWORK

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The Department of Information continued to oversee the Media Liaison Officer (MLO) Network, which coordinates public relations and media engagement across all government ministries and departments.

The MLO Network consists of Government Information Officers responsible for implementing media strategies and ensuring message consistency within their respective agencies.

During the reporting period, the Network participated in a Strategic Communications Training Program delivered in partnership with the UK Government Cabinet Office. The training enhanced officers' skills in strategic communication planning, proactive media engagement, and coordination of government-wide messaging.





**Voqa ni Davui  
iTaukei Vernacular Radio Programmes**

The iTaukei Vernacular team produced 304 iTaukei-language radio programmes during the reporting period. These covered a wide range of topics including ministerial interviews, community development projects, parliamentary debates, and budget announcements.

The Voqa ni Davui programme is broadcast on FBC's Radio Fiji One every Monday, Tuesday, Wednesday, Thursday, and Saturday. The target audience are Fijians living in remote and maritime communities, ensuring inclusive access to timely and accurate Government information.

**Noda Viti  
(Government iTaukei Newspaper)**

The Noda Viti newspaper for the reporting period was published in the Fiji Times newspaper as a monthly insert.

- 2023 - 2024 : 31 Issues published (including a Special Edition in December)

All editions are available online via the official Fiji Government website, ensuring accessibility and broad public reach.





**Navrastra  
Fiji Government Hindi Radio Programme**

The Navrastra Hindi radio programme continued to promote government initiatives and community engagement across Fiji. Over the 2023–2024 reporting period, the Unit produced a total of 352 pro-grams (176 per year).

**Key Themes Covered:**

- Government assistance programmes (education, women's empowerment, sugarcane farming, and small business support)
- Coverage of state visits, including the Prime Minister and the President of India, and the World Hindi Conference
- Health and disaster awareness initiatives
- Multi-Ethnic Affairs programmes and citizens' success stories

**Fiji Darpan  
(Government Hindi Newspaper)**

The Fiji Darpan newspaper continued to serve as a key platform for disseminating government information to Fiji's Hindi-speaking communities.

- 2023 - 2024 : 31 Issues published (including a Special Edition in December)

All editions are available online via the official Fiji Government website, ensuring accessibility and broad public reach.

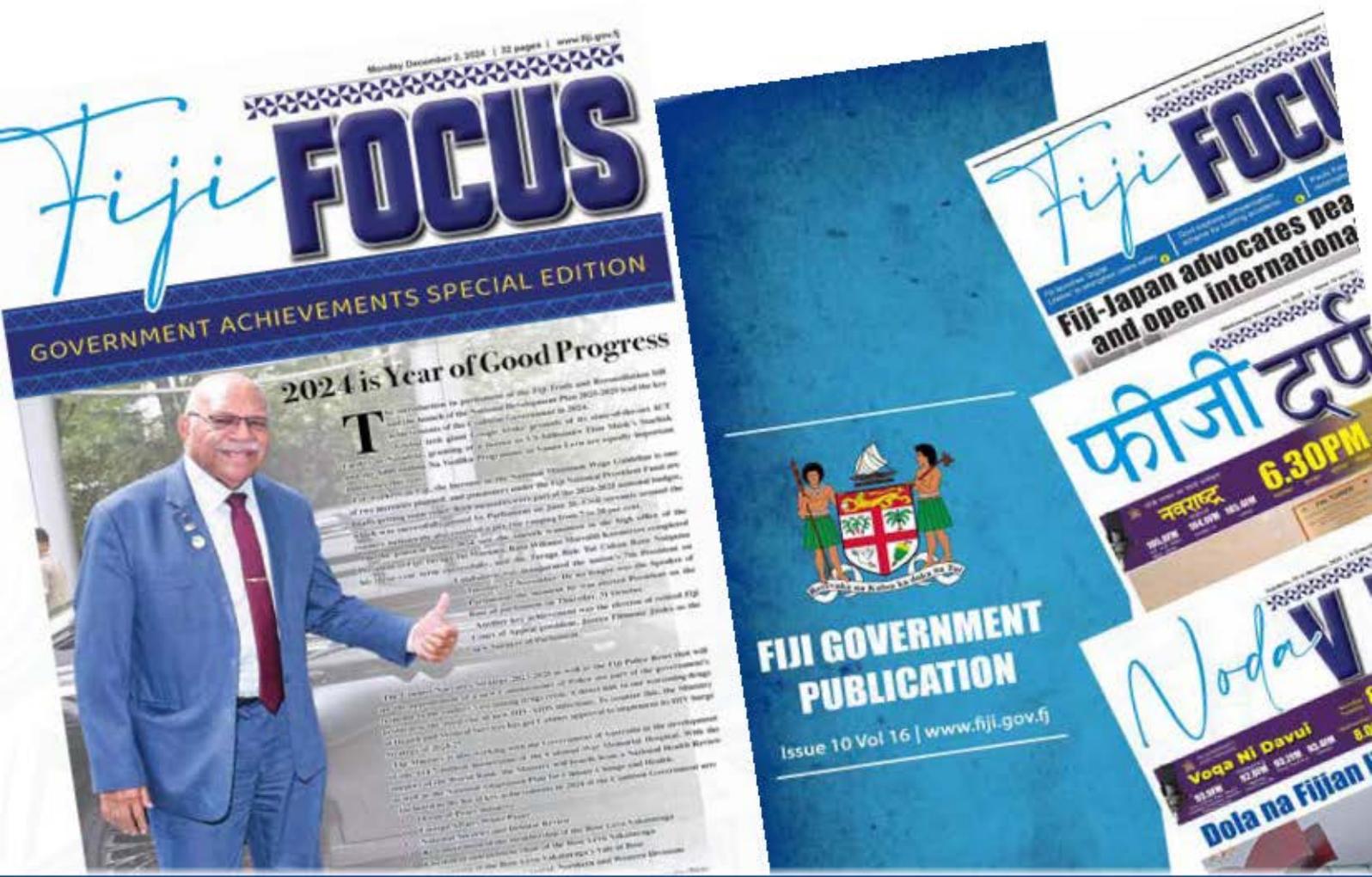


# Fiji FOCUS

The Ministry's flagship English-language publication, Fiji Focus, continued to highlight key national developments, policy outcomes, and stories of community impact.

- 2023 - 2024 : 31 Issues published  
(including a Special Edition in December)

All issues are available online through the Fiji Government website, increasing accessibility and supporting the Ministry's commitment to transparent and open communication.



## FILM & TELEVISION UNIT

### Overview

The Film and Television Unit (FTU) continued to support the Department's mandate by providing comprehensive audio-visual coverage and production support for government programmes, public information dissemination, and ministerial engagements.

Throughout the reporting period, the Unit successfully delivered high-quality video content across multiple platforms including national television, social media, and live broadcasting channels.

### Nations Business Programme

FTU successfully produced and delivered over 30 episodes of the Nation's Business television programme. Each episode showcased key government initiatives, national development projects, community success stories, and stakeholder interviews.



### Topics covered included:

- Climate resilience and village relocations
- Youth and entrepreneurship programmes
- Health reforms and rural/maritime outreach
- Agriculture development
- Trade and tourism programmes
- Infrastructure and road upgrades

These episodes were broadcast on Fiji One TV,

FBC TV, and Mai TV, and shared across the Fiji Government official Facebook and YouTube platforms.

### Ministerial Engagements

FTU provided audio-visual coverage and post-production services for 218 ministerial engagements.



The events covered included:

- Prime Minister's official visits, community *talanoa* sessions, and press conferences
- President's state functions and ceremonial events
- Ministerial tours, project launches, and stakeholder forums
- National consultations and media events
- Parliament sittings

Tabulated below are the international events covered:

Date	Event	Location
2023	78 <sup>th</sup> United Nations General Assembly (UNGA)	New York, USA
2023	Pacific Islands Development Forum (PIDF)	Washington, USA
2023	Asia-Pacific Economic Cooperation (APEC) Leaders Meeting	San Francisco, USA
2023	Conference of Parties (COP 28)	Dubai
2023	13 <sup>th</sup> Festival of Pacific Arts & Culture	Hawaii
2023	52 <sup>nd</sup> Pacific Islands Forum Leaders Meeting	Rarotonga, Cook Islands
2024	Prime Ministers Official Visit to United Kingdom	United Kingdom
2024	10 <sup>th</sup> Pacific Islands Leaders Meeting (PALM10)	Japan
2024	10 <sup>th</sup> World Water Forum	Bali, Indonesia
2024	7 <sup>th</sup> Melanesian Arts & Culture Festival	Port Vila, Vanuatu

**The Unit produced over 15 video pieces tailored specifically for social media, featuring:**

- Short-form explainer videos on government policies and services
- Public awareness content on health, education, tourism, agriculture, and climate change
- Behind-the-scenes and highlight reels from national events

These productions significantly enhanced the Department's online visibility and engagement with the public.

**Parliament Sitting Coverage**

FTU provided a total of 102 video coverage for Parliament sittings throughout the year, which included:

- Recording of all daily sessions and producing edited content for social media (YouTube and Facebook)
- Highlight reels for internal and public communication
- Assisting with livestreaming for key announcements and sessions

All recordings have been securely archived for public record and future reference.

**Live Streaming & Outside Broadcasts**

During the reporting period, FTU facilitated over 80 major livestream broadcasts, including:

- National addresses by the President and Prime Minister
- National Budget announcement and post-budget discussions
- First ever commemorative events such as National Girit Day and Ratu Sukuna Day under the Coalition Government
- Regional ministerial programmes transmitted via satellite and fibre networks

**Key Highlights**

FTU officers successfully strengthened Fiji's visibility on regional and international stages by providing:

- Professional audiovisual coverage of official engagements
- Timely media content for national broadcasters and digital platforms
- Reliable documentation for Government archives

During the reporting period, FTU provided critical media support for numerous high-level government delegations abroad. These assignments ensured timely dissemination of national statements, strengthened Fiji's presence in global forums, and documented key engagements of national significance. Coverage included support for His Excellency the President, the Prime Minister, and Fiji's delegations across major international platforms.



# NATIONAL ARCHIVES OF FIJI

## OVERVIEW

NAF transitioned alongside the Department of Information to the Office of the Prime Minister following the 2022 General Election. Prior to this change, it had been operating under the Ministry of Education since 2014. Despite these administrative shifts, the National Archives of Fiji has remained steadfast in its commitment to three key focus areas:

- Preservation
- Access
- Governance

These focus areas align with two principal objectives outlined in the mandate that guides the NAF's roles and responsibilities:

- Evidence & Education – Making Fiji a Knowledge Based Society
- Government Recordkeeping – Ensuring Good Governance

The role and responsibilities of the National Archives of Fiji are clearly defined under two legislation:

- Public Records Act (Cap. 108)
- Libraries (Deposit of Books) Act (Cap. 109)

These objectives are carried out through the coordinated efforts of the Archives various operational units, each of which plays a distinct and essential role. The five units are:

Units	
1	Archives Advisory & Records Management
2	Library & Research
3	Digital Continuity
4	Preservation
5	Corporate

## OUR WORKFORCE

NAF supports Government's priorities through the provision of archival services to a wide range of users, including government agencies, rural and urban communities, academics and students. NAF's continued success is driven by its dedicated staff, whose skills, innovation, and commitment ensure the delivery of high-quality archival services.

During the reporting period, work programmes were designed to meet the evolving needs of our users while also responding to the rapidly changing environment in which archival services operate.

## ARCHIVES EDUCATION

NAF's development efforts remain guided by stakeholder needs, the current state of archival records, and the Department's vision of Uniting Fijians Through Authentic and Accessible Archival Records. In response to increasing demand from scholars, Government agencies, and the public, the Department has implemented ongoing initiatives such as records management training and records surveys, aimed at strengthening and sustaining its core services, ensuring continuous improvement over time.



# NATIONAL ARCHIVES OF FIJI

## Schedule of trainings facilitated by the National Archives:

Records Management Training 2023 – 2024			
Date	Training	Venue	Number of Participants
Aug-23	Fiji Police Force Central	Police Central Division HQ, Kinoya	25
Sep-23	Fiji Police Force Southern	Police Southern Division HQ Nabua	25
Sep-23	Ministry of Civil Service	Civic House	30
Oct-23	Fiji Police Force Eastern	Police Eastern Division HQ Nausori	25
Jan-24	Ministry of Civil Service	Civic House	25
Feb-24	Fiji Police Force Northern	Police Northern Division HQ Labasa	25
Mar-24	Fiji Police Force Western	Police Western Division HQ Lautoka	25
May-24	Maritime Safety Authority of Fiji	MSAF Office Kadavu House	10
Jun-24	Ministry of Civil Service	Civic House	30

### OUTPUT 1: Access & Research

Archival records preserved within the Archives' repositories are carefully maintained to ensure their long-term accessibility for future generations. These records are used by a diverse range of individuals from across Fiji and abroad.

Access to information is essential for strategic development and for expanding Fiji's knowledge base. The department strives to utilize appropriate technologies and periodically re-evaluates its outcomes to ensure alignment with the Government's broader vision and goals. Public requests continue to be received through online platforms and social media channels.

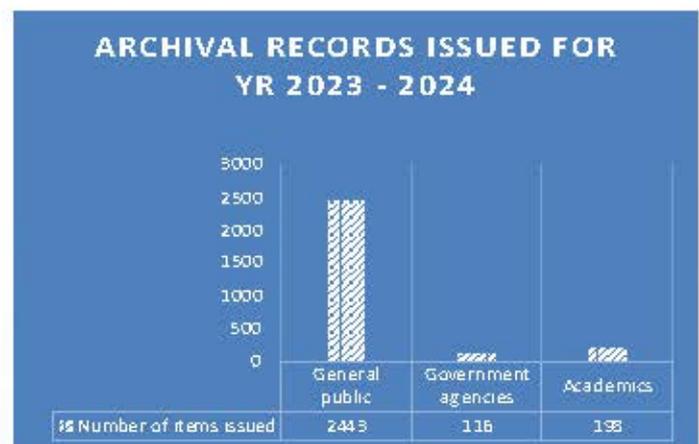
Our users include academics, civil servants, writers, legal practitioners, church ministers, and community members from various villages. Our department currently provides multiple avenues for users to access archival records:

1. E-mails
2. Phone Calls
3. Facebook page
4. Walk in (face to face consultation)

The table below provides a summary of users during the reporting year, categorized by location and purpose of visit.

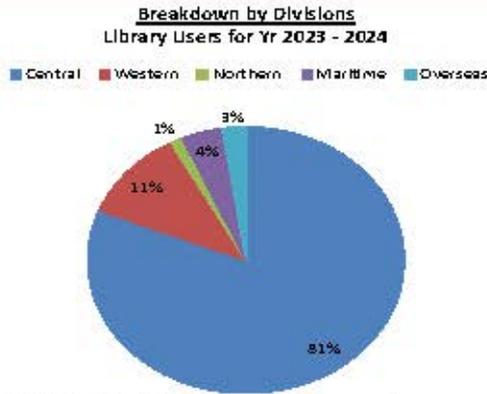
A total of 1,954 visitors accessed the Archives between August 2023 to July 2024. Of these 95% visited to conduct archival and library research.

### Users' statistics for 2023 - 2024



Graph highlights the number of archival records retrieved for the year 2023 – 2024 for the general public, government agencies and academics.

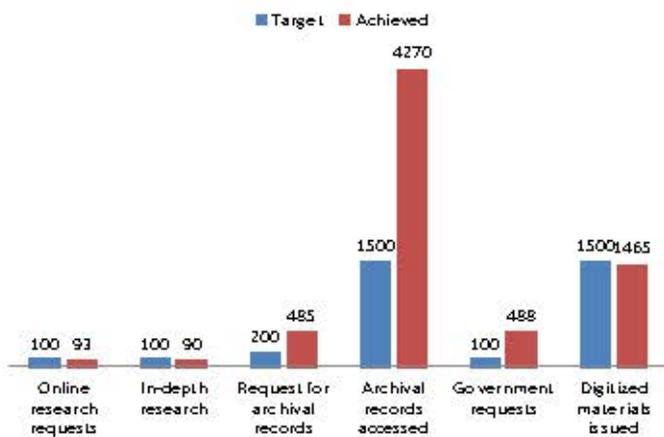
# NATIONAL ARCHIVES OF FIJI



Graph highlights library and search room users for the Yr 2023 – 2024

## OUTPUT 2: Collection management

**Research and Access to National Archives collection Yr 2023 - 2024**



The management and maintenance of the archival collection involve the acquisition, description, and preservation of records of national significance that are in the Department's custody, ensuring their long-term accessibility. The collection comprises physical archival records, manuscripts, audiovisual materials, and photographs.

NAF serves as the sole government repository, safeguarding approximately six kilometers of records from 96 government agencies, 474 private manuscripts, 2,000 hours of audiovisual footage, and an estimated 70,000 photographs. These collections possess intrinsic cultural value for the people of Fiji and carry important legal, administrative, financial, educational, and historical significance.

Although not all records have been digitized, the audiovisual and photographic collections have undergone digitization and are stored on a dedicated server, which is currently inaccessible due to technical issues. The archival holdings date back to 1835 and require proper environmental controls and preservation measures to ensure their longevity and continued usability for future generations.

Current preservation practices at the Archives include:

1. Monitoring and controlling temperature and humidity levels within the repositories to maintain optimal storage conditions.
2. Conducting collection surveys to identify records requiring conservation attention.
3. Repackaging records using acid-free paper and archival boxes to slow the deterioration process.
4. Minimizing handling of original records by creating working copies and digitized versions to preserve the integrity of the originals.
5. Providing preservation advice and guidance on best practices in records management to support the long-term safeguarding of archival materials.

To further enhance access to publications and archival information, the National Archives Library provides research facilities that connect citizens to Fiji's historical past. These resources allow users to access essential information relevant to contemporary needs such as genealogy research, iTaukei history, pre-Cession land purchase debates, pension entitlements, and other archival matters.

Together, these collections document Fiji's development over time and serve as an invaluable resource for researchers, policymakers, and decision-makers. By consulting the Archives, they are able to reference historical precedents, understand their responsibilities, and formulate informed policies that continue to benefit the people of Fiji.

ACTIVITY	TARGET	ACTUAL
Records consignment received from Government Agencies processed to standard	10	75% achieved
Records consignment repackaged	10	80% achieved
Indexes compiled to allow easy access	10	120% achieved
Restoration of damaged volumes	25	92% achieved
Conservation treatment of damaged records	750	98% achieved
Digitize and backup Black & White Photo	4500	90.13% achieved
Digitize and backup Evans Photo Collection	4500	103.13 % achieved
Digitize and backup working copies	9000	182.26 % achieved.
Photo Preservation	1800	115.55% achieved
Digitization Requests	1500	97.66 % achieved

### OUTPUT 3: Information Governance

Activities under this output include:

- Conducting records surveys, both planned and in response to requests from Government agencies.
- Providing records management training through the Ministry of Civil Service, as well as upon request from Government agencies and statutory bodies.
- Offering expert and reliable advice to Government agencies, statutory bodies, and the public on matters relating to records management.

ACTIVITY	TARGET	ACTUAL
Records Survey to Government Agencies	30	216 Surveys conducted
Records Management Training	5	10 Trainings conducted
Appraisal and Issuance of Destruction certificate	4	2 Appraisal conducted
Proper Advice on Records management issues	40	32 government agencies assisted
Transfer of Records	5 transfers	6 transfers received: <ol style="list-style-type: none"> <li>1. Ministry of Lands</li> <li>2. Cabinet Office</li> <li>3. ITaukei Affairs</li> <li>4. Ministry of Finance</li> <li>5. Fiji Police Force</li> <li>6. Republic of the Fiji Military Forces</li> </ol>

Effective records management is essential for good governance. Under the Public Records Act (PRA), the Department is mandated to monitor, advise, and assist Government agencies in the proper management of their records to safeguard corporate memory. A key responsibility in this role is ensuring that Government agencies transfer records in accordance with the established transfer policy.

### Enhancing Archival Services Through Partnership and International Relations

The Department continues to explore and strengthen relationship through partnership and collaboration on special projects. It is an active member of the Pacific Regional Branch of the International Council of Archives (PARBICA)

During the year under review, the Department joined other member countries virtually for PARBICA20, where the Principal Archivist of the National Archives of Fiji was nominated as the President of PARBICA- a significant achievement and recognition for Fiji.

The Fiji Police Force commenced its five-year collaboration with the Department to strengthen its records management processes. The programme began with records surveys and records management training across the five policing divisions.

The Department also continued its partnership with the Ministry of Civil Service in facilitating records management training. In addition, one records management training session was conducted with the Maritime Safety Authority of Fiji.



## CORPORATE SERVICES UNIT

The Division is responsible for the Human Resources Management, Human Resources Development, Financial and Asset Management of the Department.

The total approved establishment for the Department of Information & National Archives in the FY2023/2024 was seventy-six (76).

The Department facilitated ten (10) new appointments, two (2) promotions and five (5) resignations in the FY2023-2024.

Classification	Number
New Appointments	10
Promotions	2
Resignations	5

A summary of Establish and Government Wages Earners Staff is tabulated below:

	Establish Staff	Wage Earners	Total
Department of Information	43	8	51
National Archives of Fiji	23	2	25
Grand Total			76

**Gender analysis of Established and Government Wage Earners:**



## STAFF TRAINING & DEVELOPMENT

The management values human resource capacity building and supports professional and personal development trainings. The following trainings were attended by the staff.

Month	Programme	Location	Mode of Training
Oct 2023	Multi-media Production for Virtual Studio	Malaysia	Face to Face
	Capacity Building on the Management of Digital Records	Korea & Indonesia	Face to Face
	Records and Archives digitization training	Indonesia	Face to Face
Feb 2024	Project Management- ETHOS Training	MCS	Face to Face
	Effective Communications in the Civil Service	MCS	Face to Face
May 2024	Human Resource Institute Annual Convention	Sofitel Fiji Resort	Face to Face
	Diplomatic Training	Malaysia	Face to Face
Jul 2024	Diplomatic Training- News & Current Affairs	India (ITEC)	Face to Face

# HIGHLIGHTS



# AUDITED REPORT FY2023-2024

## OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



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Website: [www.oag.gov.fj](http://www.oag.gov.fj)



File: 586

19 June 2025

Honourable Sitiveni Rabuka  
Prime Minister & Minister for Foreign Affairs, Civil Service, Information, Public Enterprises  
and Veteran Affairs  
New Wing, Government Building  
SUVA

Dear Sir

**DEPARTMENT OF INFORMATION AND NATIONAL ARCHIVES**  
**AUDITED FINANCIAL STATEMENTS - 31 JULY 2024**

The audited financial statements of the Department of Information and National Archives for the year ended 31 July 2024 together with my audit report on them are enclosed.

Particulars of any errors and omissions arising from the audit have been forwarded to the Management of the Department for their necessary action.

Yours sincerely

Finau Seru Nagera  
**AUDITOR-GENERAL**

✓ cc: Permanent Secretary for Department of Information and National Archives, Suva

Encl.

**AUDITED REPORT FY2023-2024**

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2024**

# AUDITED REPORT FY2023-2024

DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2024

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# AUDITED REPORT FY2023-2024

## OFFICE OF THE AUDITOR GENERAL

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### INDEPENDENT AUDITOR'S REPORT

#### Report on the Audit of the Financial Statements

#### Department of Information and National Archives

#### Opinion

I have audited the financial statements of the Department of Information and National Archives ("the *Department*") which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses for the financial year ended 31 July 2024, and notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements of the Department of Information and National Archives are prepared, in all material respects, in accordance with the Financial Management Act 2004 and Finance Instructions 2010.

#### Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Department in accordance with the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants* (IESBA Code) together with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other Information

The Management of the Department are responsible for the other information. The other information comprises the annual report but does not include the financial statements and the auditor's report thereon. The annual report is expected to be made available to me after the date of this auditor's report.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

When I read the annual report, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance.

# AUDITED REPORT FY2023-2024

## Responsibilities of the Management and those Charged with Governance for the Financial Statements

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

Those charged with governance are responsible for overseeing the Department of Information and National Archives financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

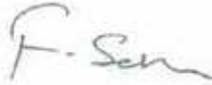
My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud 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 scepticism throughout the audit. I also:

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

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



Finau Seru Nagera  
**AUDITOR-GENERAL**



Suva, Fiji  
19 June 2025

# AUDITED REPORT FY2023-2024

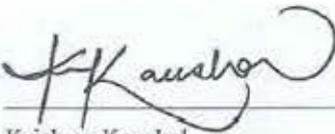
DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2024

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We certify that the financial statements:

- (a) fairly reflect the financial operations and performance of the Department for Information and National Archives for the year ended 31st July 2024; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and Finance Instructions 2010.

  
\_\_\_\_\_  
Susan Kiran  
Permanent Secretary for Information &  
National Archives

  
\_\_\_\_\_  
Krishma Kaushal  
Senior Accounts Officer

Date: 16/6/25

# AUDITED REPORT FY2023-2024

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2024**

		31 July 2024 (\$)	31 July 2023 (\$)
<b>Receipts</b>			
State Revenue		---	633,282
Other State Revenue		---	633,282
<b>Total State Revenue</b>		<u>---</u>	<u>633,282</u>
<b>Agency Revenue</b>			
Miscellaneous Revenue		8,117	14,000
<b>TOTAL REVENUE</b>	3(a)	<u>8,117</u>	<u>647,282</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff	3(b)	1,353,470	1,909,813
Government Wages Earners	3(c)	158,989	201,190
Travel & Communication	3(d)	203,035	587,584
Maintenance & Operations	3(e)	265,303	465,468
Purchase of Goods & Services	3(f)	787,693	1,379,426
Operating Grants & Transfers	3(g)	19,940	997,176
Special Expenditure	3(h)	---	2,691,275
<b>Total Operating Expenditure</b>		<u>2,788,430</u>	<u>8,231,932</u>
<b>Capital Expenditure</b>			
Capital Grants & Transfers	3(i)	---	12,305,000
<b>Total Capital Expenditure</b>		<u>---</u>	<u>12,305,000</u>
Value Added Tax		137,490	427,393
<b>TOTAL EXPENDITURE</b>		<u>2,925,920</u>	<u>20,964,325</u>

# AUDITED REPORT FY2023-2024

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2024**

SEG	Item	Budget Estimate (S)	Appropriation Changes (Note 4) (S)	Revised Budget (a) (S)	Actual Expenditure (b) (S)	Lapsed Appropriation (a-b) (S)
1	Established Staff	1,748,578	---	1,748,578	1,353,470	395,108
2	Government Wage Earners	202,733	---	202,733	158,989	43,744
3	Travel & Communication	291,600	---	291,600	203,035	88,565
4	Maintenance & Operations	434,100	---	434,100	265,303	168,797
5	Purchase of Goods & Services	1,268,807	(500)	1,268,307	787,693	480,614
6	Operating Grants & Transfers	19,695	500	20,195	19,940	255
7	Special Expenditure	---	---	---	---	---
<b>Total Operating Expenditure</b>		<b>3,965,513</b>	<b>---</b>	<b>3,965,513</b>	<b>2,788,430</b>	<b>1,177,083</b>
8	Capital Construction	---	---	---	---	---
9	Capital Purchases	150,000	(150,000)	---	---	---
10	Capital Grants & Transfers	---	---	---	---	---
<b>Total Capital Expenditure</b>		<b>150,000</b>	<b>(150,000)</b>	<b>---</b>	<b>---</b>	<b>---</b>
13	Value Added Tax	321,700	(22,500)	299,200	137,490	161,710
<b>Total Expenditure</b>		<b>4,437,213</b>	<b>(172,500)</b>	<b>4,264,713</b>	<b>2,925,920</b>	<b>1,338,793</b>

# AUDITED REPORT FY2023-2024

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
STATEMENT OF LOSSES  
FOR THE YEAR ENDED 31 JULY 2024**

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**Loss of Money**

There was no loss of money recorded for the year ended 31 July 2024.

**Loss of Revenue**

There was no loss of revenue recorded for the year ended 31 July 2024.

**Loss/Damage (Other than Money)**

Items	Model	Serial Number	Amount (\$)	Status
Samsung Smartphone (Loss Item)	A21	S/N: R58R40YF2RD	549	F/Ref: 21/44/11 dated 4.3.2024. Surcharge amount \$168.12. Timeline 6 pays. \$30 per pay
Samsung Smartphone (Loss Item)	A13	S/N: R58T50ZYLFW	499	Submitted to Ministry of Finance
Samsung Smart Phone (Stolen Item)	A13	S/N: R58T43CH8GD	449	Submitted to Ministry of Finance
Samsung Smart Phone (Stolen Item)	A13	S/N: R58T5B2P2W	428	Submitted to Ministry of Finance
HP ProBook Laptop (Damaged Item)	450-G5	S/N: 5CD9037JLM	1,280	File Ref: 21/64/1 dated 27.11.24. Deduction 5% of net salary until loss is fully recovered.
Huawei Pocket W-Fi (Loss Item)	E5785-320	S/N: 7522122000678	269	Submitted to Ministry of Finance
<b>Total</b>			<b>3,474</b>	

**Loss of Assets**

Following the Department's Board of Survey, items worth \$106,182 was approved by the Permanent Secretary for Finance to be written off:

Category of Assets	Amount (\$)
Office Furniture/Appliances	1,643
Office Equipment	104,539
<b>Total</b>	<b>106,182</b>

# AUDITED REPORT FY2023-2024

## DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

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### NOTE 1 REPORTING ENTITY

The core business of the Department of Information is the provision of timely and accurate information on Government activities and programmes across multiple mediums to:

- Government Ministries and Departments and statutory bodies;
- Publishers and editors of multi – media outlets; and
- Members of the public

The Department disseminates information by producing television and radio programs, publishing a fortnightly newspaper, managing the whole of government website and social media accounts and issuing news release about Government initiatives.

The Department is responsible for providing daily media monitoring reports to senior government officials. It also plays a very important role during disasters by providing timely and accurate information to the media and public.

The National Archives Department (National Archives of Fiji) is responsible for the appraisal, acquisition, safe custody and the proper maintenance of public records of Fiji and to make them available to Government offices and the public for reference and research purposes. The National Archives of Fiji is the official repository for the permanent records of the Government of Fiji and of materials printed and / or published in Fiji.

In line with changes in Ministerial portfolios effective from 24 December 2022, Department of Information and National Archives was assigned to Office of Prime Minister as per Legal Notice Number 1.

Accordingly, the Department of Communications and Digital Government Transformation office was assigned to the Ministry of Trade as per Legal Notice Number 5. The budgets were revised in the financial year 2023-2024.

### NOTE 2 STATEMENT OF ACCOUNTING POLICIES

#### a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Department of Information and National Archives is prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

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

# AUDITED REPORT FY2023-2024

## DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JULY 2024

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

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

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

The VAT payment as per the Statement of Receipts and Expenditures relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Service (FRCS). Actual amount paid to FRCS during the year represents the difference between VAT Output and VAT Input.

#### c) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with the current year's amount.

#### d) Revenue Recognition

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

### NOTE 3: SIGNIFICANT VARIATIONS

- a) Total revenue decreased by \$639,165 or 99% in 2023-2024 compared to 2022-2023 as a result of decrease in miscellaneous revenue collection and no state revenue collected in the financial year 2024.
- b) Established Staff costs decreased by \$556,343 or 29% in 2023-2024 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.
- c) Government Wage Earners costs decreased by \$42,201 or 21% in 2023-2024 compared to 2022-2023 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.
- d) Travel and Communication costs decreased by \$384,549 or 65% in 2023-2024 compared to 2022-2023 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.
- e) The Maintenance and Operation costs decreased by \$200,165 or 43% in 2023-2024 compared to 2022-2023 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.
- f) Purchase of Goods and Services decreased by \$591,733 or 43% in 2023-2024 compared to 2022-2023 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.

# AUDITED REPORT FY2023-2024

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES  
NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 JULY 2024**

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

- g) Operating Grant & Subscription expenditure decreased by \$977,236 or 98% in 2023-2024 compared to 2022-2023 mainly due to the transfer of the Department of Communications and Digital Government Transformation office.
- h) The Special expenditure decreased by \$2,691,275 or 100% in 2023-2024 compared to 2022-2023 because of the transfer of the Department of Communications and Digital Government Transformation office.
- i) Decrease in Capital Grants and Transfer expenditures by \$12,305,000 or 100% in 2023-2024 compared to 2022-2023 was attributed to the transfer of the Department of Communications and Digital Government Transformation office.

**NOTE 4: APPROPRIATION CHANGES**

**i. Virements**

Virement ID	Description	Allocation In	Allocation Out	Amount (\$)
01/23-24	Subscription	1-02601-72101-060599		500
	NTPC Levy		1-02601-72101-050412	(500)
02/23-24	Training	1-02501-16101-050403		3,000
	Advertising		1-02501-16101-050634	(3,000)
03/23-24	Software Maintenance	1-02501-16101-050274		18,000
	Film & Video Materials		1-02501-16101-059104	(18,000)

Funds were redeployed out as tabulated below:

Details	Allocations	Amount (\$)
Purchase of Specialized Equipment	1-02601-72101-090133	150,000
VAT	1-02601-72101-130101	22,500
<b>Total</b>		<b>172,500</b>

**iii. Details of significant unutilised budget**

- a) SEG 1 Established staff \$395,108 (23%) and SEG 2 Government Wage Earners \$43,744 (22%) – Savings due to vacant positions. Positions were advertised, however due to unsuitable applicants the positions were re-advertised.
- b) SEG 3 Travel & Communication \$88,565 (30%) – Travel cost declined due to reduction in travels for the year.
- c) SEG 4 Maintenance and Operation \$168,797 (39%) – Department had implemented cost cutting measures on operational expenses such as fuel, postage, electricity, repairs and maintenance for tools & equipment.

# AUDITED REPORT FY2023-2024

**DEPARTMENT OF INFORMATION & NATIONAL ARCHIVES**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**NOTE 4: APPROPRIATION CHANGES (continued)**

**iii. Details of significant unutilised budget (continued)**

- d) SEG 5 Purchase of Goods and Services savings of \$480,614 (38%) mainly due to the following:
- Following the renewal of tender contract for Print Media, the cost of production for publications for Fiji Focus and other publication had reduced hence resulting in savings.
  - Department of Information was unable to continue with the procurement of video and photographic materials together with other specialized equipment as vendors were unable to secure items from suppliers abroad due to supply chain issues.
  - Expenses to raise awareness for state events were funded by other agencies, therefore savings in production, advertisements & publication cost.

**NOTE 5: OPERATING TRUST FUND ACCOUNT**

As of 31st July 2024, the Department had a balance of (\$12,775), comprising of staff payroll deduction (FNPF) and VAT on Revenue, payable in August 2024.

**NOTE 6: REVOLVING FUND ACCOUNT**

As of 31st July 2024, the Department had zero balance in RFA account. All Accountable advances made to the staff were cleared at end of July 2024.

**NOTE 7: DRAWINGS ACCOUNT**

As of 31st July 2024, the Department had zero balance in Drawings Account.

# AUDITED REPORT FY2023-2024

