

BRIEF REPORTS
to the
ROTUMA ISLAND COUNCIL
on the
PROGRESS OF THE
ROTUMA DEVELOPMENT PROGRAMME

Tuesday 15th June (10) Ahau, Rotuma

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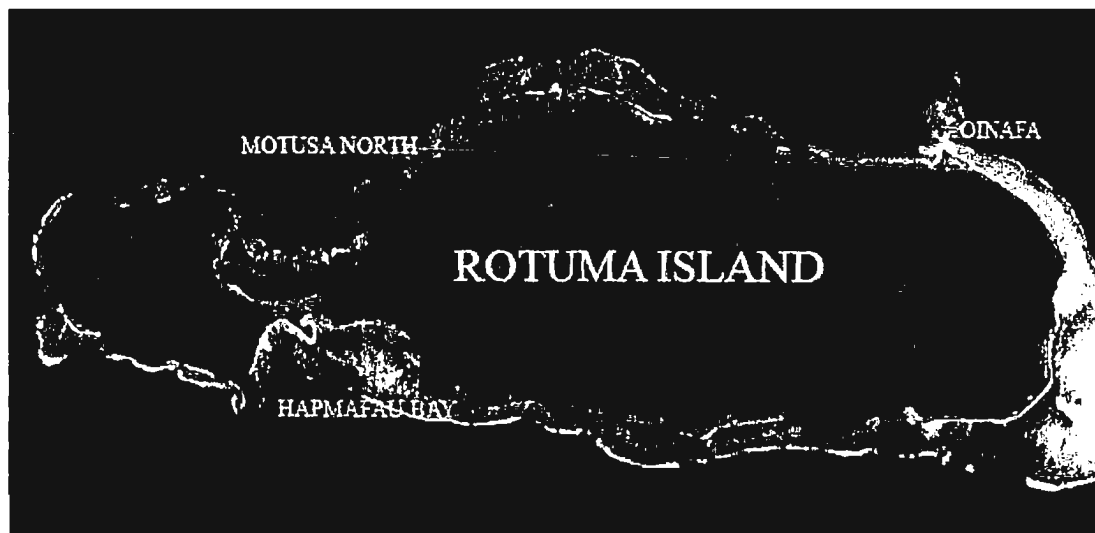
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Rotuma Port Upgrading Project

Ministers Brief No: 16

Operation “Garue Helava”

Operation “Cakacaka Mareqeti”



19th – 23rd March 2010

Executive Summary

On **24/10/09**, a team comprising of 7 civil servants and 57 hand picked tradesmen were deployed to the Rotuma Port Upgrading Project funded from the Prime Minister's Tax Free Port Development Budget of DW 27/09 totalling \$1,649,000.00. The breakdown of the \$1,649,000.00 allocated was as follows:

DECE Works	- 1,146,549.22
GSS	- 132,000.00
Director Energy	- 355,450.78
HQ MWTPU	- Balance of above for contingency.

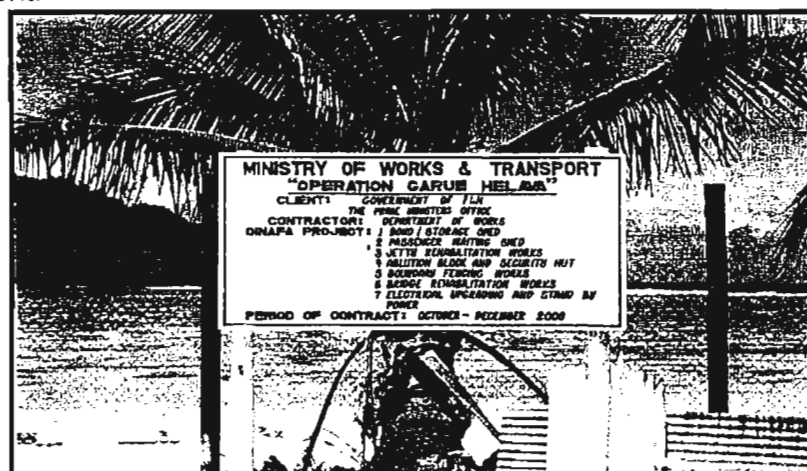
On **17/12/09** the Minister for Works, Transport and Public Utilities made an official tour to inspect the progress of work carried out on site. The Ministerial delegation was accompanied by the Acting Deputy Secretary Operations who is also the Chairman for MWT&PU TWG Rotuma Project and departmental representatives namely: Buildings, Roads, Meteorology, Agriculture, Quarantine, Building Services, ITC, Department of Energy and FIRCA

Three areas of project focus were namely; Oinafa jetty, Hapmak-DNR depot site, and the Ahau Government Station quarters and the Quarantine HTFA shed.

On **23/12/09** the Ministerial delegation returned to Suva with the 64 personnel working on the Rotuma Project for the Christmas and New Years break with the intention to send another 42 tradesmen in January 2010 to complete the outstanding works.

On **11/02/10** a Ministry team of 12 tradesmen and 7 technical staff went to Rotuma to inspect the progress and the tradesmen were to complete works on the site. The group consisted of representatives from Transport Planning Unit, Building Design and Architects, Electrical Section and Building Section.

On **21/03/10**, a Government group consisting of namely personnel from Works & Transport, Agriculture team, the Tuvalu Director FIMSA and the Tuvalu Director Quarantine, arrived in Rotuma on an assessment and validation visit of trade standards and international requirements in anticipation of the Tuvalu-Rotuma trade commencement.



"Operation Garue Helava" virtually near completion.

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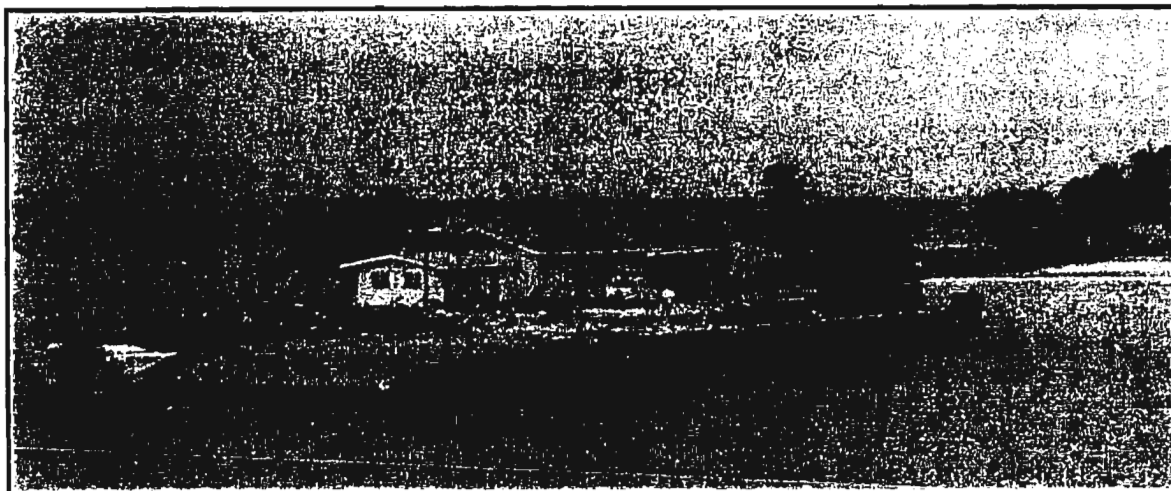
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1.0 PURPOSE

This paper is intended to provide an update for the Minister for Works, Transport & Public Utilities and the Permanent Secretary on the progress of works after a site visit made to Rotuma on 21/03/10.

2.0 PROJECT ACTIVITIES UPDATE

2.1 Completed works of Upgrading at Oinafa Jetty – 21/03/10



Activity	Progress Rate as of 04/11/09	Progress Rate as of 17/11/09	Comments on site inspection 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 11/02/10	Progress as at 21/3/10
Passenger Clearance Shed	48%	82%	Minimal Progress due Non-availability of materials	100%	100%	Completed
Bonding & Storage Shed	42%	58%		100%	100%	Completed
Ablution Blocks	17%	18%		100%	100%	Need water
Fencing Works	Yet to begin	15%	80%	100%	100%	Completed
Security Hut	15%	56%	70% Drop down gates yet to be installed	100%	100%	Manned by Police during visit period.
Sub-board					100%	Completed

Comments

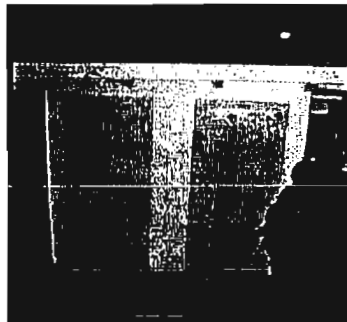
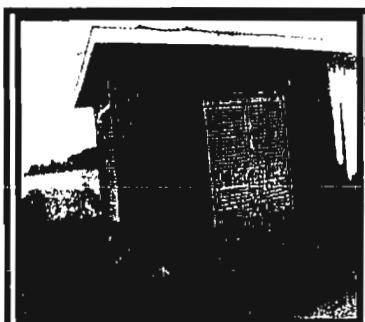
Most buildings and facilities at the Oinafa Jetty have been successfully completed. The ablution block awaits the much needed water supply (water & tank).



Fenced road, security hut and completed storage and clearance shed [Photos taken on 21/03/10].



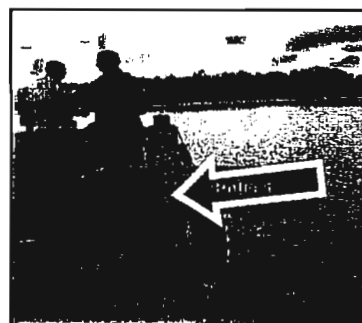
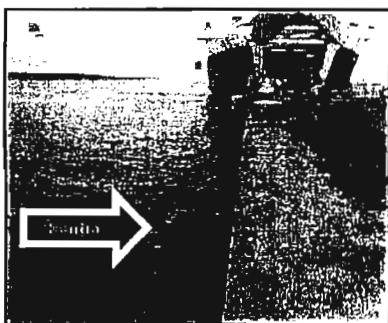
Ablution block with sub-board in background



Ablution Block (twin)

2.2 Tyre Fenders, Bollards, and Concrete Ramp. Mooring Buoys yet to be erected.

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate As of 11/02/10	Progress as at 21/03/10
Replacement of Fenders	20% digging only	100% digging only	100%	100%	100% completed
Bollards	35% steel work & drilling	50% steel work & drilling	100%	100%	Work 100% Completed.
Concrete Ramp Walls	Yet to begin	Metal spikes works have been put on hold due to inbound vessels to Rotuma using the ramp	100%	100%	Ramp repaired but urgent dredging needed to avoid berthing hazard.



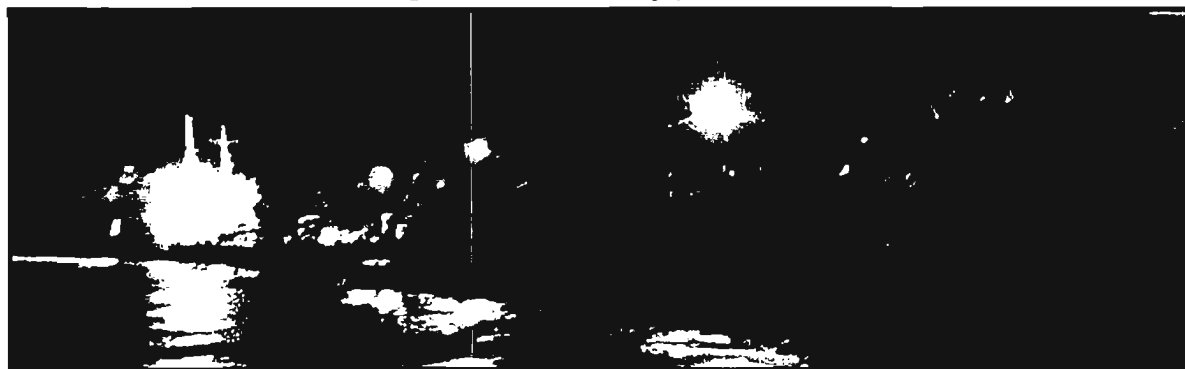
Berthing of MV Suilven, left arrow showing one of the tyre fenders and completed bollards.

2.3 Installation of Proper Upgrading Lighting Fixtures at Jetty site completed.

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rates as of 11/02/10	Progress As @ 21/03/10.
Light fixtures \$11,908.00	DECE Electrical Services to deliver materials on site last week of November or 1 st week of December at the latest	Flood lights and street lights installed along wharf area by electrical services	100%	100% Lights were Lit for the unloading and loading of cargo from the MV Westerland.	Completed.
Two sets of twin Solar Panelled Lights (\$30,000.00)	DW issued to DOE for procurements on 24/11/09. DSO had instructed DOE to follow through with vigilance and have delivery time reduced to 4 weeks rather than 6 weeks	Awaiting DOE to carry out installation of solar panelled lights at Oinafa jetty site	95% completion, installed panels and electrical accessories. Sunset switch to be installed in Jan 2010	100% completed As reflected in the photos below.	Completed



Solar Powered Lights at Oinafa Jetty (Photo taken on 11/02/10)



Flood lamp fixtures, 2 solar panelled lights and 5 street lights erected at Oinafa jetty site

2.4 Repairs of existing ramp

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 11/02/10	Progress As at 21/03/10
Repair of Ramp	Not yet completed	Metal spikes works have been put on hold due to inbound vessels to Rotuma using the ramp	100%	100%	Completed
Clearance of rocks in front of landing ramp face	Not yet completed	Awaiting clearance by DNR machines	TBC by STO Roads	TBC by STO Roads	TBC by STO Roads

2.5 Bollards, buoys and fenders

- Temporary buoys supplied by Government Shipping Services.
- Bollards and Fenders are put up.

Activity	Progress as of 04/11/09	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 21/03/10
Fenders	11%	20% digging only	100% digging only	100% installation	100%
Reconstruction of Bollards	5%	35% steel work & drilling	50% steel work & drilling	100%	100%
Construct 5 new additional Bollards	CE Building and STO Building to prepare Urgent estimates after consultations with Structures and A/D GSS			CE1 & Structures Pursue designs as recommended by A/DGSS for urgent construction	100%
Construct mooring dolphins and H-Beam which recently collapsed during visit of the MV Suiiven	CE Building to make urgent estimates for urgent construction works after consultations with Structures Section for the construction of new mooring dolphin and H-beam.				TBC by CE1

- Urgent need to reconstruct mooring dolphins which recently collapsed during visit of MV Suiiven

2.6 Electrical Works – Rotuma.

Under the Construction Unit – There are 3 workmen in Rotuma –88% completed.
As for the Rural Electrification – there are 8 workmen – 96% completed in Rotuma, works expected to be 100% completed by March end.

Milestone 1 : Installation of a 100KVA Generator at the Oinafa Jetty – Lighting and electricity supply for Border Control Agency Facilities:



Power House at Oinafa



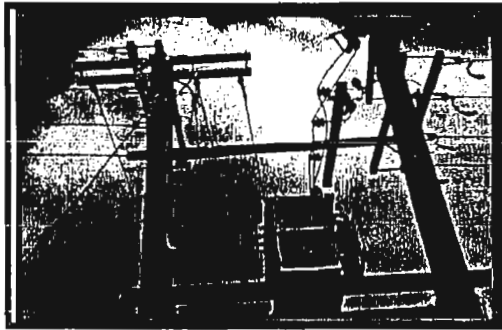
Security booth – border control

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 11/02/10	Progress as @ 21/03/10
Generators, Lighting and electricity supply for Border Control Agency Facilities	30% advance payment need to be made to supplier with appropriate approval obtained. DSO has instructed to purchase 2 – 100kVA generators which is on its way from overseas	Completed generator house will be converted to house electricity sub-boards New generator house will be located further inland is on board Tabusoro 30/11/09	Electricity sub-board house completed 100% Electricity Supply completion within 3-4 weeks upon arrival in Jan 2010 Installation of 100KVA generator – TBC Construction of new generator house - TBC	Electricity sub-board house completed 100% 100kVA generator transported to site on 11/02/10 Electricity currently supplied by 55kVA generator at the Jetty site. Construction of new generator house – 100%	Generator installed at the power house and the board is wired up. Awaiting final connections to the generator and testing. This has replaced the 100kVA gen-set in standby for the HTFA process.



Lighting and electricity supply for Border Control Agency Facilities

Milestone 2 - Grid Extension [Ahau – Malhaha] Stage 1 for Airport requirement and purchase of 150KVA generator.



Step down transformer at Malhaha Airport



New weatherproof 150kVA and 100kVA Gen – Sets

- 12 Workmen were deployed on 14/01/10 to complete works.
- 2 Fitters were sent on 11/02/10 for generator installation.
- Current expenditure for 2010 is \$38,854.00

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 11/02/10	Progress - 21/03/10
Clearing team already onsite	<ul style="list-style-type: none"> • 80% clearing work done. 	<ul style="list-style-type: none"> • 95% up to Ahau Government station 	<ul style="list-style-type: none"> • 100% completed 	<ul style="list-style-type: none"> • 100% 	On schedule. waiting building section to complete
Pine poles	<ul style="list-style-type: none"> • To be delivered last week of November or 1st week of December 2009. • To be transferred by Vatulawa • 30% advance payment need to be made to supplier with appropriate approval obtained. 	<ul style="list-style-type: none"> • Will need to re-dig electrical pine pole holes due to maintaining of road reserve 	<ul style="list-style-type: none"> • Erected 100% completed along new demarcated area 	<ul style="list-style-type: none"> • 100% completion for erecting and stringing of overhead lines • Currently laying underground HV mains along airport strip. Delay due to rocky ground. 	On schedule.
Generator	150kVA on its way from overseas	Awaiting generator	Received ready for shipment	Generator on site for installation and testing.	Generators connected to the grid.
Overhead materials	Overhead wires at site awaiting arrival and erecting of poles	Electrical Services to update progress	To be completed by team in Jan 2010. 3-4 week programmed upon arrival at Rotuma	All materials on site. Estimated time of completion of works is 26/02/10	



DNR Grade 5 quarters at the new Depot site at Hapmak – Photo taken on 21/3/10.

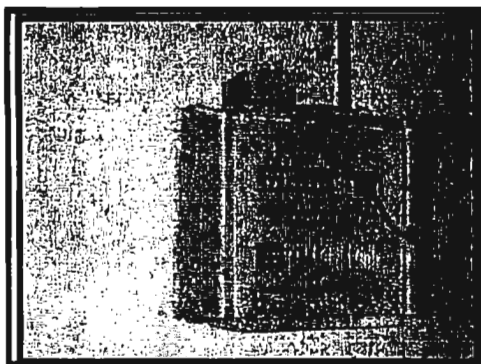
Building Section:

Partial works at the Rotuma Port of Entry Project and Rotuma Island Council House is still in progress and is expected to be completed by end of March. Rotuma workmen have returned to Suva on 23/03/10 while others have to work on the Rotuma council house maintenance programme.

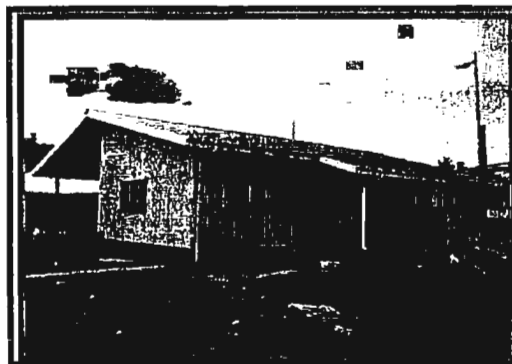
Milestone 3 – Wiring and installations for various government buildings (Electrical)

<u>Milestone 3 – Wiring and installations for various government buildings (Electrical)</u>					
• DNR – office and stores (Hapmak)	26/03/10	100%	Completed		Building Section – 94% completed
• DNR – Quarters 5 (Hapmak)	26/03/10	100%	Completed		Septic tank – 70% complete.
• DNR – Garage & Workshop	26/03/10	60%	Behind Schedule Awaiting Building Section to complete		Sanitary plumbing – 45% complete.
• HTFA Fruit Shed (Ahau)	26/03/10	95%	On Schedule Awaiting Building Section, connections to be carried out.		Painting 95% complete.
• DNR – Quarters 6	26/03/10	50%	Behind Schedule Awaiting Building Section to complete		Building Section – 86% completed.

GRID EXTENSION FROM AHAU GOVERNMENT STATION TO MALHAHA

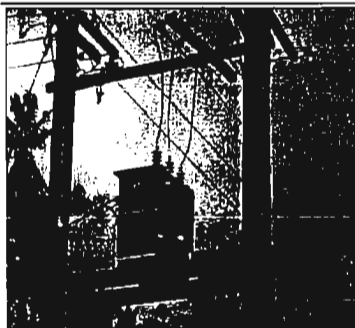


Sub-Board on the HTFA Shed.

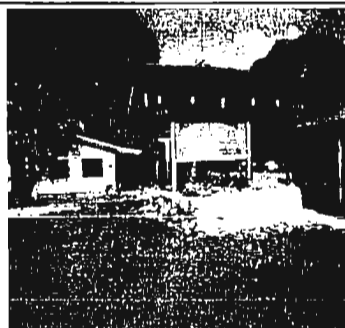


HTFA Shed at Ahau

A positive development to the Grid Extension from Ahau to Malhaha is the connection of electricity supply to Rotuma High School (only high school). Power poles have been erected and materials for the project were transported by the MV Westerland on 11/02/10. A quotation of the cost of this has been forwarded to the Department of Energy for financing.



Powerlines from Ahau to Rotuma high School.

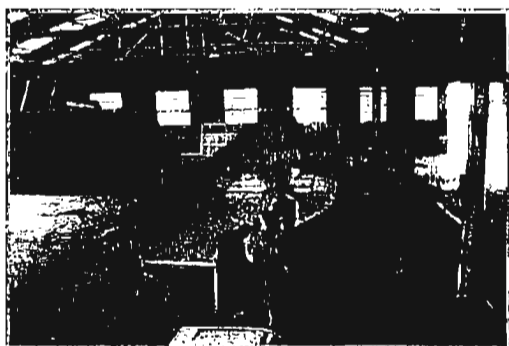


Rotuma High School

2.7 Construction of 15m aluminum workboat plus two 75horsepower Yamaha outboard engines with console gauges and controls

- o Total cost \$132,000.00 allocated
- o 6-7 week programme upon payment of first payment

Activity	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09
Departmental Warrant	Issued to A/D GSS.	A/D GSS to facilitate payments of deposit and procurement of outboard engines, console gauges and controls from Asco Motors	Deposit paid to Integrated Welding Limited
50% Deposit of \$92,400.00 to Integrated Welding Limited	To be facilitated by A/D GSS.		Construction works begin in Jan after receipt of raw materials Note: Confirm sighting of raw material in workshop on 6/1/2010. Construction works have started.
Procurement of outboard engines and console gauges and controls from Asco Motors	To be facilitated by A/D GSS and will be kept under his custody		Will proceed in 19/1/2010 when contractor resumes work in 18/1/2010
Virement of 22K from activity 9 to activity 7 of DW 27/09 and request for transfer of authority to waiver tender process	Submitted to PM for his endorsement	PSPMO has approved virement, awaiting PM/MoF to approve transfer of authority to waiver tender process	Received approval from PMO on 29/12/09 to vire funds from within and also waiver MTB process


Work boat construction in progress – pictures taken on 15/03/10

2.8 Completion of HTFA Plant -Shed

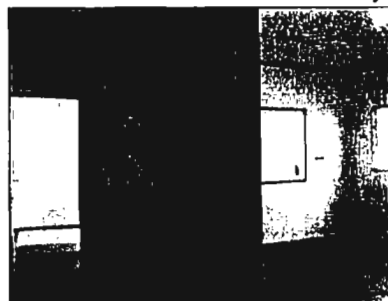
- DW received from Department of Quarantine to construct the HTFA shed.
- DWDQ 07/09 dated 25/5/09 \$67,773.00 for combination freezer for Root Crop Shed
- DW DQ 12.09 dated 22/10/09 \$36,000.00 for Cool Room at HTFA
- Total cost \$203,132.00, Total committed as at 23/12/09 - \$177,547.15,
- Balance \$25,584.85

Activity	Progress Rate as of 04/11/09	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 11/02/10	Progress Rate as of 21/03/10
Construction	15%	25%	Very little progress due to lack of building materials	69%	76%	Building awaiting installation of HTFA -99%
Combination cooler for Root Crop Shed	To be delivered and assembled at site in the 1 st or 2 nd week of December		Electrical services to update	Completely assembled (3-4day job in 24hrs)	As per last inspection	100%
Cooler Room at HTFA	To be delivered and assembled at site in the 1 st or 2 nd week of December		Electrical services to update	Panels delivered on site in Jan 2010	65% completed. ETC – 1 st March	100%
Pine poles	Sent on Vatulawa last shipment		Have been erected	Have been erected	100%	100%
100kVA Generator	To be delivered 1 st week of December		Electrical services to update	To be delivered on site in Jan 2010	100%	100%



HTFA Fruit Packing Shed

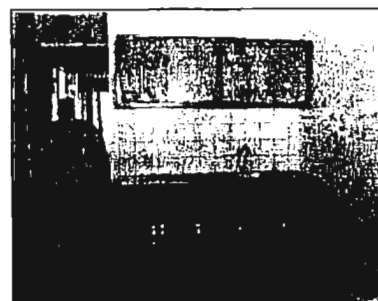
Root Crop Shed is completed with the coolers installed



Conference & Board Room



Front view of the coolers



Kitchen Area

2.9 Completion of a new connecting causeway bridge

- Total cost \$400,000.00, will now repair bridge amounting to \$74,490.00, Total committed as at 23/12/09 - \$210,552.25
- Balance (\$136,062.25)
- Materials delivered on site by government vessel *Tabusoro* on 30/11/09.

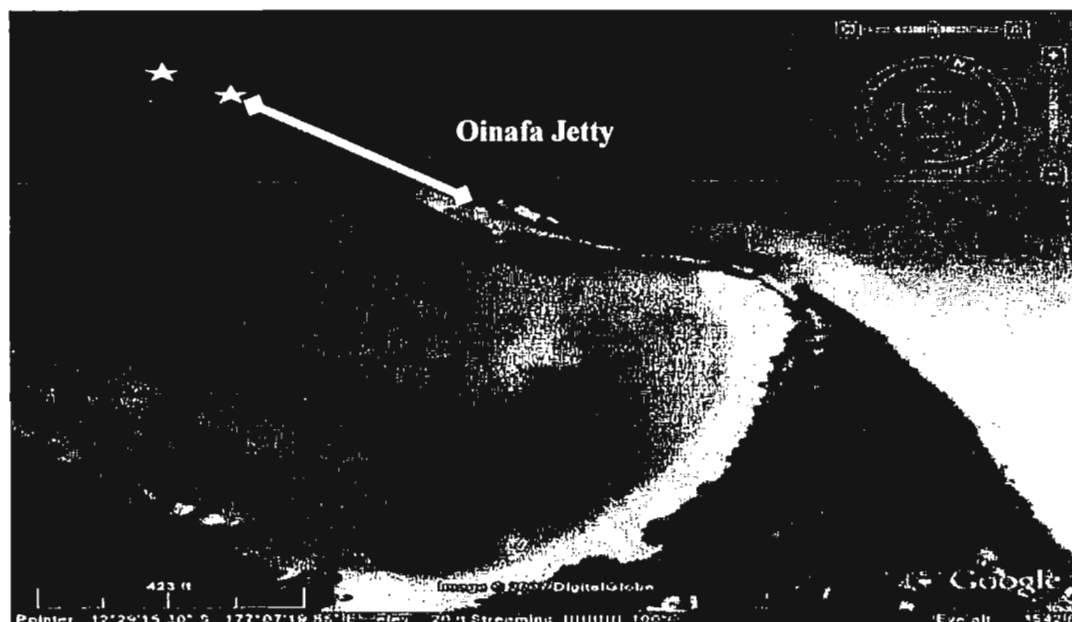
Activity	Progress Rate as of 04/11/09	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress As of 21/03/10
Bridge Works.	42%	66%	66%	Main structural beams and columns completed 100% Decking works will be pursued in Jan 2010 for 2 – 4 weeks work programmes.	100%



Completed repairs of the Causeway Bridge



Surface View of the completed causeway bridge



☆ Proposed floating dolphin sites at the Oinafa Jetty.

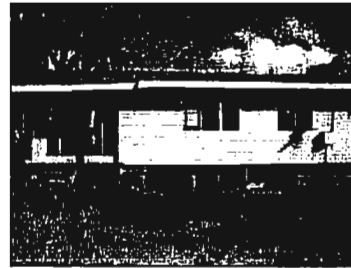
2.10 Relocation of PWD Depot to Hapmak to make way for HTFA Plant Site. (Office and 2 Staff Quarters)

Activity	Progress Rate as of 04/11/09	Progress Rate as of 17/11/09	Progress Rate as of 30/11/09	Progress Rate as of 23/12/09	Progress Rate as of 21/03/10
Grade 5 Qtrs	50%;	46%	Have been Affected by non availability of Building materials	43% completed	80%
Offices & Store	43%	42%		Balance of works will be pursued in Jan 2010 for a 3-4 week work programme	80%
Materials for Grade 6	Are being dressed at Joinery will be transferred by Tabusoro on 27/11/09		Transferred on the Tabusoro as of 30/11/09		75% complete

Department of Works Depot at Hapmak



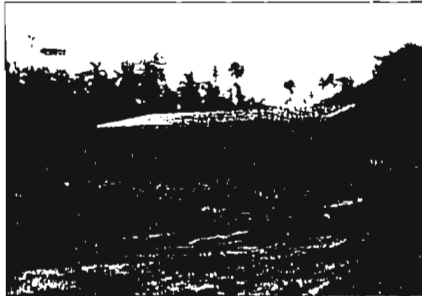
Works Depot



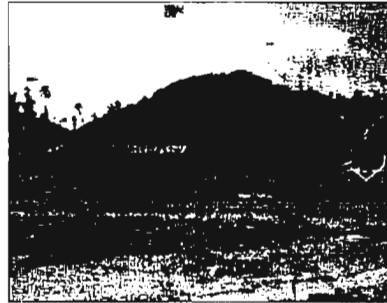
Grade VI Quarters



Grade V Quarters



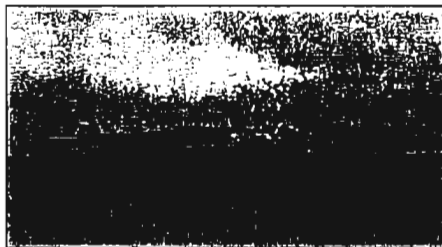
Office Building



View of Office from the quarters end

2.11 Shipping Requirements

Activity	ETD and Remarks
Iloilovatu	1 st week Feb 2010 according to 2010 GSS Sailing Plan
Shipping Franchise (Westerland)	January 2010 to transfer 42 workmen & trucks
Shipping Franchise (Westerland)	Feb 09 th – transfer of left over materials and 12 tradesmen. Return of two 7 tonne Department of Works vehicles
Iloilovatu	March 2010 – completion of works and return of workmen. Final assessment of project.



MV Sullven berthed at the Oinafa Jetty

2.12 Challenges

The MV Westerland berthed at Oinafa jetty at 7pm 11/02/10. Due to the unfavourable weather conditions, the government officials disembarked at 9pm. The shore leave period set by the Captain of the ship was 7 hours; the estimated time of departure from Rotuma was 4am 12/02/10.

Therefore, the short time slot available for inspection on the island and also the fact that all works had to be carried out at night resulted in insufficient time to carry out inspection of all works on the island.

The delay in the delivery of materials caused a snowballing effect to the project. Delay of works from one section resulted in the delay of the dependant sections.

2.13 Conclusion

All works on the project are above 90%, and the dredging at the jetty once completed would ensure timely project scheduling and positive progress. Very positive progress work in all the areas of Buildings, Electrical, Roads, Energy, Agriculture Quarantine, ITC, and FIRCA

Lessons learnt from delivery and short supply of building materials to remote project sites would be a learning curve to everyone for future projects. Procurement and shipping officers need to be more efficient and vigilant in their work to ensure that all building materials are correctly reconciled and ready for shipment on the due date.

Reconciliation of landed materials should be detailed to ensure physical verifications and minimize unnecessary activity stoppages.

2.14 Recommendations

Water supply to the HTFA and Root-crops shed needs to be sufficient as well as strong enough to the process that will be carried on for the preparation work of export trade.

With the power supply at the Oinafa Jetty, it is recommended that considerations be made for the connection of near-by villages to the grid at the jetty to ensure the effectiveness and efficiency of the generator.

Collaborative and integrated approach vital to future works for new buildings wiring and installations which would enable more accurate estimate of timeline for electrical works.

3 Departmental Reports

3.1 Agriculture

A team visited Rotuma with the Tuvalu delegates – Director FIMSA and Director Quarantine from Tuvalu to carry out final assessment of the Port of Entry facilities on standard requirements before commencement of trade.

An agriculture inventory needs to be envisaged to ensure that their sustainability in the export demand under this scheme. The question of having contingency plans in place for the success of this plan was raised after an inspection of the island to identify farm and produce ready for export.

The Agriculture Ministry could consider liaising with DNR to ensure that farm access roads are well maintained whilst the DNR fleet are working on the Rotuma circular road in early 2010.

Urgent construction works is required to the H-beam that collapsed which is a hazard at high tide and will be of safety concern to the Tuvalu government officials when auditing the Rotuma port facilities. The ramp wall needs to be dredged to allow safe berthing.

3.2 Energy

The tender for the Bio diesel processors aimed for Rotuma and Lau is to go out in March. The site visit, and that will double up as, the community consultations will be done in conjunction with Rotuma Government trip in late April. The mill construction should commence straight after the community consultations and site selection phases. The community development and skills upgrading training is for August after a July cabinet paper. Hoping to install both mills this year, Lau and Rotuma.

As for lights at the Jetty, the solar panel lights are tested and working.

3.3 Department of Meteorology

3.3.1 Issues to be addressed

- i. Satellite router and switch located in Post Fiji building. Whenever power is switched off, both hardware are switched off. Not appropriate for 24/7 operations.
- ii. Permanent cabling between Rotuma Post Office and Rotuma Met Office to be re-done as current underground cabling is not sufficient.
- iii. Purchase of LinkSys wireless interface card for redundancy option.

3.3.2 Recommendation (Meteorology Office only)

- i. Need to re-visit Judiciary and ITC Agreement and make changes so that power requirements 24/7 for the above hardware are addressed as soon as practicable. Suggestion is to relocate to Rotuma Police Station due to 24/7 operations.
- ii. Permanent cabling to be done with PWD assistance and FMS/Vendor to supervise.
- iii. FMS to purchase LinkSys wireless interface card and install at Rotuma Met Office Desktop as advised by ITC.

SUMMARY OF ACTIVITIES AND TIMELINES AS OF 21/03/10

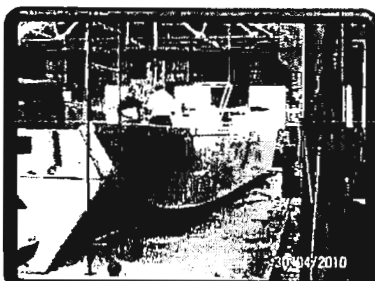
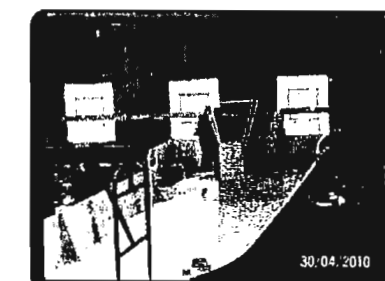
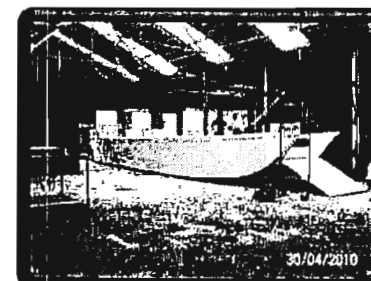
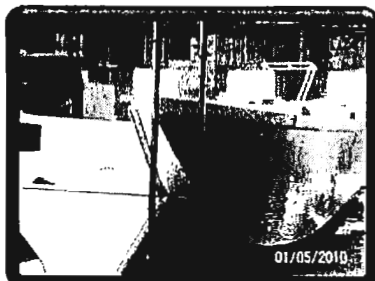
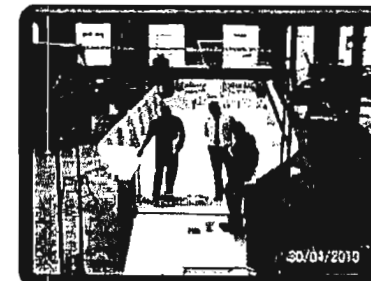
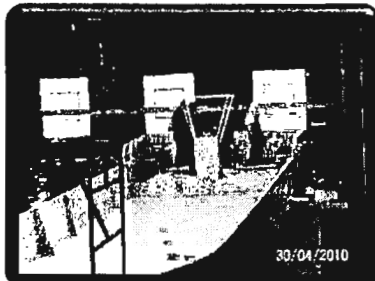
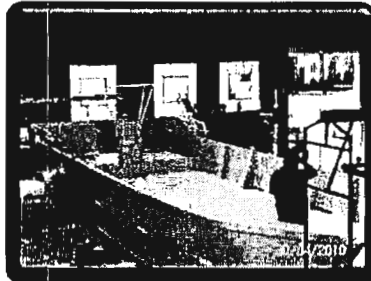
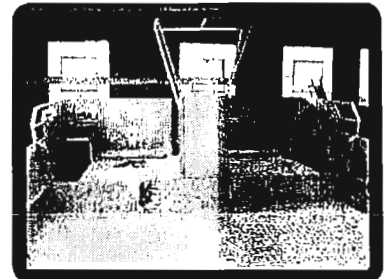
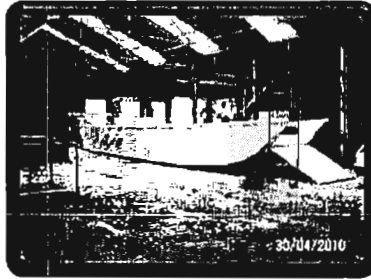
NO	ACTIVITY	RESPONSIBLE AGENCY	COMMENTS	TIMELINE
(a)	Construct Quarantine Staff Quarters	RFMF	<ul style="list-style-type: none"> Completed construction awaiting handing over 	ON SCHEDULE.
(b)	Construct Root Crop Packing Shed	RFMF	<ul style="list-style-type: none"> Completed construction awaiting handing over 	Completed November 2009
OINAFU JETTY SITE				
2 (a)	Upgrading of Current facilities on Oinafa Jetty - Passenger Clearance Shed/ Bonding & Storage Shed/Abolition Blocks/ Fencing Works, Security Hut	MOWT-DNR/ DBGA	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund DW 27/09 totalling \$1,649,000.00 Total cost \$112,965.00, allocated \$ 100,000.00, \$72,531.87 committed Workmen and materials on site 6-7 week work programme 	Completed December 23rd 2009
(b)	Replacement of Fenders, Bollards, Concrete Ramp Walls.	MOWT-DNR	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund DW 27/09 totalling \$1,649,000.00 Total cost \$38,207.00, \$ 30,207.00 allocated \$9,917.17 committed as at 22/10/09 Workmen and some materials on site DECE Works to deliver tyre fenders 	Completed December 23rd 2009
(c)	Installation of Proper Upgrading Lighting Fixtures at Jetty site	MOWT - Electrical	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund DW 27/09 totalling \$1,649,000.00 Total cost \$11,908.00 allocated 	Completed December 23rd 2009
(d)	2 sets of twin Solar Panelled and Lights at Jetty site	DoE	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund DW 27/09 totalling \$1,649,000.00 Total cost \$30,000.00 Awaiting DOE quotations for allocation of funds 	Completed January 2010
(e)	Installation of a 100KVA Generator at the Oinafa Wharf at 6.5km – Lighting and electricity supply for Border Control Agency Facilities	MOWT - Electrical	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund DW 27/09 totalling \$1,649,000.00 Total cost \$76,460.00 allocated in 2009 Installation of street lights Sub power board house Electricity Supply 	Completed street lights and sub board building. March 23 rd 2010
(f)	Generator Extend Overhead Grid [Ahau – Malhaha] Stage 1 for Airport	MOWT - Electrical	<ul style="list-style-type: none"> ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund 	Final completion (installation

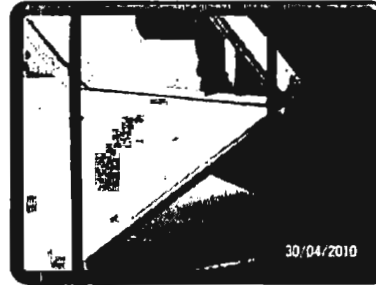
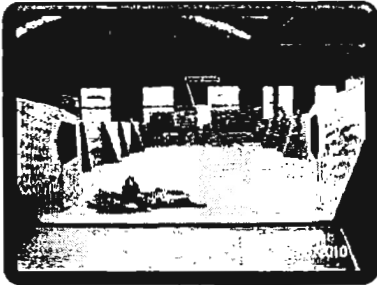
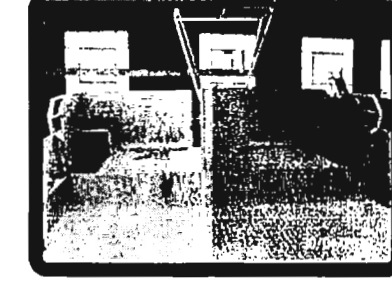
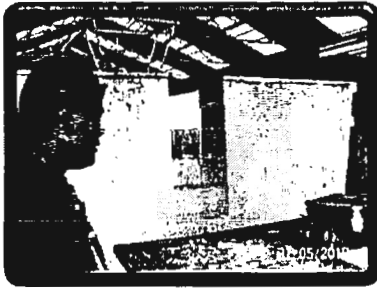
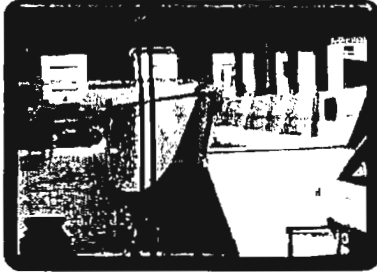
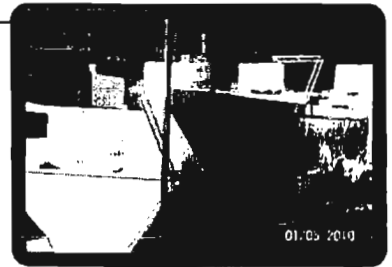
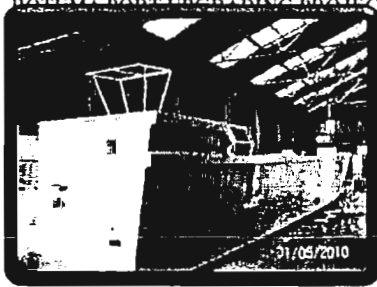
ROTUMA PORT UPGRADING PROJECT AND TASKFORCE UPDATE

	requirement Purchase of 150KVA generator		<ul style="list-style-type: none"> • DW 27/09 totalling \$1,649,000.00 • Total cost \$299,854.00 allocated, • Delivery and installation of 150KVA generator. • Erection of power poles 	and testing) On schedule.
(g)	Construction of 15m aluminium workboat plus 2x 75 horsepower Yamaha outboard engine and accessories	GSS	<ul style="list-style-type: none"> • ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund • DW 27/09 totalling \$1,649,000.00 • Total cost \$132,000.00 allocated • Aluminium Sheets arrived on 6/1/10 • Procurement of 2x 75 horsepower Yamaha outboard engine and Accessories • 40% completion of construction of boat as of 11/02/10 	Expected completion by April
(h)	Bollards, buoys and fenders	GSS	<ul style="list-style-type: none"> • ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund • DW 27/09 totaling \$1,649,000.00 • Awaiting quotes from GSS NZ supplier • Temporary buoys supplied by GSS • Installation of Bollards and fenders supplied by MOWT • Urgent need to reconstruct mooring dolphins which recently collapsed during visit of "MV Suillven" 	Completed Completed CE1 & Structures to pursue these designs urgently for construction
(i)	Construct HTFA Plant	MOWT - Buildings	<ul style="list-style-type: none"> • ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund • DW received from Department of Quarantine to construct the HTFA shed. • Construction – 69% will resume works in Jan 2010 • DWDQ 07/09 dated 25/5/09 \$67,773.00 for combination freezer for Root Crop Shed • Installation of combination Freezer and Cool Room panel for the Root Crop Shed • DW DQ 12.09 dated 22/10/09 \$36,000.00 for Cool Room at HTFA • Total cost \$203,132.00 • Cooler Room for the Quarantine is ready in workshop for shipment to Rotuma • Electrical wiring 	3-4 weeks upon deployment Completely assembled (3-4day job in 24hrs) 3-4 weeks Same period

ROTUMA PORT UPGRADING PROJECT AND TASKFORCE UPDATE

(j)	Construct Breakwater	MOWT - DNR	<ul style="list-style-type: none"> • ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund • DW 27/09 totalling \$1,649,000.00 • \$500,000.00 PWD to construct 	New submission to PMO for balance of RIE
LAND TRANSPORT				
3 (a)	Road Maintenance Programme Gravel acquisition for road maintenance programme	MOWT - DNR	<ul style="list-style-type: none"> • Road Supervisor Eastern has received the Lopta landowners written consent for the use of gravel 	Completed
	Rehabilitation connecting causeway bridge	MOWT - Buildings	<ul style="list-style-type: none"> • ICGP (08)335 dated 9/9/08 – funding sourced from PMO Tax Free Port Development Fund • DW 27/09 totalling \$1,649,000.00 • Total cost \$400,000.00, • Main Structural columns and beams • Decking will be pursued in Jan 2010 	Completed 3-4 weeks upon deployment
	Relocation of PWD Depot to Hapmak to make way for HTFA Plant Site. (Office and 2 Quarters)	MOWT Buildings/DNR	<ul style="list-style-type: none"> • Total cost \$450,000.00, \$200,000.00 allocated, \$138,338.52 committed • Construction – 90% • Lands Dept have completed valuation assessments. 	3-4 weeks upon deployment Completed
LONG TERM INVESTMENT				
4 (a)	International Port Site Identify most viable option for wharf	MOWT – TPU & DNR	<ul style="list-style-type: none"> • Oinafa Jetty site • Lopta Breakwater site • New Site indicated along Hapmak towards Ahau Govt Station. Coordinates; 1. Latitude 12degrees 29.31' South Longitude 179degrees 03.33' East 2. Latitude 12degrees 13' South Longitude 179degrees 03.12' East 	Continuation for necessary supporting feasibility studies by GSS, FIMSA, DNR & China Railway rep to confirm sites





PART 2

- Department of Agriculture – *Update* 23 – 24
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DEPARTMENT OF AGRICULTURE

BRIEF PROGRESS REPORT ON ROTUMA ISLAND

[CROP EXTENSION EASTERN DIVISION – 18/05/2010]

1. BACKGROUND

- Total land area – 4,720ha.
- Total arable area – 750ha approximately.
- Number of districts – 7.
- Number of farmers – 324.
- Number of staff – 2.
- Number of staff quarters -2.
- Number of office – 1.
- Number of vehicle – Nil [Sharing with Bio-security Authority/Quarantine].

2. PHYSICAL AND FINANCIAL PLAN 2010.

A) CAPITAL

ROTUMA ISLAND DEVELOPMENT PROGRAM

- Cropping – To plant 21.84ha of dalo [1.82ha or 18,200suckers/month], 5.04ha of cassava [0.42ha or 18,900cuttings/month] and 6.72ha of kumala [0.56ha or 20,160cuttings/month].
 - Capital Purchase – 200 digging bar -\$18,000.00
 - 7chainsaw - \$14,000.00
 - 7brushcutter - \$7,000.00
 - 50wheelbarrow -\$12,500.00
 - Kumala Nursery - \$11,620.00
 - Dalo Suckers - 109,200 suckers - \$21,840.00
 - Organic Manure- 170bags-\$17,000.00
 - Cartage/Freight- \$4,040.00
 - HRD - 7demonstration plots -\$14,000.00
 - 1fieldday - \$2,000.00
 - 28farmers training -\$14,000.00
 - Staff training -\$5,000.00
 - M&SS – Fuel & oil -\$10,000.00
 - Telephone/Fax/Internet- \$4,000.00
 - Travel/Subsistence/Meals -\$15,000.00
 - Stationary- \$1,000.00
 - Office equipment- \$6,000.00
 - AH&P Division – Livestock Improvement -\$5,000.00
 - Research Division – Crop Research Program -\$18,000.00
- Grand Total - \$200,000.00***

ROI

- Sumi Catholic Community Bio-fuel - \$50,000.00

B) FOOD SECURITY

- Root Crops – 167ha

- Fruits - 34ha
- Assorted Vegetables – 12ha
- Assorted Pulses – 12ha

Total – 225ha

3. ROI PROJECTS 2009

- Mutusa SDA Farmers Project [Itutiu] - \$6,253.35
- Juju Farmers Project [Itutiu] - \$5,791.00

NB: These items will be taken/ transported on the trip scheduled on 21/05/2010.

4. HIGHLIGHTS

- Two technical staffs had been posted to the Island in late May2010.
- These staffs are working very closely with the farmers and other stakeholders to implement the agricultural program and carry out field surveys to update the field data.
- Other agricultural commodities will be programmed for planting once the Rotuma Island Export and Marketing Company Limited confirms the details.
- The human resource capacity building and up skilling has been considered as a priority and a critical issue for the success and sustainability of this project.

Y.P.Sewak
A/PAO Eastern
18.05.10

DEPARTMENT OF POLICE

PROGRESS ON THE ROTUMA POLICE STATION



ROTUMA POLICE STATION
Development Progress report
1st January 2009 – 30th April, 2010

Ground Brief

1. Boundary

Rotuma Island is more than 590km, north, northwest of Nadi with an area of approximately 44sq.km currently accessible by boat and plane. There are seven (7) other smaller uninhabited islands closely attached to the reefs of the mainland.

Due to the air transportation problem, the population relies entirely on the availability of franchised or Government boats which services Island the once a month or once in two months for assistance from Fiji and abroad. The only other means of monetary assistance is through remittance at the Post office situated at Ahau Government Station. For the first four months i.e. from 1st January to 30th April of this year 2010 the total remittances received was \$660, 245. 35, figures released by the Postmaster (Lord Wilson).

1.1. Population

The islands population according to the latest census update by the Rotuma medical department on 14/05/10 was 1716 which is 504 less than the 2200 population in November, 2009. This steep decrease is a clear indication of urban drift with reasons only known to those involved.

1.2 Forecast

- The People of Rotuma knows and understand the purpose of our integrated approach and apply it in their living environment;
- That the crime in Rotuma is controlled and every member of Rotuma Community takes ownership of every community building projects.
- The commercial Commodity is a success and that the people of Rotuma enjoys the fruit of their hard earned wealth
- The Physical projects, education and other development in the island to constantly grow as result of the successful trading.

1.3 Mission –

To contribute effectively to maintaining the safety and security of the people of Rotuma by;

- Controlling criminal and antisocial activities affecting social and individual lives in the island by conducting constant awareness, containment and reintegrated programs
- Providing strict monitoring on the progress of the wharf operations considering that Rotuma is now being declared as Port of Entry.

- to ensure smooth process of the much awaited commercial trading with the Tuvalu Government
- To eradicate problems that may effect social and individual growth and identified problems to be solved at its earliest stage.

2.0 Administration

2.1 Manpower

Ranks	IP	SGT	CPL	PC	WPC	Total
Establishment	1	1	1	8	3	14
Strength	1	1	1	3	1	7

2.2 Posting Breakdown

S/N	Rank/Number /Name	Position	Date transferred to Station
1	A/IP Semi Waqavonovono	Station officer	21/04/10
2	SGT 1464 Kapieni Rupeni	Station Sgt	08/07/09
3	CPL 2967 Roderick Wendt	Station Cpl	
4	DC 2524 Illesa Vakarauwale	Crime Officer	08/07/09
5	PC 3361 Rigamoto Kamilo	UB	08/07/09
6	PC 3891 Jiuta Daucina	UB	08/07/09
7	PC 3970 Versoni Antonio	UB	08/07/09
8	WPC 4110 Connie Mary Louise	UB	08/07/09
9	WPC 4143 Lisa Pauriasi	UB	08/07/09
10	WPC 4414 Mafi	UB	08/07/09
11	PC 4415 Collin Solomon	UB	08/07/09
12	PC 4416 John Tafo'ou	UB	08/07/09
13	PC 4417 Raymond Filipa	UB	08/07/09
14	PC 4425 Channel Munivai	UB	08/07/09

2.3 Courses and Officers Movements

- IP Arthur Paulino was transferred to Roa/Souths Office on 21/04/10 replaced by Sgt 2054 Semi Waqavonovono who was transferred from the Fiji police Academy
- PC 4417 Raymond Filipa and PC Channel Munivai are currently undergoing the Basic Recruit Course at the Fiji Police Academy which commenced on 8th February and they will be passing out on the 4th of June 2010.
- PC 3361 Rigamoto Kamilo - Basic IB Course(FPA) - from 10/05-21/05/10
- DC 2524 Illesa Vakarauwale – Temporary transfer to ROO/South office 17/05 – 30/05/10 & CID Qualifying Course 31/05 – 25/06/10
- PC 3851 Jiuta Daucina is still on interdiction after being charged for murder and was escorted to Suva Prison awaiting court proceeding vide Rotuma CR 12/09
- WPC Lisa Pauriasi – 84 days Maternity Leave (01/03-23/05/10)

Apart from the above movement, the rest of the Station personnel are fully engaged in the Station Operations.

2.4 Promotion and Acting Appointment

Sgt 2054 Semi Waqavonovono received his official appointment to act as Inspector to the post of Station Officer Rotuma on 3rd May 2010.

3.0 Operations

During the last four (4) months the Officers were engaged in the following Operations:

3.1 Wharf Operation and Boarder Control Duties.

Wharf security Operation were conducted during the following Boats arrival at Rotuma wharf

- MV Westerland – 14/01/10, 12/02.10, 21/04/10, 13/05/10
- MV Sullivan – 21/03/10

Thorough screenings were conducted on disembarking and boarding passengers as strict security measures were taken to ensure that no illegal items were brought in and with the assistance of the Quarantine and Agricultural Officers no unauthorized cargo is taken abroad. During these operations unauthorized fruits were confiscated due to the Rotuma white fly's threat. Confiscated items were later disposed off in the presence of the district Officer Mr. Nicholas Ting who is also the Rotuma Court magistrate.

3.2 Sea Search and Rescue

- A Sea-search and Rescue Operation along Motusa and Fapufa Bay for Misper (Waisale Jioje Onisimo, 26yrs of Noatau Village), whose body they later retrieved from Fapufa Bay after 24hrs of search.

3.3 Special Operations

- Dance and Homebrew Operations on weekends
- Rotuma Day Celebration 13/05 - 14/05/10
- Police and LTA one month Joint Traffic Operation commences on 17/05

4.0 Logistic Support

The Station is logistically supported with the following;

4.1 Transport

- 1 x Police Vehicle – 4 x 4 twin cab (Ford) Registration Number DN 690, F/202
- 2 x red mountain bicycle in good conditions
- 1 x 25 feet Fibre Glass boat which is badly in need for repair and
- 1 x 60 hose power engine due for servicing.

4.2 Equipments

- 2 x Re-chargeable emergency lights
- 5 x magnum torchlight
- 2 x handcuffs
- 1 x measuring tape
- 8 x Traffic Cones
- 4 x hazard stand
- 1 x DELL brand Computer with multipurpose printer
- 3 x Expandable batons

5.0 Communication

Communication systems available at the Station are as listed below:

- Rotuma police station landline – 8891222
- 1 x fax machine – number 8891231
- Email through Fiji Govnet website
- 2 x Motorola handsets, s/numbers (672TKE7338 & 672TKE7492) –Call sign Charlie 1 & Charlie 2
- 1 x Vehicle RT base set call sign 202
- 1 x VHF RT Base set - Call sign SU
- 1 x HF RT base Set - Call sign 3DV95

6.0 Police Station Structure

Building and Quarters

The current police station is a Concrete structure which was built in 1968, situated at the Ahau Government station which contains a station officer's office, a Charge room, 2 cellblocks, a strong room for firearms and Stationeries.

The new extension to the 'current Police Station is a Concrete structure which was completed at the end of last year, 2009 and is still awaiting it's built in equipments before its' officially opening. It houses the following Offices:

- A station Officers Office,
- Station Sergeants Office,
- Crime Officers Office,
- Community Policing Officers Office,
- Exhibit Room
- Operations and Conference room,
- A tea room
- A Locker room
- Two (2) toilets and two (2) bathrooms

Quarters 25 and 26 are occupied by Cpl 2967 Roderick and A/IP Semi(S/O) respectively while DC 2524 Illesa is occupying Government Pool Quarter No 7 upon the approval of District Officer Rotuma after consultation with DASA, while the rest of the Officers live out in villages.

Note: The Police are occupying the smallest Quarters compared to other departments in the Rotuma Government Station who have upgraded theirs.

7.0 Development

Due to the Government interest in the rapid developments taking place in Rotuma particularly on the commercial commodity currently in progress, various Government Departments are setting up of their Offices at the Ahau Government station to provide services relevant to the islands needs. These Offices includes the;

- District Officer
- Customs
- LTA
- Agriculture
- Health
- PWD (Roads, Electrical, Building and maintenance)
- Water Supply
- Weather meteorological Office

7.1 Social developments

The Police are also contributing towards other social developments such as;

- i. the Commercial Commodity of Dalo, Cassava and Kumala trading with Tuvalu
- ii. Port of Entry and Boarder Control by which the Police takes the lead role in providing security entry control.
- iii. Installation of wharf facilities which the Police are providing security in preparation for the Commercial trade.
- iv. Commercial farms visitation by which our Police accompany the Agriculture and Quarantine Officers to ensure that there isn't any illegal drugs cultivation is going on with it.
- v. Programs in which the District Officer, Police, Quarantine and Agriculture and Major General Jioje Konrote (the Islands Representative to Government) are taking an integrated approach by visiting every village in the island and conducted awareness talks with them.

7.2 Physical Projects

Police stations new extension which is yet to be completed for official Opening.

7.3 Proposed projects

- Rotuma Police Boat to be either repaired or replaced.
- Expanding of existing Police Quarters to be O&HS compliance and to meet up the humid climate we are experiencing in the island.
- Servicing of the existing 60HP outboard engine to assist in the Rotuma coastline patrol, sea search and rescue and reinforcement during Wharf Operations.

8.0 Community Policing Activities

The community Policing Activities carried out by the Officers is;

- School visitation and School awareness Talks on the topics of Discipline and Truancy

- Village visits and awareness talks on the issues of Stray pigs, Homebrew, Supplying liquor to under age youths, Port of Entry awareness and Child protection issues through which biblical verses of Genesis 1: 11-13 that elders must not see a child as a dry seed ready to die but a person with hidden potential like seed hiding trees inside it waiting for the right environment to germinate grow, bear fruit and become a forest.
- Violence against women and children
- Sensitivity of discussing political matters
- Visitation of village Pig Sty at Tuwai, Tuakoi, Haga, Juju and Pepjei and advised the community to take steps to repair their fence.

The community were informed that the current Policing strategy which is to be People focus, thus to be proactive in problem solving but this demands full commitment of every individuals who are to play their roles in whichever capacity they hold in their community. During discussions, biblical verses from Genesis 1:26 and Genesis 3:9 were shared to them.

Positive feedbacks were continuously coming from the Chiefs and the Community at large as result the team was again invited to the Oinafa District meeting where the same message was delivered.

9.0 Crime Situation

Rotuma is one of the rare places where serious crime is almost non-existent. This is evident to date as we still notice people leaving doors and windows open when they go out or when sleeping at night. The only serious crimes reported during the first four months of this year 2010 are cases of assault, Theft of pig carcass and a report of alleged abuse of Office by a public servant.

There were 62 reports received in the first four months of this year, which are 21 more than the 39 reports received in the same period last year.

9.1 Report Attendance

All reports are attended and investigated by Officers on duty except on serious crime reports which are referred to the Crime Officer.

9.2 Crime Statistics

Total number of report received	-	62
Total number of cases registered	-	14
Total number of crime cases registered	-	8
Others (civil, Trivial, NCIL and L&FP)	-	48

Classifications

TRIVIAL IR	21
NCIL	9
CIVIL	10
CR	8
L&FP	10
PEP	7
TOR	1
DR	1
TOTAL	67

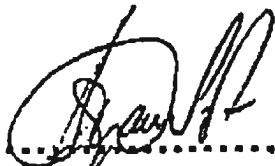
Constraints

- The whole of Rotuma are currently experiencing continued water breakdowns which have been voiced by the chiefs during the latest Rotuma Council meeting.
- The Police Quarters is too congested and not OH&S noncompliance.
- The development requires a lot of Knowledge from our Officers in terms of dissemination of information.
- There are no others means of sea coverage ever since the breaking down of our fibre glass outboard which at present is beyond repair.
- Our vehicle is running with no spare tyre.

Recommendations

Consideration to be taken on our constraints and our human resources to be given opportunities to train for advancement and to better their knowledge and understanding as this will enhance performance.

Respectfully submitted, please.



.....
S. Waqavonovono (A/IP)
Station Officer/Rotuma.

NATIONAL ARCHIVES OF FIJI

RECORDS OF ROTUMA

REPORT OF THE NATIONAL ARCHIVES OF FIJI – on Records Surveys carried out in government departments on Rotuma. August, 2010.

Introduction

The National Archives is governed by the **Public Records Act, 1971**, which authorizes the survey of all public records in government offices by the Government Archivist. Under this act we were required to conduct a Records Survey in the Government Departments on Rotuma. In doing so we get to know more about the records created within Government Departments how they are kept and managed within the department. Records are transferred to the National Archives once they are closed, and when they are being identified to contain archival value. At the same time these records can be destroyed after a formal authorization is given by the Government Archivist who has the sole authority to destroy any public record in the Archives and also those that are still kept at any government department. It was then requested to be transferred to our custody.

The National Archives have conducted surveys of this nature on Rotuma since 1967, 1997, 2004 and in 2009.

On these surveys, officers were able to identify and transfer records that are of value to be permanently kept at the National Archives. These included records from the Resident Commissioner Office such as Land Dealings & Case Courts from 1881 to 1952, Court Records from 1800s, District Land Registers, Land Court Registers and closed records from the District Office.

In August, last year, two officers from the department surveyed the closed records within the Island and these were the departments they surveyed,

Government Departments Surveyed:

- 1) District Office Rotuma
- 2) Rotuma Rural Hospital
- 3) Roads
- 4) Meteorological Office
- 5) Water
- 6) Agriculture

Some of the encounters:

Date	Government Depts	Upkeep	Problems faced
19/08/09 1.	District Office Rotuma	The records have been well maintained housed in cabinets. These are identified with tabs and a filing index that is updated at the introduction of a new life.	<ol style="list-style-type: none"> 1. Limited space, closed files are being bundled in a carton by the door way. 2. Cabinets that contain the other files are rusty & quite old. These are likely to stain the records.
2	Meteorological Office	There are basically no records because all data after its compilation everyday is sent to their Nadi office. Met Officer Edwin, in his own initiative to maintain some form	Creating files to maintain correspondences that have been slowly coming in is relatively a new exercise for him. So he has just labeled the covers on its contents without

ROTUMA PORT UPGRADING PROJECT AND TASKFORCE UPDATE

Date	Government Depts	Upkeep	Problems faced
		of records to the office has opened files for his perusal.	any reference numbers.
3	Ministry of Agriculture	Records have been well kept. They are stacked in cabinets which are placed in the corner of their little office. They are labeled but without proper index.	Limited space, both the Quarantine Section and Livestock Section share the room. Closed records are kept in a separate room in cartons.
4	Department. of Roads	There are literally no records kept in this office. The clerk shares this little shack like building with the rest of the workmen which also houses their tools & other working materials. What little files he has are marked, neither does it have labels, reference numbers or any markings to indicate what is contained in them.	<ol style="list-style-type: none"> 1. The room/office is shared by all staff /workmen. 2. The shack is also used as a tool room. 3. The clerk does not have proper training when it comes to filing or creating files & maintaining them.
5	Department. of Water	There no records in this office. Correspondences sent are not even kept accordingly.	No one is responsible for the records. All correspondences that come in are placed in the desk drawer that sits in the corner of the room. This room is also used as the sleeping area for some of the workmen that live outside of Ahau.
6	Rotuma Rural Hospital	The records are well kept in cabinets & labelled according to the subject index. The cabinets are in the same room as the clerical officer. There are also closed personal files.	Limited space. Closed files are not in boxes.

Recommendations:

- **Training:** There is a need for a records management workshop to be held in Rotuma or at the provincial level. It was noted that most officers tasked to maintain records do not have any idea how to create, index or maintain records currently in their possession. There is need to train the clerks that have been given the responsibility to maintain the office records. Department of Water Supervisor Tomasi Ledua had given the assurance that a clerk would be recommended to be sent to Rotuma. Basic training would allow the clerks to have a fair and proper idea on how to maintain their records and will allow us to easily conduct our surveys in the near future.
- **Separate Offices:** This is one area that needs to be addressed as most officers interviewed during the surveys indicate that their workstations were easily accessed by all other staff. Department of Roads shares the office that is also their tool room. It is recommended that clerks be allocated separate rooms in order to allow them better maintain their office space and more importantly their records.
- **Transfer of Closed Personal Files:** There are closed Personal Files at the Rotuma Rural Hospital that needs to be transferred to the National Archives for safekeeping. These are kept in boxes inside the Clerical Officers room. She has been advised to list the files and request for transfer of these records to the National Archives.

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SOCIAL WELFARE DEPARTMENT
Department of Social Welfare

ROTUMA ISLAND COUNCIL MEETING
24/05/10

Vision

Strengthening family well-being.

Misslon

Investing in families and communities to create a protective environment for children in Fiji.

ORGANISATIONAL ENVIRONMENT

- i. The Department of Social Welfare
- ii. Principal Accountabilities
 - a) Institutional Services
 - o Child Welfare Services
 - o Licensing, Compliance and Monitoring - Residential / Correctional Centre for Children
 - o Child Care Counseling
 - o Supervision of Non-Custodial Sentences
 - b) Field Services
 - o Poverty Alleviation - Income Support to Disadvantaged Persons
 - o Child Welfare Services
 - o Provision of Housing Assistance - Disadvantaged Persons
 - o Licensing, Compliance and Monitoring - Residential / Correctional Centre for Children
 - o Child Care Counseling
 - o Supervision of Non-Custodial Sentences

INCOME SUPPORT

This unit deals with providing financial assistance terms of Family assistance allowance, Poverty Alleviation Project and other Général Services (dentures, support Letter).

Family Assistance Allowance has seven criteria for application to be processed.....

1. **Elderly** – age above 60 years and no support from families.
2. **Single mother** - if their maintenance case is not successful.
3. **Deserted By Spouse** – if their maintenance case is not successful.
4. **Widows** – have no children to support, elderly widows without support.
5. **Permanently Disable** – upon déclaration by médical report.
6. **Prisoners Dépendent** – with children to support
7. **Chronic Illness** – inability to engage in paid employment déclare on médical report.

The above criteria have to be supported by an advisory Letter, birth certificate, médical form for Chronic illness or Permanently diable, court Letter if single parent or Deserted Spouse and death certificate if widows. School Letter is also required if children of the applicant is attending school. Thèses required documents are than supported by the Welfare officers investigating and assessment report on the applicant's request which is done through home visitation and then submitted to the Divisional Senior Welfare Officer for final décision.

CHILD AND FAMILY SERVICES

This unit deals with Child abuse complains, mariage guidance and counselling, care and Protection Allowance or any referral from the district courts. We also have the rôle of providing protective to shelter to children who are deemed to be in need of care by the courts. These are an on- going roles. Of the department and cases are attended upon referral or receipt.

Mariages Counsellors are present in Nasinu and Suva office to provide counselling and guidance for Family problèmes.

Financial Assistance in terms of Care and Protection Allowance are provided for children who have been orphaned or are in Institutional Care to assist caregivers with their upbringing.

OTHER FAMILY SERVICES

Other services by the Department of Social Welfare Include :

- The Adoption of Infants through Adoption of Infants Act
- Supervision of offenders through Probation of offenders Act.
- Supervision of offenders through community Works Act.
- Matrimonial Counselling under Family Law Act.

THE EFFECT OF REFORM ON OUR OPERATION

Family services

1. Family Assistance Schème {with criteria}
2. Poverty Alleviation Poverty {income generating program}
3. Care and Protection Allowance
{Transfer of C&P cases from FA listing}

New Modes of Payements

1. Post Offices.
2. Colonial National Bank of Fiji, and.
3. ANZ Rural Banking

FOOD VOUCHER SYSTEM

Urban-Areas

TWO {2} vendors have been authorised for redeem of food voucher as follows.

- MH an New World {Food Vouchers}
- Post Offices {cash/ Food voucher}

Rural Areas

The food vouchers are redeemed at the Post Fiji cashing agencies.

For the period of July-Dec 2010 all categories of the Family Assistance Allowance and The Care and Protection Allowance will be receiving Food Vouchers.

E-GOV SYSTEM

The current upgrading of e- Welfare {current and outdated} to the new e-gov system is one of the government initiatives to improve our current information system. It is currently as a pilot project in Southern division {suva} while the rolling out of connectivity and related system is underway to other divisions/ districts.

- Due to the current reform with changes that required for timely and consistent services delivery it requires effort from all stakeholders and also our recipients of allowance through out Fiji. one area that urgently need attention is the necessary documentations for all applications and current cases which currently Under review
- Birth Certificate- The system will not accept nor allow any further process of the individual cases if no birth certificate is available other document include :
 - .Death certificate if the the head of household is deceased,
 - Medical Report of the applicant,
 - Letter from the school regarding the children
 - Letter from the community leaders.

{ALL THE ABOVE DOCUMENTS IS URGENTLY REQUIRED TO BE SUBMITTED TO ANY SOCIAL WELFARE OFFICES AS SOON AS POSSIBLE BEFORE THE END OF THE MONTH}.

IF NOT THAN IT WILL MAKE MORE DIFFICULT FOR US TO PURSUE FURTHER ON PRINTING THE VOUCHER BOOKS}

We are making every effort to ensure that all applications will be processed should the necessary document are well received in the office.

Effort is also made to ensure that all applications will be advised on the outcomes of the applications within 3 months.

TRANSFER OF C&P ALLOWANCE FROM FA LISTING

The government is streamling all housing projects to come under Rural Development. This includes all applications of housing for all recipients. The department of social Welfare will only be responsive before income generating projects that will be underlaken by the potential individual. Currently under the government initiative the department is tasked to wean off 300 recipients by the end of the years. On that note all identified potentials will go through start your own business {SYOB} by the department of cooperatives before further process to provide them with SEED funds.

COMMUNITY BASED CORRECTIONS CONSULATIONS FOR EASTERN DIVISION

The Probations Section under the Child Welfare Services is conducting community consultations amongst uraban and rural communities.

Community Based Corrections is the provision of supervision, guidance and counselling by identified community volunteers towards the offenders rehabilitation. With the existence of Community based corrections, offenders can be sentenced to unpaid work from 20hrs to 400hrs

Its purpose is to provide offenders with the possibility of rehabilitaion while remaining in the community away from the negative influence of more committed or hardened criminals in a custodial environment.

It is generally recognised that people placed in well constructed, properly managed community programs, with active community participation have greater propects of rehabilitation and are likely not to re-offend.

The roll- out of this program to the Eastern and Maritime began from Levuka. Therefore should this program be required in Rotuma a date can be set for the training workshop.

RECIPIENTS OF WELFARE FAMILY ASSISTANCE AT VARIOUS CASHING AGENCIES BY TOTAL EXPENCES

<u>CASHING AGENCY</u>	<u>NUMBER OF RECIPIENTS</u>	<u>COMMITMENTS FOR 6 MONTHS</u>
1. Ahau	13	\$4,560.00
Total	13	\$4,560.00
Per Year		<u>\$9,120.00</u>

FIGURES IN SEX

Female	-	7
Male	-	<u>6</u>
Total :		13