



**Pacific Prevention Domestic  
Violence Programme  
( PPDVP)**

**Administration Instructions  
Regional Conference - 11-15th October  
2010**

**NADI/ FIJI**

# Administrative Instruction

## 1. SITUATION

- 1.1 The Pacific Prevention of Domestic Violence Programme (PPDVP) is a tripartite agreement between the New Zealand International Development Group (IDG) formally (NZAID), the New Zealand Police (NZPOL) and the Pacific Islands Chiefs of Police (PICP). The PPDVP aims to work with both regional and national partners to build the capacity of Pacific Police services to prevent/respond effectively to domestic violence. This includes the development and maintenance of effective partnerships with other agencies and NGOs with a role in the prevention of domestic violence.
- 1.2 The long-term goal of the programme is *“a safer Pacific free from domestic violence”*.
- 1.3 The Programme signed a Declaration of Partnership in October 2007 with the Pacific Island Chiefs of Police forum countries to work in Partnership focusing on capacity development of Pacific Police to better respond to reports of domestic violence incidents. The PPDVP works with Pacific Police Forces at different levels and includes a more intensive focus on five countries in the region to provide on the ground sustained support for the development and implementation of Police domestic violence policy, strategy, action plans, systems and procedures and training programmes. Those five countries include Tonga, Samoa, Kiribati and the Cook Islands and Vanuatu; there is scope to include other pacific countries in the future.
- 1.4 The programme has a strong regional focus to facilitate co-operation and relationships with Pacific Police on domestic violence issues extending beyond the five participating countries and building on strong relationships and developed links that will extend beyond the life and scope of this specific programme.
- 1.5 The Programme is to host a Regional Conference to be held in Nadi Fiji with specific objectives including:
  - Country Presentations on Present situation of capacity to respond to Domestic violence
  - Sharing Best Practice
  - Partnerships and working with other Agencies (Case Study)
  - Profiling and targeting strategies for repeat victimisation and Offenders (Case Study)
  - Coordinated response to International White Ribbon day 2010
- 1.6 The seminar will be attended by Police representatives from 14 Pacific Countries as well as representatives non government organisations from the same representative countries.

### 1.7 Accommodation and Venue:

**Accommodation:** Tanoa International Hotel  
Votualevu Road  
Nadi  
PO BoX 9203  
Nadi Airport  
Ph: 679 - 6720277

**Venue:** Conference Room  
Tanoa International Hotel: Conference Room

## 2. MISSION

To achieve *“a safer Pacific free from domestic violence”*.

## 3. EXECUTION

- 3.1 This instruction relates to the PPDVP Regional Conference to be held in Nadi, Fiji commencing on Monday 11 October 2010 to Friday 15 October 2010
- 3.1.1 Police Representatives and non government organisations from 14 Pacific Countries will centralise at the Tanoa International Hotel in Nadi - Fiji.
- 3.1.2 The seminar will commence proper from Monday 11 October and finish on Friday 15th October 2010.
- 10 3.1.3 All participants will require to complete **Registration** on Sunday October at 1600 hours in the main conference room.
- 3.2 PPDVP Programme Staff
- 3.2.1 The PPDVP is based in Wellington City at New Zealand Police National Headquarters, 180 Molesworth Street, Wellington.
- The Programme is managed by 3 staff (Implementation Team) based at NZ Police Headquarters and a further 7 staff based around the country who are domestic violence experts and are the country advisors for this programme.
- 3.2.2 For administrative matters The Programme Support officer is Kim Woon - Bloomfield. A list of Programme staff (PPDVP) details and contact numbers is attached as **(Appendix A)**.

## 4 Accommodation and Private Telephone calls

**IN CONFIDENCE**

- 4.1 The Programme will meet all accommodation and meal expenses and pay an Incidental allowance paid direct to participants; the allowance is commensurate with the New Zealand Police Incidental daily allowance for Fiji when travelling internationally.
- 4.2 Payment for private telephone calls will be the responsibility of individual members. The daily allowance will be paid to members on their arrival in Fiji. Ms Kim Woon - Bloomfield (PPDVP) will be the contact for incidentals allowances.
- 4.3 All participants will be accommodated at the Tanoa Hotel - Nadi.
- 4.4 **Messing:** The Tanoa International Hotel provides Breakfast, Lunch and Dinner.

## 5 **Uniform, Dress.**

- 5.1 Participants will be expected to wear their country Police Uniform on the first day (Morning only for photo) of the conference and then for the remainder of the duration will be dressed in tidy casual attire.

## 6 **Welfare**

- 6.1 The Programme Manager (Mr Cam Ronald) and Programme Officer (Inspector Soni Malaulau) are to be advised immediately of any matters potentially affecting the health, safety or wellbeing of any participant to the seminar.
- 6.2 The PPDVP will have a full medical kit with supplies readily available at the Venue - see Ms Kim Woon - Bloomfield, Support Officer.

## 7 **Travel & Financial administration**

- 7.1 The Programme will meet all Travel cost including Visa applications, Shuttles from Airport to venue and accommodation and return.
- 7.2 The Programme will also meet all Accommodation and Meals cost including: B/Fast, Lunch, Dinner and pay a small daily Incidentals allowance to participants.
- 7.3 All other cost outside this should be brought to the attention of Ms Kim Woon - Bloomfield, Programme Support Officer for Programme consideration as soon as possible.
- 7.4 On arrival in Nadi Airport - Fiji, shuttles will be available to transport participants from the Airport to the Tanoa Hotel and

likewise at the conclusion of the conference from the Hotel to the Airport.

## **8 Security**

- 8.1 There are indications that crime levels are increasing in Fiji. Robbery, theft and incidents of assault have been reported by locals and tourist alike, with most occurring at night in urban areas. Visitors are advised to take particular care with cash and credit cards, especially when using Automatic Teller Machines (ATMs).

Participants to the conference are to avoid any local demonstrations, public gatherings and any areas of military activity.

All participants to the conference are to exercise caution and vigilance and ensure that their personal belongings valuables and travel documents are kept in a safe place.

All participants to the conference will respect the local laws and customs of Fiji and avoid any involvement in any incidences likely to draw unwanted attention to them or the conference.

Participants to the conference are visitors while in Fiji and therefore do not hold any powers of office.

In this regard, where any serious breach of these instructions is identified, the members responsible will be spoken to and may result in the member being requested to leave the conference and a formal report sent to the members Commissioner or Police Commander outlining the reasons for the member's departure from the conference.

## **9 General**

- 9.1 All staff attached to this programme as members of NZ police and or staff from other Pacific Islands Police forum countries are expected to respect local customs and culture, to obey the laws of the country they are visiting, to respect the ranks and standing of members of police of other countries, and to generally maintain a high standard of conduct.

Inspector Soni Malaulau  
Programme Officer - Regional Co-ordinator  
Pacific Prevention Domestic Violence Programme (PPDVP)  
International Service Group. Office of the Commissioner  
WELLINGTON

Dated: 15 September 2010

**IN CONFIDENCE**

## Appendix A:

### **PPDVP contact List**

#### **Mr Cam Ronald**

Programme Manager  
Pacific Prevention of Domestic Violence Programme  
International Services Group  
Office of Commissioner  
180 Molesworth Street  
PO Box 2017  
Wellington  
Phone: (04) 470 7213  
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Email: Cam.Ronald@police.govt.nz: Cam.ronald@gmail.com

#### **Inspector Soni Malaulau**

Programme Officer - Regional Coordinator  
Pacific Prevention of Domestic Violence Programme (Programme Officer)  
International Services Group  
Office of Commissioner  
180 Molesworth Street  
PO Box 2017  
Wellington  
Phone: (04) 470 7389  
Mobile: 021 595645  
Email: Samasoni.Malaulau@police.govt.nz. Soni.Malaulau@gmail.com

#### **Ms Kim Bloomfield (nee Woon)**

Programme Support Officer  
Pacific Prevention of Domestic Violence Programme (Programme Officer)  
International Services Group  
Office of Commissioner  
180 Molesworth Street  
PO Box 2017  
Wellington  
Phone: (04) 47407373  
Mobile: 021 2243526  
Email: Kim.Woon@police.govt.nz. Kimi.bloomfield@gmail.com

## **New Zealand Police Mentors/Advisors**

Inspector Karen Smith - Samoa  
Mr John Robinson - Cook Islands  
Sergeant Jim Sole - Christchurch  
Sergeant Haley Ryan - Tonga -  
Sergeant Alan McGlade - Vanuatu  
Senior Sergeant Sue O'Neil - Reserve  
Inspector Dave Ryan - Reserve