



Fiji Corrections Service



Annual Corporate Plan 2017 - 2018

Table of Contents

<i>Section</i>	<i>Page</i>
Table of Contents	3
Foreword	4
Strategic Statement	5
Customers	6
Core Business	7
Functions	8
Table 1: Legislative Framework	9
Table 2: 2017-2018 FCS Goals	10
Table 3: Priority Outcomes	11
Organisational Structure, Plans and Planning process	12-14
Plans and Planning Process	15
Table 4: Linkages to Government Strategic Priorities	16
Table 5: Linkage to Sustainable Development Goals	17
Table 6: Goals Specification and Performance Target	18-35
Table 7: Finance Deliverables	36
Table 8a: Capital Projects Budget Utilization 2017-2018	37
Table 8b: Capital Expenditure Work Programme - Capital Construction	38-39
Table 8c: Ongoing Projects	40
Table 8d: Capital Purchase Work Programme	41
Table 9: FCS Training Calendar	42
Table 10a: FCS Year Planner 2017 - 2018	43
Table 10b: FCS Inmates Competition Programme 2017-2018	44
Glossary	45





Foreword



In our effort to improve and steer the Fiji Corrections Service (FCS) on course, we have developed strategies that are aligned with the intentions of Government. This annual document has been compiled from a thorough analysis of institutional data, verifications of our 2016-17 performance and what we propose to achieve with Government budgetary allocations for the year 2017-18. This Annual Corporate plan provides a framework for gauging our performance as expected from Government and all our Customers.

FCS is driven by six Organizational Goals embedded within my Intent for Corrections, plus our 2017-18 to 2020-22 Strategic Plan. These Goals are key objectives of our Corporate Statements, which are translated into outputs and measured by key performance indicators. The implementation of this document is crucial to meeting these key performance indicators.

The amplification of measured target areas in the associated tables of this document demonstrates the zeal of the FCS to lift its performance as expected by Government and to all our Customers. These reporting tables endeavors to capture all areas which are critical to our overall success.

Our focus to positively restore lives is echoed in the Organizational Goals that we have established and driven by the performance indicators. We must right strike the balance in our daily

roles that we uphold the social order challenges and expectations bestowed upon the FCS. This demands a high sense of integrity and honesty; values of the FCS which we must live.

We must commit to taking ownership of this document by ensuring a holistic and integrated approach to its implementation. All Corrections personnel, irrespective of rank has a part to contribute to the successful implementation of this document. It is imperative that senior leaders play an influential role in the dissemination of the contents of this document to all personnel.

We commend this Annual Corporate Plan to you.

F.B. KEAN
Commander
Commissioner

Strategic Statement

Vision:

To effectively rehabilitate all inmates that they will become law abiding citizens, who contribute positively to our country, Fiji.

Mission:

To positively restore lives

Values:

Family

Integrity

Loyalty

Honesty

Empathy

Leadership

Motto:

Semper Restituens





Customers

The Fiji Corrections Service is mandated to provide security to those who are referred to our custody by the Courts or any other Authority legislated in the 2013 Constitution which provides the rationale for our existence, our roles and functions, clearly articulating for whom and to who are our services rendered, the modes of such service delivery, and the standards required of such services.

Our customers include:

Internal

- i. Attorney-General and Minister for Economy, Public Enterprises, Civil Service & Communications
- ii. Solicitor General's Chambers
- iii. Staff
- iv. Inmates

External

- i. Other Government Ministries
- ii. Fiji Police Force
- iii. Republic of Fiji Military Forces
- iv. Private Sector
- v. Non-Government Organizations
- vi. Regional and International Organizations
- vii. Statutory and Corporate Bodies
- viii. Religious Denominations
- ix. Provincial Councils
- x. Inmates families

Core Business

The three major core businesses of the Fiji Corrections Service shall be for the:

Security

Security Service includes a well-defined and organized corrections safety measures for inmates and safe keeping from the community. The security of Corrections Institutions encompasses several essential components including appropriately designed physical infrastructure, relevant modern technology and an efficient and effective manning standard.

Safety

The Fiji Corrections Service ensures proper management and treatment of those under its care. These include the recognition of inmates' personal needs and affection, the protection of their human dignity and rights, and the provision of nutritional health and hygiene services.

Through Care

FCS has transformed its focus from containment to effective rehabilitation of inmates. This involves the development of a holistic rehabilitation framework that ensures realistic change in the lives of inmates to ensure their successful re-integration into society.





Functions

Constitutional/Legislated Function

The Constitutional function of the Commissioner of Corrections is set out under Section 130 (1) – (8) of the 2013 Constitution of the Republic of Fiji.

Statutory Functions

The Statutory functions of the Commissioner of Corrections is set out under Section 5 (1) a and b of Part 2 of the Fiji Corrections Act 2006.

Powers of the Commissioner of Fiji Corrections Service

In accordance with Section 130 (5), (7) and (8) of the 2013 Constitution, the Commissioner of Fiji Corrections Service is responsible for:

- a. the organization and administration of the Fiji Corrections Service;
- b. the deployment and control of its operations; and is not subject to the control by any person or authority in relation to those matters. The Commissioner of Corrections also has the following powers in relation to the Fiji Corrections Service for all ranks, members and other employees of the Fiji Corrections Service:
 - c. to appoint persons to the Fiji Corrections Service;
 - d. to remove persons from the Fiji Corrections Service;
 - e. to take disciplinary action against persons in the Fiji Corrections Service and all written laws governing the Fiji Corrections Service shall be construed accordingly.

The Commissioner of the Fiji Corrections Service, with the agreement of the Minister responsible for the Fiji Corrections Service, has the authority to determine all matters pertaining to the employment of all staff in the Fiji Corrections Service, including:

- a. The terms and conditions of employment;

- b. The qualification requirements for appointment and the process to be followed for appointment, which must be an open, transparent and competitive selection process based on merit;
- c. The salaries, benefits and allowances payable, in accordance with its budget as approved by Parliament; and
- d. The total establishment or the total number of staff that are required to be appointed, in accordance with the budget as approved by Parliament

Legislative Framework

The Fiji Corrections Service is guided by its work under the following relevant legal documents:

Table 1 : Legislative Framework

No	Description
1	Constitution of the Republic of Fiji 2013
2	Corrections Service Act 2006 (Repealed Cap 86)
3	Fiji Corrections Service Regulations
4	Commissioner's Order
5	Commissioners Local Order
6	Financial Management Act 2004
7	Financial Instructions 2010
8	Procurement Regulation 2010
9	Procurement (Amendment Regulation 2012; Legal Notice No. 49
10	Procurement (Amendment Regulation 2012; Legal Notice No. 54
11	FCS Financial Manual 2017/2018
12	Disaster Management Act 2003
13	A Green Growth Framework for Fiji 2014
14	Cremation and Burial Act Cap 117





Our Goal

The Fiji Corrections approved 2017/2018 Budget primarily targeting the achievement of the following Goals as tabulated in Table 2.

Table 2: Fiji Corrections Service 2017/2018 Goal

No	FCS GOALS
1	Sound Sure Security
2	Improved Infrastructure
3	Enhanced Inmate Management
4	Effective Delivery of Rehabilitation
5	Thriving Business Enterprise
6	Flawless Customer Service

Priority Outcomes

Amongst others, the Fiji Corrections Service Annual Corporate Plan (ACP) is aligned to relevant outcomes identified in the 2013 Constitution of Fiji, Roadmap for Democracy and Sustainable Socio-Economic Development 2010 - 2014 (RDSSED), Peoples Charter for Change, Peace and Progress (PCCPP) and the Government's elections manifesto as tabulated in Table 3.

Table 3: Linkages of Priority Outcomes to the 2013 Constitution of Fiji, RDSSED, PCCPP

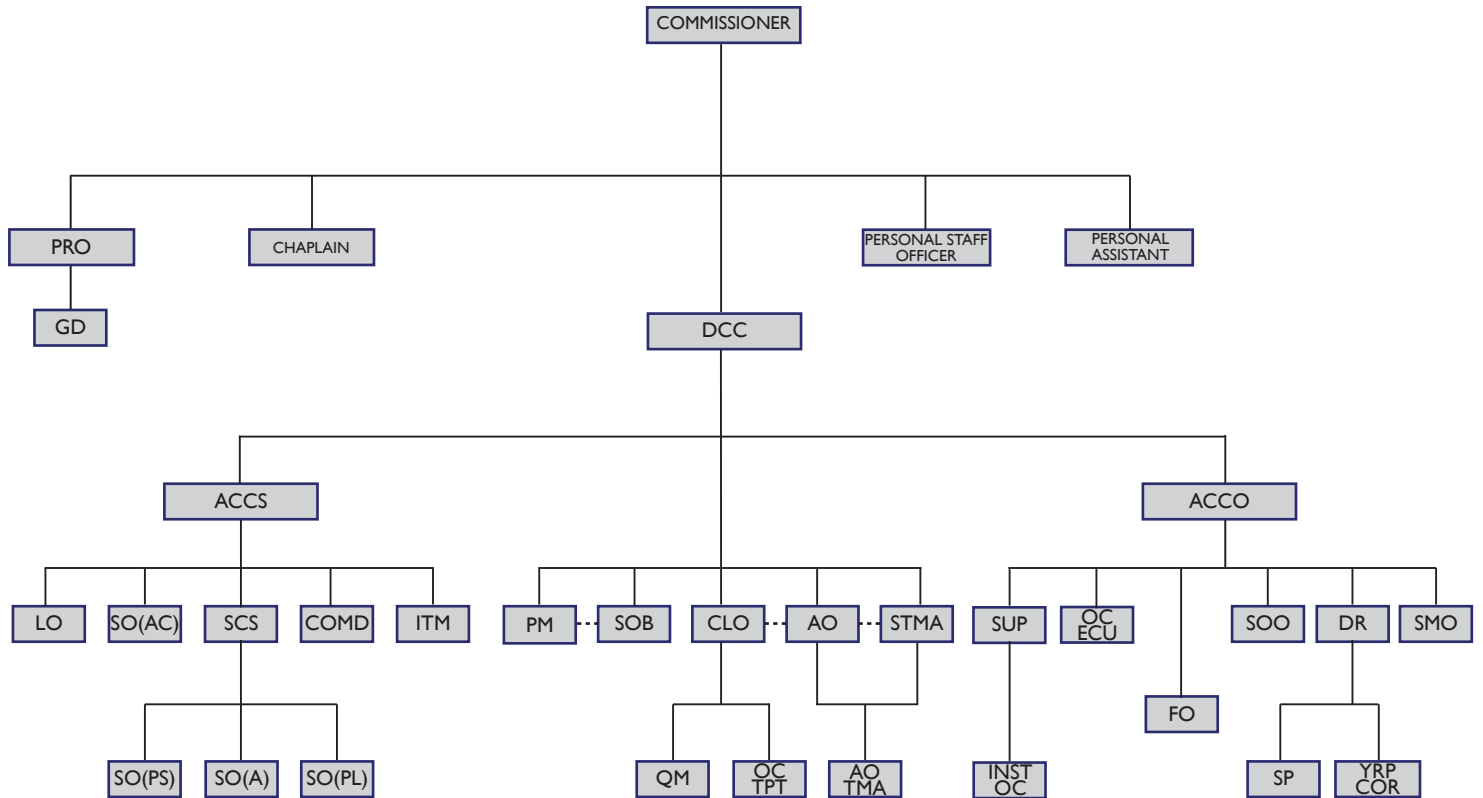
No	OUTCOMES
1	LAW AND JUSTICE
	Pillar 1: Ensuring sustainable Democracy, Good and just Governance
2	PUBLIC SECTOR REFORM
	Pillar 4: Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery
3	MICRO SMALL and MEDIUM ENTERPRISE DEVELOPMENT
	Pillar 5: Achieving Higher Economic Growth while Ensuring Sustainability
4	POVERTY ALLEVIATION
	Pillar 8: Reducing Poverty to a Negligible Level
5	GENDER EQUALITY
	Pillar 1: Equal Employment Opportunities



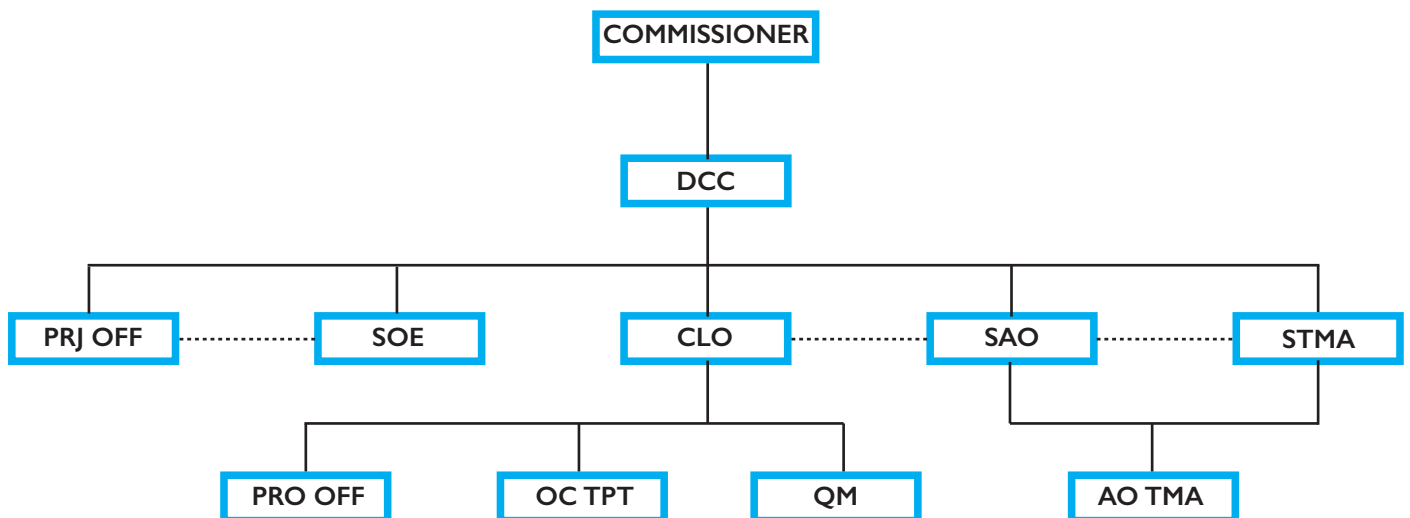


Organization Structure

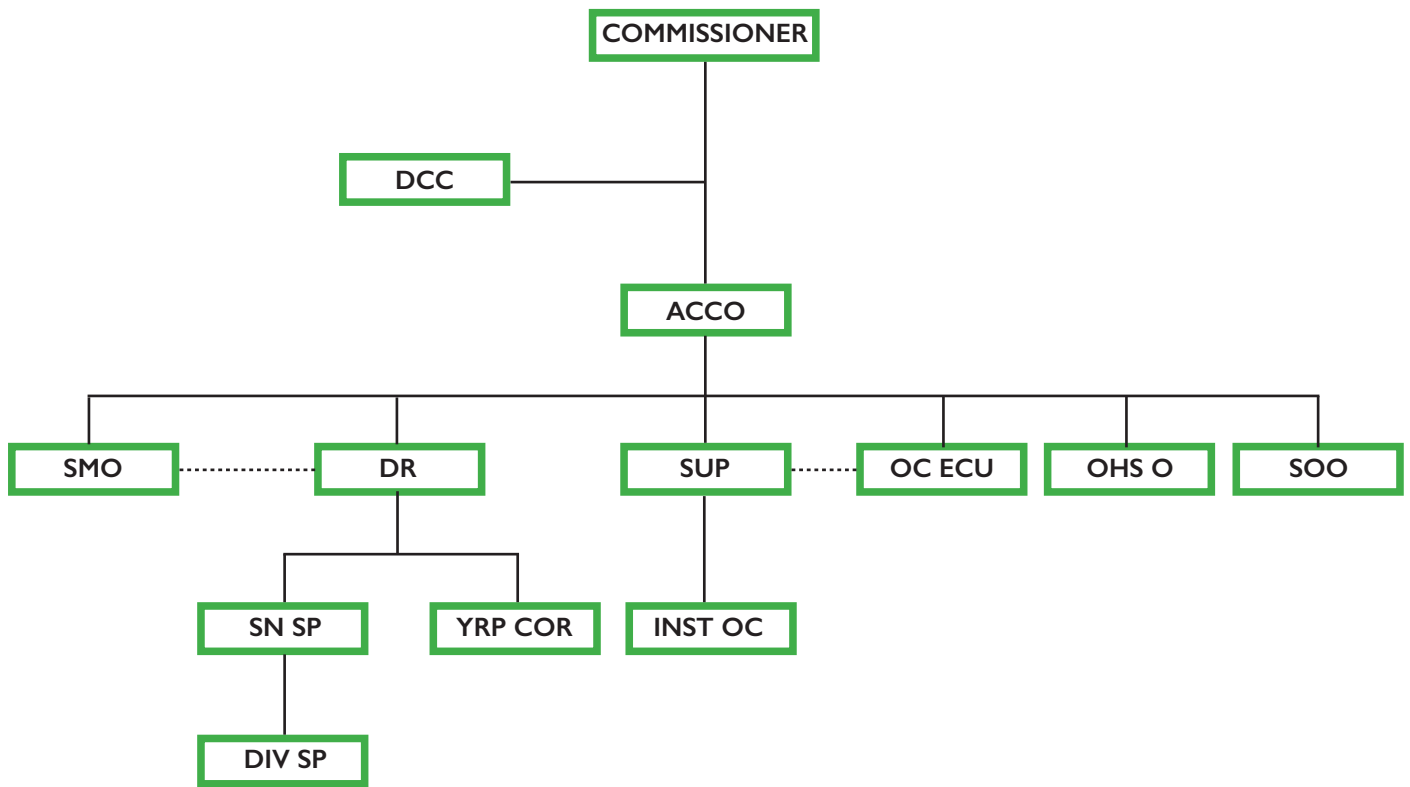
Organization Structure



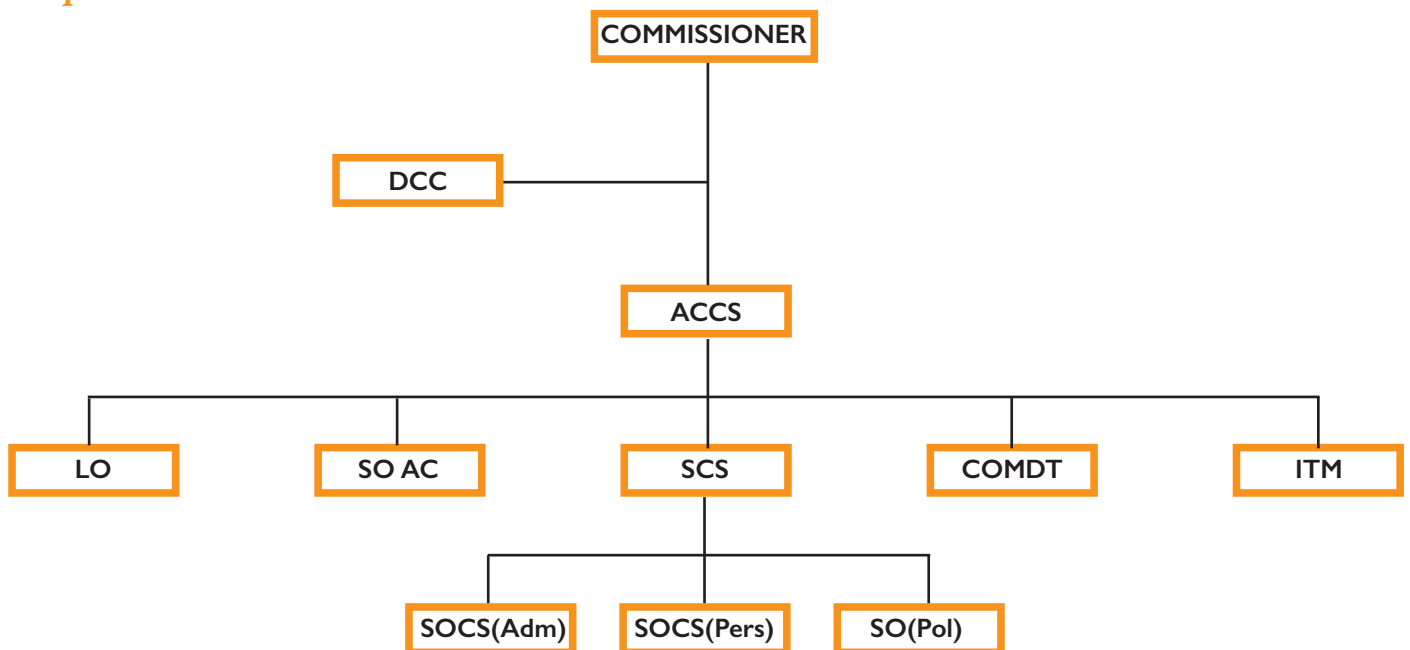
Finance and Project



National Headquarters Operation



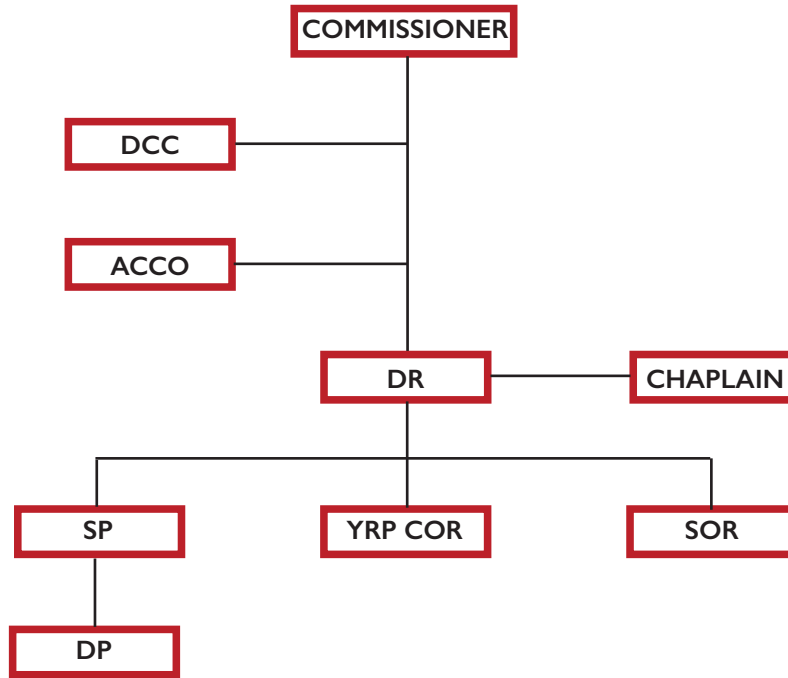
Corporate Services



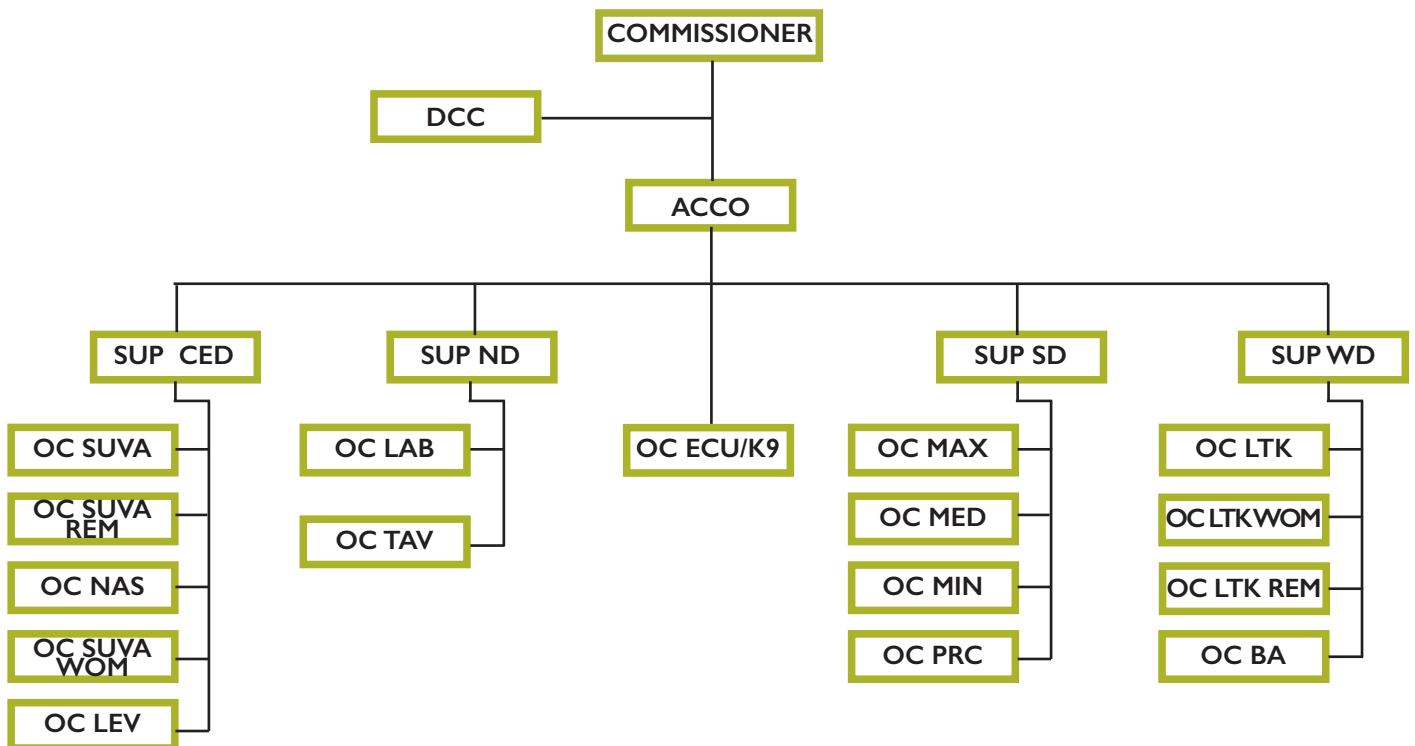


Organization Structure

Rehabilitation



Divisional Structure Operations



Plans and Planning Process

The FCS's major planning documents are the Strategic Development Plan 2017/2018-2001/2022, Annual Corporate Plan 2017/2018, TMA Business Plans, Quarterly Performance Progress Report, Annual Procurement Plan 2017-2018, Year Planner and Training Plan 2017-2018 and Budget Estimates 2017-2018. These guide and direct the organization's activities during the year. The plans and our planning processes for the above have taken into account the needs of our relevant stakeholders, customers, the people of Fiji and other needs identified by the documents including:

- a. The Constitution of the Republic of Fiji 2013;
- b. The People's Charter for Change, Progress and Peace (PCCPP)
- c. The Roadmap for Democracy and Sustainable Socio-Economic Development (RDSSSED)
- d. The Government of the Days Manifesto;
- e. The 2017-2018 Budget Estimates





Linkages to Government Strategic Priorities

Table 4 : Linkage to Governments Strategic Priorities

Key Pillar (PCCPP)	Targeted Outcome (RDSSSED)	Outcome Performance Indicators or Measures (Key Performance Indicators)	Organization Output (Outputs related)
1. Ensuring sustainable Democracy, Good and Just Governance	LAW and JUSTICE	Reduction in Complaints and Disciplinary cases against FCS personnel.	Goal 1 - Sound Sure Security Goal 3 - Enhanced Inmate Management
		Reduction in Corrections Breakouts - zero	Goal 1 - Sound Sure Security Goal 2 - Improved Infrastructure
		Reduce Recidivism by 3%	Goal 4 - Effective Delivery of Rehabilitation
2. Ensuring sustainable Democracy, Good and Just Governance	FINANCIAL SERVICES	FCS yearly expenditure remains within 2016-2017 allocated budget	
3. Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery	PUBLIC SECTOR REFORM	Enhance training and development for all Correction personnel.	Goal 6 – Flawless Customer Service
		Enhance collaboration with foreign jurisdictions for officers capacity building programs	
		Enhancing Leadership and Management	
4. Achieving Higher Economic Growth while Ensuring Sustainability	GENDER EQUALITY	Development of leadership skills for Women Correction Officers	Goal 6 – Flawless Customer Service
		Training Women Offenders through selected skills programs	Goal 6 – Flawless Customer Service Goal 4 – Effective Delivery of Rehabilitation
5. Achieving Higher Economic Growth while Ensuring Sustainability	MICRO, SMALL AND MEDIUM ENTERPRISE DEVELOPMENT	Expansion of FCS Small Business Units	Goal 2 – Improved Infrastructure Goal 5 - Thriving Business Enterprise
		Improve SBU's infrastructural space and location.	Goal 2 – Improved Infrastructure
		Develop Life Skills for inmates	Goal 4 - Effective Delivery of Rehabilitation
8. Reducing Poverty to a Negligible Level	POVERTY ALLEVIATION	Enhance Rehabilitation, re-integration and diversion programs	Goal 4 - Effective Delivery of Rehabilitation
		Increase Poverty Alleviation Programs for inmates and strengthen monitoring	
		Strengthen monitoring for PAP recipients	
		Enhance collaboration efforts with key stakeholders, civil societies, government agencies and the community at large	
		Small business Units to improve hands on skills programs for inmates that will expand knowledge to ensure sustainable application upon release	Goal 4 - Effective Delivery of Rehabilitation Goal 5 - Thriving Business Enterprise

Linkages to Sustainable Development Goals

Table 5: Linkage to Sustainable Development Goals

Sustainable Development Goals	Government Outcome	FCS Goals
Goal 1: <i>No Poverty-</i> End poverty in all its forms everywhere	Law and Justice	Goal 1: Sound Sure Security
Goal 2: <i>No Hunger-</i> Achieve food security, improved nutrition and promote sustainable agriculture	Micro, Small and Medium Enterprise Development	Goal 2: Improved Infrastructure Goal 5: Thriving Business Enterprise
Goal 3: <i>Good Health and Wellbeing-</i> Ensure healthy lives and promote well being for all ages	Public Sector Reform	Goal 2: Improved Infrastructure Goal 5: Thriving Business Enterprise
Goal 4: <i>Quality Education -</i> Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	Poverty Alleviation	Goal 4: Effective Delivery of Rehabilitation Goal 2: Improved Infrastructure
Goal 5: Achieve gender equality and empower all women and girls	Gender Equality	Goal 6: Flawless Customer Service
Goal 8: <i>Decent work and economic growth -</i> Promote inclusive and sustainable economic growth, full and productive employment and decent work for all	Poverty Alleviation	Goal 4: Effective Delivery of Rehabilitation Goal 5: Thriving Business Enterprise
Goal 16: <i>Peace, Justice and Strong Institutions -</i> Promote peaceful societies for sustainable development, access to justice for all and build effective, accountable and inclusive institutions at all levels	Law and Justice	Goal 1: Sound Sure Security Goal 3: Enhanced Inmate Management Goal 4: Effective Delivery of Rehabilitation





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets

GOAL 1 – SOUND SURE SECURITY					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
1.1 Reduce Correction Breakouts	1.1.1 Enhance institutions security procedures and approach	Quantity 180 Security searches conducted Quality Ensure staff, inmates and public safety Budget: As per allocated budget Timeline Monthly	180	180 SCED 60 SSD 48 SWD 48 SND 24	ACCO SUPERVISORS OCs
	1.1.2 Ensure proactive response to security	Quantity 180 Institutional Inspection Quality Provide for staff, inmates and public safety and well-being. Budget: As per allocated budget Timeliness 31 July 2018	160	180 SCED 60 SSD 48 SWD 48 SND 24	ACCO SUPERVISORS OCs
		Quantity 180 Security Mock exercises conducted Quality Provide for staff, inmates and public safety Budget: As per allocated budget Timeline Monthly	156	180 SCED 60 SSD 48 SWD 48 SND 24	ACCO SUPERVISORS OCs
	1.1.3 Improve security readiness	Quantity COMCOR inspection conducted Quality Safer institution for staff and inmates alike. Budget As per allocated budget Timeline Bi-annually	2	2	DCC ACCO SUPERVISORS OCs
	1.1.4 Proper Inmates Risk and Needs Analysis	Quantity 12 inmates Central Allocation Board sitting conducted Quality Proper inmates profiling and classification. Budget As per allocated budget Timeline Monthly	12	12	ACCO SCED CHAPLAIN DR PSYCHOLOGIST SMO

Table 6 : FCS Goals Specification and Performance Targets

GOAL 1 – SOUND SURE SECURITY					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
1.1 Reduce Correction Breakouts	1.1.5 Enhance CCTV coverage in all institutions	<p>Quantity 14 institutions CCTV upgraded Installation of CCTV to 4 Institutions</p> <ul style="list-style-type: none"> • K9 Lautoka • Ba CC Mess Hal • Nasinu CC farm • Lautoka perimeter <p>Quality Safer institutions for staff and community at large</p> <p>Budget: \$300,000</p> <p>Timeline 31 July 2018</p>	14	04	ACCS ITM SUPERVISORS
	1.1.6 Reduction in infiltration of contrabands	<p>Quantity Reduce infiltration of contraband by 5% Baseline figure 2016-2017 – 145</p> <p>Quality Improved operational effectiveness within institutions</p> <p>Budget Approved allocated budget</p> <p>Timeline 31 July 2018</p>		< 138	ACCO SUPERVISORS OC's
		<p>Quantity Install 3 Cell Censor</p> <p>Quality Improved operational effectiveness within institutions</p> <p>Budget \$50,000</p> <p>Timeline: 31 July 2018</p>		3 1. Lautoka CC 2. Suva Remand Centre 3. Lautoka Remand Centre	ACCO SWD SCED CLO AO
	1.1.7 Reduce Escape Incidents in all correction institutions	<p>Quantity Zero Escape incidents</p> <p>Quality Promotes staff and public safety</p> <p>Budget: As per allocated budget</p> <p>Timeline 31 July 2018</p>	Zero	Zero	ACCO SUPERVISORS OCs





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 2 – IMPROVED INFRASTRUCTURE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
2.1 Effective Project Management	2.1.1 Improved accommodation facilities for inmates and staff	Quantity Construction of Lautoka remand infirmary Quality Corrections facilities to meet international and organisational needs. Budget \$500,000 (R) Timeline: 31 July 2018		1	DCC PROJECT OFFICER AO SWD
		Quantity 1x 6 Staff Quarters Quality Corrections facilities to meet international and organisational needs Budget \$650,000 (R) Timeline 31 July 2018		1 1. Lautoka Women facility	DCC PROJECT OFFICER AO SWD
	2.1.2 Improved staff institutional quarters	Quantity Upgrade 3 Institutional Staff Quarters electrical upgrading Quality Corrections facilities to meet international and organisational needs Budget \$250,000 Timeline: 31 July 2018		5 1. Lautoka CC 2. Nasinu CC 3. Suva CC	DCC PROJECT OFFICER AO SWD SCED
		Quantity Upgrade and maintenance of Maximum institution Quality Corrections facilities to meet international and organisational needs Budget \$500,000 (R) Timeline 31 July 2018		1 Maximum CC Phase 1	DCC PROJECT OFFICER AO SSD
		Quantity Upgrade 4 institutional staff quarters Quality Corrections Institutions meet international standards Budget \$500,000 (R) Timeline: 31 July 2018		3 1. K9 Office 2. K9 staff accommodation 3. K9 Kennel	DCC SAO PROJECT OFFICER SWD

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 2 – IMPROVED INFRASTRUCTURE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
2.1 Effective Project Management	2.1.2 Improved staff institutional quarters	<p>Quantity Upgrade 1 institutional road</p> <p>Quality Corrections facilities to meet organisational needs</p> <p>Budget \$500,000 (R)</p> <p>Timeline 31 July 2018</p>		<p>3</p> <p>1. Naboro Institutions</p>	<p>DCC PROJECT OFFICER AO SSD</p>
	2.1.3 Improved institutional security parameter.	<p>Quantity Upgrade 2 institutional boundary fence</p> <p>Quality Corrections facilities to meet international standard and ensure safety of the inmates</p> <p>Budget \$400,000</p> <p>Timeline 31 July 2018</p>		<p>2</p> <p>1. Medium CC 2. Nasinu CC</p>	<p>DCC PROJECT OFFICER AO SSD SCED</p>
		<p>Quantity To construct gabion box at Medium Corrections Centre</p> <p>Quality Corrections facilities to meet international and organisational needs</p> <p>Budget \$400,000</p> <p>Timeline: 31 July 2018</p>		<p>1</p> <p>1. Medium CC</p>	<p>DCC PROJECT OFFICER AO SSD</p>
		<p>Quantity Reconstruction of Kitchen, Dining/Mess and Laundry</p> <p>Quality Corrections facilities to meet international standards</p> <p>Budget \$400,000 (R)</p> <p>Timeline 31 July 2018</p>		<p>3</p> <p>1. Ba Kitchen 2. Ba Dining/Mess 3. Ba Laundry</p>	<p>DCC PROJECT OFFICER AO SWD</p>
		<p>Quantity Upgrade 2 Public Cemeteries</p> <p>Quality Corrections facilities to meet international standards</p> <p>Budget \$400,000 (R)</p> <p>Timeline 31 July 2018</p>		<p>2</p> <p>1. Nasinu Cemetery 2. Suva Cemetery</p>	<p>DCC PROJECT OFFICER AO SCED</p>





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 2 – IMPROVED INFRASTRUCTURE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
<p>2.1 Effective Project Management</p>	<p>2.1.3 Improved institutional security parameter.</p>	<p>Quantity Engagement of a Structural Engineer to assess the structural integrity of the Suva CC Main Cell Block.</p> <p>Quality Corrections facilities to meet international and organisational needs</p> <p>Budget \$150,000</p> <p>Timeline 31 July 2018</p>		<p>1 Suva CC</p>	<p>DCC PROJECT OFFICER AO SCED</p>

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 3 – ENHANCED INMATE MANAGEMENT					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
3.1 Improve OHS Compliance in all institutions	3.1.1 Organized OHS Workplace Inspection	<p>Quantity 4 OHS Inspection conducted</p> <p>Quality Assurance of adherence to work procedures</p> <p>Budget: \$50,000</p> <p>Timeline Bi-annually</p>	4	<p>8</p> <p>SCED - 2 SSD - 2 SWD - 2 SND - 2</p>	ACCO OHS Officer SUPERVISORS OCs
	3.1.2 Conduct quarterly medical visit and inspection.	<p>Quantity 4 medical visit and inspection conducted</p> <p>Quality Healthy and clean environment for inmates</p> <p>Budget: \$30,000</p> <p>Timeline Quarterly</p>		4	ACCO SMO SUPERVISORS OCs
3.2 Reduction in Complaints and disciplinary offences against FCS personnel	3.2.1 Enhance Institutional Standard Operating Procedures Training to all personnel	<p>Quantity 180 SOP training conducted</p> <p>Quality Assurance of adherence to work procedures</p> <p>Budget: As per Allocation</p> <p>Timeliness Monthly</p>	156	<p>180</p> <p>SCED - 60 SWD - 48 SSD - 48 SND - 24</p>	ACCO SUPERVISORS OCs
	3.2.2 Enhance FCS Legislation training to all officers	<p>Quantity 180 FCS Legislation training conducted</p> <p>Quality Increase knowledge and re-enforce work ethics</p> <p>Budget: As per Allocation</p> <p>Timeline: Monthly</p>	168	<p>SCED - 60 SWD - 48 SSD - 24 SND - 48</p>	ACCO SUPERVISORS OCs





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 3 – ENHANCED INMATE MANAGEMENT					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
3.2 Reduction in Complaints and disciplinary offences against FCS personnel	3.2.3 Improve staff approach and attitude	<p>Quantity 200 counseling session conducted</p> <p>Quality Improve staff performance and observation of FCS values</p> <p>Budget: As per Allocation</p> <p>Timeline 31 July 2018</p>	250	SCED - 60 SWD - 60 SND - 30 SSD - 50	ACCO SUPERVISORS CHAPLAIN PSYCHOLOGISTS OCs
	3.2.4 Ensure that inmates supplies are readily available	<p>Quantity 180 stores audit and inspection conducted</p> <p>Quality Proper and timely issue and care of stores</p> <p>Budget: \$400,000</p> <p>Timeline Monthly</p>	180	180 SCED - 60 SWD - 48 SSD - 48 SND - 24	ACCO SUPERVISORS OCs CLO
	3.2.5 Ensure proper dietary scale for inmates	<p>Quantity Review dietary scale for inmates</p> <p>Quality Proper and timely issue and care of stores</p> <p>Budget: \$1.7m</p> <p>Timeline 31 July 2018</p>		1	ACCO SUPERVISORS CLO LEGAL OFFICER
	3.2.6 Ensure timely purchase of inmates' rations	<p>Quantity 96 monthly purchase of inmate's ration conducted for all Correction Institutions.</p> <p>Quality Proper and timely issue including care of stores</p> <p>Budget: \$1.7m</p> <p>Timeline Monthly</p>		Southern - 12 Central/ Eastern - 36 Western - 24 Northern - 24	DCC ACCO CLO AO SUPERVISORS OCs

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 3 – ENHANCED INMATE MANAGEMENT					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
<p>3.3 Reduction in Complaints and disciplinary offences against FCS personnel</p>	<p>3.3.1 Increase nutritious farm production</p>	<p>Quantity Develop and sustained sufficient fruits and crops in all FCS Farms</p> <p>Quality Meeting dietary needs and nutritious food preferences for an active and healthy life</p> <p>Budget \$120,000</p> <p>Timeline 31 July 2018</p>		<p>Banana/Avacado CED - 500 / 20 SSD - 1,000 / 20 SWD - 200 / 10 SND - 1,000 / 10</p> <p>Kumala CED - 3,000 SSD - 5,000 SWD - 2,000 SND - 3,000</p> <p>Dalo ni Tana / Breadfruit SCED - 500 / 20 SSD - 500 / 50 SWD - 200 / 10 SND - 300 / 15</p>	<p>ACCO SUPERVISORS OCs FARM OFFICER</p>
<p>3.4 Reduction of complaints against FCS personnel</p>	<p>3.4.1 Reduce Complaints against officers made to the following entities</p> <ol style="list-style-type: none"> 1. Prime Minister 2. Attorney General & Minister for Justice 3. Courts 4. FICAC 5. Human Rights Commission 6. Commissioner of Police 	<p>Quantity Zero Complaints</p> <p>Quality Assurance of adherence to work procedures and ethical conduct at work and out in the public.</p> <p>Budget: As per Allocation</p> <p>Timeline 31 July 2018</p>	12	Zero	<p>DCC ACCO ACCS LEGAL OFFICER SUPERVISORS OCs</p>





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 4 – EFFECTIVE DELIVERY OF REHABILITATION					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
4.1 Enhance successful re-integration of inmates	4.1.1 Establish data background information to identify inmates' needs	Quantity 350 Family consultation Quality Increase family engagement and commitment towards inmates success whilst in custody and upon release Budget \$200,000 Timeline 31 July 2018	350	350 SCED-150 SWD -150 SND - 50	ACCO SUPERVISORS CHAPLAIN PSYCHOLOGISTS OCs
	4.1.2 Collate inmates' background information to develop treatment plan	Quantity 180 stores audit and inspection conducted Quality Proper and timely issue and care of stores Budget: \$400,000 Timeline Monthly			
4.2 Enhance offender management through effective peer mentoring programme	4.2.1 Enhance proper personal development and community support	Quantity Identify 5 suitable mentors for Sow a Seed programme Quality Ensure change amongst young inmates Budget \$200,000 Timeline 31 Jan 2018		5 SCED - 03 SWD - 01 SND - 01	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
		Quantity 5 inmates mentored and assisted through Sow a Seed programme Quality Promote seamless in-care to aftercare support for ex-offenders Budget \$200,000 Timeliness 31 July 2018			
4.3 Evaluate quality and outcome of rehabilitation programmes	4.3.1 Enhance impact of programmes to address offending behaviour	Quantity Review 2 Rehabilitation Programmes. Quality Modify offered rehabilitation programs to suit needs Budget \$200,000 Timeline 31 Oct 2017		1. Sex Offenders Programme 2. Recidivist Programme	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 4 – EFFECTIVE DELIVERY OF REHABILITATION					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
4.4 Enhance inmates employability through training and appropriate early release programs	4.4.1 Enhance knowledge and skills for employment opportunity	Quality Identify and conduct 4 new rehabilitation programmes Quality Identification of Inmates suitable for Vocational Training Budget \$200,00 Timeline: 31 July 2018		4 1. Refereeing 2. Music - Brass band 3. Cookery 4. Financial Literacy Training	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
		Quantity 30 inmates to attend vocational training Quality Enhance knowledge and skills for employment opportunity. Budget \$200,000 Timeline 31 July 2018	11	CED - 10 SSD - 10 SWD - 5 SND - 5	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
	4.4.2 Inmates Release on Job Placement	Quantity 20 inmates to be released for job placement Quality Enhance knowledge and skills for employment opportunity. Budget \$200,000 Timeline 31 July 2018	20	20 SCED - 10 SWD - 05 SND - 02 SSD - 03	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
	4.4.3 Develop Re-entry programs for pre-release inmates	Quantity 20 inmates identified for Solesolevaki programs Quality Program sustainability and successful re-integration Budget \$200,000 Timeline: 31 July 2018	20	15 SCED - 05 SWD - 05 SND - 05 SSD - 05	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 4 – EFFECTIVE DELIVERY OF REHABILITATION					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
4.5 Enhance inmates employability through training and appropriate early release programs	4.5.1 Timely provision of PAP to qualified inmates before full discharge	Quantity 20 inmates to be assisted through PAP Quality Promote self-reliance and rightful living. Budget \$100,000 Timeline: 31 July 2018	60	20 SCED - 05 SWD - 05 SND - 05 SSD - 05	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs AO
	4.5.2 Enhance successful transition of inmates back to society	Quantity 80 inmates Weekend Release Quality Increase family engagement and support Budget \$200,000 Timeline 31 July 2018	160	80 SCED - 30 SWD - 30 SND - 10 SSD - 10	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
		Quantity 30 inmates on Short Term Release (Not more than 14 days duration) Quality Inspire family and community action towards inmates success Budget \$200,000 Timeline: 31 July 2018		SCED - 10 SWD - 10 SND - 05 SSD - 05	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
	4.5.3 Inmates Early Release on Employment	Quantity 15 inmates to be released for employment Quality Reduce re-offending and increase chance of full time employment Budget \$200,000 Timeline: 31 July 2018	15	15 SCED - 05 SWD - 05 SND - 02 SSD - 03	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
	4.5.4 Inmates Early Release for Education	Quantity 15 inmates to be released on Education Quality Gain knowledge and skills and a chance to gain full time employment. Budget \$200,000 Timeline: 31 July 2018	10 inmates	10 inmates SCED - 04 SWD - 03 SND - 02 SSD - 01	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 4 – EFFECTIVE DELIVERY OF REHABILITATION					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
4.5 Enhance inmates employability through training and appropriate early release programs	4.5.5 Inmates Early Release for Community Work	Quantity 75 inmates to be released on community work Quality Gain knowledge and skills for employment opportunity. Budget \$200,000 Timeline 31 July 2018	75	75 SCED - 30 SWD - 25 SSD - 10 SND - 10	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
4.6 Ensure successful and sustainability of community programme	4.6.1 Follow up community programs	Quantity 144 Early Release monitoring visit Quality Increase motivation, program sustainability ensuring successful re-integration Budget \$200,000 Timeline: 31 July 2018	160	SCED - 48 SWD - 24 SND - 48 SSD - 24	ACCO DR SUPERVISORS OCs DSMs
	4.6.2 Effective monitoring of PAP recipients	Quantity 120 PAP recipients monitoring visits Quality Enhance self-reliance and confidence Budget \$100,000 Timeline 31 July 2018	100	SCED - 48 SWD - 24 SND - 24 SSD - 24	ACCO DR SUPERVISORS OCs DSMs
4.7 Reduce Recidivism	4.7.1 Proper identification of repeated offenders	Quantity 3% overall reduction of re-offending rate from 2016-2017 baseline – 62 Quality A safer community Budget \$200,000 Timeline 31 July 2018	66 (62) CED - 41 WD - 13 ND - 08	60	ACCO DR SUPERVISORS PSYCHOLOGISTS OCs
4.8 Enhance Community action through the Yellow Ribbon Program	4.8.1 Increase public knowledge and inspire community action in the business of 'saving lives'	Quantity 150 Awareness programs Quality Effectively and efficiently promote YRP initiatives and programs Budget \$200,000 Timeline 31 July 2018	250	150 SCED - 48 SWD - 20 SND - 30 SSD - 10 YRP Cor - 42	ACCO DR SUPERVISORS PSYCHOLOGISTS YRP COORDINATOR OCs DSMs





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 4 – EFFECTIVE DELIVERY OF REHABILITATION					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
4.8 Enhance Community action through the Yellow Ribbon Program	4.8.2 Increase public awareness on YRP concept	<p>Quantity 1. 5 YRP symposium conducted 2. 1 YRP cross-country</p> <p>Quality Increase public knowledge and inspire community action in the business of ‘saving lives’</p> <p>Budget \$200,000</p> <p>Timeline: 31 July 2018</p>	4	5 1. Kadavu 2. Tailevu 3. Ba 4. Lau 5. Cakaudrove 6. 1 Naboro	ACCO DR SUPERVISORS PSYCHOLOGISTS YRP COORDINATOR OCs DSMs
4.9 Increase public knowledge through Media	4.9.1 Maximize media opportunities	<p>Quantity 4 Correction Newsletter published 6 Radio & TV talkback shows. 12 Rehabilitation/Yellow Ribbon initiative media release 1 online forum Improve corporate image design: Publications, Signages, Corporate Wears, Bula Wears, Promotional Items.</p> <p>Quality Promote public acceptance and action towards the YRP concept.</p> <p>Budget As per allocated budget</p> <p>Timeline 31 July 2018</p>		4 6 12 1 20	ACCS ACCO PRO SUPERVISORS GD
4.10 Initiate Community Correction programmes	4.10.1 Establish Parole Board	<p>Quantity Formulate Parole Regulation</p> <p>Quality Initiate Back End Diversion for parolees.</p> <p>Budget As per allocated budget</p> <p>Timeline 31 July 2018</p>	1	1	ACCS LEGAL OFFICER

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 5 – THRIVING BUSINESS ENTERPRISE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
<p>5.1 Enhance business potential through effective business strategies</p>	<p>5.1.1 Marketing and business Plan for SBU's developed</p>	<p>Quantity Develop 6 Business Plans and designing to securing 2 new markets for individual SBUs</p> <ul style="list-style-type: none"> • Garment • Piggery • Poultry • Bakery • Commercial farm • Joinery <p>Designing apparel concepts for Corporate Uniforms, Bula wears, Chabas, Sportswears etc.</p> <p>Quality Maintain balance of supply and demand of goods and services for the SBU's</p> <p>Budget \$200,000</p> <p>Timeline 31 July 2018</p>	6	<p>6</p> <p>12 new markets</p> <p>15 per quarter</p>	<p>DCC STMA AO GD</p>
	<p>5.1.2 Submission of SBU Marketing report</p>	<p>Quantity 4 marketing report submitted to COMCOR</p> <p>Quality Maintain balance of supply and demand of goods and services for the SBU's</p> <p>Budget \$200,000</p> <p>Timeliness Quarterly</p>	Nil	4	<p>DCC SOTMA MARKETING OFFICER AO</p>
	<p>5.1.3 Monthly submission of Production report</p>	<p>Quantity 12 production report submitted to COMCOR</p> <p>Quality Foresee sustainability of production</p> <p>Budget \$200,000</p> <p>Timeliness 31 July 2018</p>	Nil	12	<p>SOTMA MARKETING OFFICER AO</p>
	<p>5.1.4 Submission of SBUs Stock take Certificate</p>	<p>Quantity 12 SBU stock take conducted-</p> <p>Quality Maintain balance of supply and demand of goods and services for the SBU's</p> <p>Budget \$200,000</p> <p>Timeliness 31 July 2018</p>		12	<p>SOTMA SSD SCED AO</p>





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 6 – FLAWLESS CUSTOMER SERVICE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
6.1 Enhance Capacity Building and organizational effectiveness	6.1.1 Enhance effective Leadership at all levels	<p>Quantity 04 Commissioners Workshop Review of FCS Policies</p> <p>Quality Competent leaders in all areas of responsibilities</p> <p>Budget \$150,000</p> <p>Timeliness 31 July 2018</p>	4	4	ACCS CMDT SCS LO
	6.1.2 Re-alignment of training to meet staff and organizational needs	<p>Quantity Conduct ;</p> <ul style="list-style-type: none"> • Promotional Courses • Probation Promotional course • Promotional Leadership Course for COC • Basic Recruit Course • Basic Clerk Course • Basic Storeman Course • Basic PTI Course • Basic Medical Orderly Course <p>Quality Competent staff in all aspects of their roles as and responsibilities</p> <p>Budget \$150,000</p> <p>Timeline: 31 July 2018</p>	1	7	ACCS CMDT
	6.1.3 Continuous monitoring assessment of performance	<p>Quantity Annual Performance appraisal for all staff</p> <p>Quality Provide quality and quantitative feedback on staff performances</p> <p>Budget As per allocated budget</p> <p>Timeline: Annually</p>			DCC ACCS ACCO SUPERVISORS OCs
	6.1.4 Initiate effective performance management system	<p>Quantity Submit Annual Performance appraisal for all staff</p> <p>Quality Provide quality and quantitative feedback on staff performances</p> <p>Budget As per allocated budget</p> <p>Timeline: Annually</p>	2	1	DCC ACCS ACCO SUPERVISORS OCs

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 6 – FLAWLESS CUSTOMER SERVICE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
6.2 Improve processes and systems for quality service delivery	6.2.1 Review Administration process	<p>Quantity FCS Standing Order Vol 1 formulated Implementation of Swallowtail Software Maintenance of Fixed Assets Maintenance of Inventory Registers</p> <p>Quality Enhance and improve administration process</p> <p>Budget As per allocated budget</p> <p>Timeliness Bi-annually</p>		<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p> <p>12</p> <p>4</p>	<p>DCC ACCS ACCO SCS LO ITM CLO OC SUPERVISORS</p>
	6.2.2 Improve recording of job specification	<p>Quantity Position Description for all positions reviewed</p> <p>Quality Proper allocation of personnel to rightful positions.</p> <p>Budget As per allocated budget</p> <p>Timeline: Annually</p>		1	<p>DCC ACCS ACCO SCS</p>
	6.2.3 Personnel records audit	<p>Quantity Audit and Compliance Audit of all personal Files / Leave Files Audit of warrants of custody for inmates. Audit of work processes: Transport / Fuel / Running Cemeteries Records/Revenue/ Allocation Data of Inmates TMA processes Asset and Inventory Register</p> <p>Quality Information accuracy and information update</p> <p>Budget As per allocated budget</p> <p>Timeliness Bi-annually</p>	2	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>DCC ACCS IG</p>





Goals Specification and Performance Target

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 6 – FLAWLESS CUSTOMER SERVICE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
6.2 Improve processes and systems for quality service delivery	6.2.4 Enhance work consistency and control	<p>Quantity Submit Annual Performance appraisal for all staff</p> <p>Quality Provide quality and quantitative feedback on staff performances</p> <p>Budget As per allocated budget</p> <p>Timeline: Annually</p>		<p>3</p> <p>1. Leave 2. Training 3. Recruitment</p>	DCC ACCS ACCO SUPERVISORS OCs
6.3 Improve Health Services to both Staff and Inmates	6.3.1 Enhance health and emergency response training	<p>Quantity 2 Basic First Aid training conducted to all staff on health and emergency response issues</p> <p>Quality Timely response, competent and confident staff during any related emergencies</p> <p>Budget \$150,000.00</p> <p>Timeliness Bi-annually</p>		1	DCC ACCS ACCO SCS LEGAL OFFICER
	6.3.2 Enhance basic Clinical practice and knowledge for staff	<p>Quantity Refresher Training programs for staff</p> <p>Quality Increase knowledge and capability to adopt proper clinical procedures</p> <p>Budget \$150,000.00</p> <p>Timeline: Bi-annually</p>	2	2	ACCS ACCO SMO SUPERVISORS COMDT
	6.3.3 Improve officers and inmates fitness, health and well being	<p>Quantity 2 Officer Required Fitness Level Test conducted 2 Route March 2 Health Audit for staff 1 Health Audit for inmates</p> <p>Quality Resilient and healthy workforce</p> <p>Budget As per allocated budget</p> <p>Timeliness 31 July 2018</p>	4 2 2	2 2 2	1

Table 6 : FCS Goals Specification and Performance Targets continued

GOAL 6 – FLAWLESS CUSTOMER SERVICE					
Output	Strategy	Key Performance Indicators	2016-2017 Targets	2016-2017 Targets	Responsible
<p>6.4 FCS yearly expenditure remain within budgetary allocations</p>	<p>6.4.1 Reduction in Audit queries</p>	<p>Quantity 9 Finance, Stores Internal Audit conducted Quality Strict adherence to financial procedures Budget As per allocated budget Timeliness 31 July 2018</p>		<p>Annually Bi Annually Bi annually Quarterly</p>	<p>DCC SAO CLO SUPERVISORS</p>
	<p>6.4.2 Improve recording and care of stores</p>	<p>Quantity 9 Stores and records inspections conducted programs Quality Strict adherence to stores and financial procedures Budget \$1,051,252 Timeline: 31 July 2018</p>		<p>Annually Bi Annually Bi annually Quarterly</p>	<p>DCC SAO CLO OCS SUPERVISORS</p>
		<p>Quantity Two Kit Inspections for all uniformed staff conducted- Quality Strict adherence to stores and financial procedures Budget \$1,051,252 Timeliness Bi-annually</p>		<p>CLO - 2 SUPS - 3months OCS - Quarterly</p>	<p>ACCO CLO SUPERVISORS OCS</p>





Finance Deliverables

Table 7: Finance Deliverables

MOF Deliverables	Strategies	KPI	Timeline	Responsible
Planning & Management of Budget compliance	Budget Request Formulation	Budget Request submission	2nd Quarter	ACCS SAO
	Request to Incur Expenditure	Timely /Efficient management RIE	As and when before closing of Accounts in line Finance Circular	ACCS SAO
	Control of Expenditure of public money	Budget Utilization Report	Quarterly	ACCS SAO
Finance Performance Compliance	<ul style="list-style-type: none"> • Bank Lodgment Clearance • Drawings • IDC • TMA • Trust Fund • RFA • Salaries • Wages 	Monthly Reconciliation	7th of every month	DCC ACCS SAO
Agency Review Arrears	Collection of Arrears of revenue. <ul style="list-style-type: none"> • Burial Revenue • TMA Revenue 	Monthly Revenue Returns	End of every month	DCC ACCS SAO
Asset management	Annual Stock take/Board of survey	Physical stock take against inventory.	31 August 17 – 31 July 18	DCC ACCS SAO CLO
		<ul style="list-style-type: none"> • Insitutions Stores • TMA Stores 	31 August 17 – 31 July 18	
	Board of survey report	Bi-Annual		
	Vehicle return	Monthly	7th of every month	
	Fixed assets Register	Monthly reconciliation of fixed assets register	End of each month	
Internal audit Compliances	Implementation of Audit report	Number of agreed audit recommendation to be implemented	Quarterly	DCC ACCS SAO CLO
Procurement Compliance	Quarterly report to MOF	Report submitted on procurement in line with Procurement Regulation 2010	2nd week of each quarter	DCC ACCS SAO CLO

Capital Projects Budget Utilization 2017–2018

Table 8a: Capital Projects Budget Utilization 2017 – 2018

Projects	2017 – 2018 Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Upgrade & maintenance of Institutional Buildings (Maximum & Pre Release)	\$500,000*	\$100,000	\$200,000	\$100,000	\$100,000
Upgrade Corrections Staff Quarters (Lautoka, Suva & Levuka, Labasa)	\$500,000*	\$100,000	\$300,000	\$50,000	\$50,000
Electrical Upgrade (Staff Quarters for: Lautoka, Nasinu & Suva)	\$250,000	\$50,000	\$50,000	\$100,000	\$50,000
Completion of Lautoka Remand Centre	\$500,000*	\$100,000	\$100,000	\$250,000	\$50,000
Completion of Lautoka Women's Corrections Facility	\$650,000*	\$50,000	\$100,000	\$200,000	\$150,000
K9 Office, K9 Accommodation K9 Kennel Lautoka CC	\$675,000	\$200,000	\$200,000	\$200,000	\$75,000
Repair and Maintenance of Institutional Infrastructure (Naboro Institutional Roads Lautoka Cemetery Roads & Women CC Access Roads)	\$400,000*	\$50,000	\$100,000	\$100,000	\$150,000
Cyclone Rehabilitation (Ba Kitchen, Dining/Mess and Laundry)	\$400,000*	\$200,000	\$200,000		
Institutional Boundary Fence	\$400,000	\$300,000	\$100,000		
Upgrade Telecommunication and CCTV Camera Network	\$200,000*	\$200,000			
Civil Works (Medium Landslide)	\$400,000	\$50,000	\$100,000	\$200,000	\$150,000
Installation of LAN & WAN	\$100,000	\$100,000			
Purchase of Office Equipment	\$200,000	\$200,000			
NEW PSIP 2017 - 2018					
Upgrading and construction of public cemeteries (Nasinu cemeteries civil works)	\$400,000*	\$50,000	\$100,000	\$100,000	\$150,000
Refurbishment of Main Cell Block Suva CC (Structural Assessment)	\$150,000	\$50,000	\$50,000	\$50,000	
Purchase of (3) Cell Sense Mobile Detections (Lautoka Remand, Lautoka CC & Maximum CC)	\$50,000.00	\$50,000.00			
High Frequency Radio System	\$100,000	\$100,000			
TVET Workshop tools (Nasinu CC)	\$100,000	\$100,000			





Capital Expenditure Work Programme - Capital Construction

Table 8b: Capital Expenditure Work Programme - Capital Construction

Projects	Project Descriptions	Planned Activities	Start Date	End Date	Remarks
LAUTOKA REMAND CENTRE - \$500,00.00					
	Conversion of Special Stage Block to Infirmery	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	2 Oct 17	9 Mar 18	
		Vetting/Stamping of Structural	4 Oct 17	18 Oct 17	
		Tender Process of Infirmery Block to FPO	25 Oct 17	22 Nov 17	
		Contract for Construction	27 Nov 17	8 Dec 17	
		Commencement	18 Dec 17	9 Mar 18	
LAUTOKA WOMENS CORRECTIONS FACILITY - \$650,000.00					
	Construction of 1x6 Staff Quarters	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	2 Oct 17	7 July 18	
		Structural/Architectural Design Documentation	4th Oct 17	3 Nov 17	4 weeks
		Vetting from MoIT	6 Nov 17	17 Nov 17	1 week
		Tender Process for Construction	22 Nov 17	2 Jan 18	From Advertisement of Tender to Award
		Contract	4 Jan 18	12 Jan 18	
	Commencement to Commissioning	22 Jan 18	6 July 18	24 weeks	
REPAIR & MAINTENANCE OF INSTITUTIONAL INFRASTRUCTURE - \$500,000.00					
	Naboro Roads	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	2 Oct 17	9 April 18	
		Scoping/Designing/Costing of Naboro Roads	3 Oct 17	20 Oct 17	3 Weeks
		Tender Process Documentation	25 Oct 17	22 Nov 17	
		Contract	24 Nov 17	15 Dec 17	
	Commencement to Commissioning	27 Dec 17	6 April 18	14 weeks	
CIVIL WORKS - \$400,000.00					
	Medium Correction Centre - Land Slide	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	2 Oct 17	7 May 18	
		Structural/Architectural Design Documentation	4 Oct 17	20 Oct 17	3 Weeks
		Estimates from MoIT	23 Oct 17	3 Nov 17	1 Week
		Tender Process for Construction	8 Nov 17	8 Dec 17	
		Contract	11 Dec 17	22 Dec 17	From vetting to signing
	Commencement to Commissioning	2 Jan 18	4 May 18	18 weeks	

Table 8b: Capital Expenditure Work Programme - Capital Construction

Projects	Project Descriptions	Planned Activities	Start Date	End Date	Remarks
REFURBISHMENT OF SUVA MAIN CELL BLOCK - \$150,000.00					
	Structural Assessments Report	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	5 Oct 17	24 Nov 17	
		Assessments on Site	9 Oct 17	27 Oct 17	3 weeks
		Report with Recommendations	27 Oct 17	10 Nov 17	
UPGRADING OF PUBLIC CEMETERIES - \$400,000.00					
	Suva New Extension and Nasinu	Tender Process for Consultancy (FPO)	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Contract for Consultancy	12 Sept 17	2 Oct 17	
		Commencement of Services	5 Oct 17	20 April 18	
		Scoping/Designing/Costing of Civil Works	9 Oct 17	27 Oct 17	3 Weeks
		Tender Process Documentation	4 Nov 17	18 Dec 17	
		Contract	20 Dec 17	4 Jan 18	
		Commencement	8 Jan 18	13 April 18	14 weeks
INSTITUTIONAL BOUNDARY FENCE - \$400,000.00					
	Nasinu CC & Medium CC	Supply /Delivery of Anti Climb Fence & Accessories	21 July 17	12 Oct 17	3 months of delivery
		Commencement	30 Oct 17	16 Mar 18	20 weeks
CIVIL WORKS - \$400,000.00					
	Suva Qrts Labasa Qrts Taveuni Qrts Levuka Qrts	Scoping/ Tendering Documentation	26 July 17	6 Sept 17	From Advertisement of Tender to Award
		Tender Process	12 Sept 17	2 Oct 17	
		Contract	2 Oct 17	7 May 18	
		Commencement	4 Oct 17	20 Oct 17	3 Weeks





Ongoing Projects

Table 8c: Ongoing Projects

Projects	Project Descriptions	Planned Activities	Start Date	End Date	Defects Liability Period
LAUTOKA K9 UNIT FACILITY - \$675,000.00					
	Office, Dormitory & Dog Kennel	Under Construction	24 May 17	9 Oct 17	9 April 18
CYCLONE REHABILITATION - BA CORECTIONS CENTRE - \$650,000.00					
	Proposed kitchen & dining - Ba Corrections Centre	Under Construction	1 June 17	30 Nov 17	30 Nov 18
MAINTENANCE OF INSTITUTIONAL STAFF QUARTERS - \$500,000.00					
	Suva Qrts OCTPT - CBL Brick Duplex Naboro Qrts 1 Qrts 48 - A. Naidu Qrts 47 Transport Shed - CBL Lautoka Qrts 448 - CBL	Maintenance in progress	3 July 17	11Sept 17	12 March 18
MAINTENANCE OF INSTITUTIONAL BUILDINGS - \$500,000.00					
	Maximum CC	Maintenance commences	10 July 17	1 Dec 17	4 June 18

Capital Purchase Work Programme

Table 8d: Capital Purchase Work Programme

Item #	Scope	Purchasing Budget	Submission to FPO	Tendered Date	Tender Closing Date	Tech Evaluation Date	Remarks
1	Installation of Lan/Wan	\$100,000	15th August 2017	9th September 2017	6th September 2017	11th September 2017	Maintenance of Lan/Wan for all institution
2	Purchase of Office Equipment	\$200,000	15th August 2017	9th September 2017	6th September 2017	11th September 2017	Compile request from all institution
3	Purchase of High Frequency Radio	\$100,000	15th August 2017	9th September 2017	6th September 2017	11th September 2017	Purchase of HF hi frequency radio for all institution
4	Purchase of Equipment Nasinu Correction Center	\$100,000	15th August 2017	9th September 2017	6th September 2017	11th September 2017	Purchase of lathe machine, stand drill, welding machine.
5	Purchase of cell Censor	\$50,000					3 quotation will be sourced.
6	Purchase of Riot Suit	\$100,000	15th August 2017	9th September 2017	6th September 2017	11th September 2017	Purchase for emergency equipments for ECU.



FCS Training Calendar 2017 - 2018

DAYS	BRC - 12 Weeks Basic Admin Cse - 3 wks												Basic PTI Cse - 4 wks Basic Med Ordlry Cse - 2 wks					TCOC Promotional Cse - 3 wks COB/COA LIDSHIP Promotional Cse - 5 wks					BRC - 12 wks PCO CCO Conversion Leadership Promotional Cse - 7 wks				
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG														
Sun			1																								
Mon			2			1																					
Tues	1		3			2																					
Wed	2		4			3																					
Thur	3		5			4																					
Fri	4		6			5																					
Sat	5		7			6																					
Sun	6		8			7																					
Mon	7		9			8																					
Tues	8		10			9																					
Wed	9		11			10																					
Thur	10		12			11																					
Fri	11		13			12																					
Sat	12		14			13																					
Sun	13		15			14																					
Mon	14		16			15																					
Tues	15		17			16																					
Wed	16		18			17																					
Thur	17		19			18																					
Fri	18		20			19																					
Sat	19		21			20																					
Sun	20		22			21																					
Mon	21		23			22																					
Tues	22		24			23																					
Wed	23		25			24																					
Thur	24		26			25																					
Fri	25		27			26																					
Sat	26		28			27																					
Sun	27		29			28																					
Mon	28		30			29																					
Tue	29		31			30																					
Wed	30		27			28																					
Thur	31		28			29																					
Fri			29			30																					
Sat			30			31																					
Sun																											



Fiji Corrections Service Year Planner 2017/2018

DAYS	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
MON						1						
TUE	1					2				1		
WED	2			1		3				2		
THUR	3			2		4		1		3		
FRI	4 CP	1 CP		3 CP/CONF	1 CP/CONF	5 CP	2 CP	2 CP/CONF		4 CC PRDE	1 CC PRDE	
SAT	5	2		4		6	3	3		5	2 SDP WS	
SUN	6 C PRDE	3 C PRDE	1	5 APCCA	3 C PRDE	7 C PRDE	4 C PRDE	4 C PRDE	1	6 C PRDE	3 C PRDE	1
MON	7 C CONF	4 C CONF	2 C CONF	6 APCCA	4	8 C CONF	5 C CONF	5	2	7 C CONF	4 C CONF	2
TUE	8	5	3	7 APCCA	5	9	6	6	3	8	5	3
WED	9	6	4	8 APCCA	6	10	7	7	4	9	6	4
THUR	10	7	5	9 APCCA	7	11	8	8	5	10	7	5
FRI	11	8 YRP Kad	6 CP	10	8	12	9	9	6 CP/CONF	11 YRP	8	6 CC PRDE
SAT	12	9	7	11	9	13	10	10	7	Cakaudrove	9	7
SUN	13	10	8 C PRDE	12 C PRDE	10	14	11	11	8 C PRDE	13	10	8 C PRDE
MON	14	11 COMCOR	9	13	11	15	12	12 COMCOR	9 ELECTION	14	11	9 C CONF
TUE	15	12 I	10	14	12	16	13	13 I	10 ELECTION	15	12	10
WED	16 H/Audit	13 N	11	15	13	17	14	14 S	11 ELECTION	16	13	11
THUR	17	14 S	12	16	14	18	15	15 P	12 ELECTION	17	14	12
FRI	18L/ Forum	15 P	13 FCS Day	17 L/Forum	15	19	16	16 E	13 ELECTION	18	15	13
SAT	19	16 E	14	18	16	20	17	17 C	14	19	16 ACP WS	14
SUN	20	17 C	15	19	17	21	18	18	15	20	17	15
MON	21	18 T	16	20 YRP Lau	18	22	19	19 T	16	21	18	16
TUE	22	19 I	17	21	19	23	20	20 I	17	22	19	17
WED	23 Rugby 7s	20 O	18	22 Athletics	20	24	21	21	18	23	20	18
THUR	24	21 N	19	23	21	25	22	22	19	24	21	19
FRI	25	22	20 YRP -Tai	24 R March	22	26 B WS	23	23	20	22 L/ Forum	22	20
SAT	26	23	21	25	23	27	24	24	21	26	23	21
SUN	27	24	22	26	24	28	25	25	22	27	24	22
MON	28	25 1 st COMD	23	27	25	29	26	26 2 nd COMD	23	28	25	23
TUE	29	26 RFL	24	28	26	30	27	27 RFL	24	29	26	24
WED	30	27 TEST	25	29 H/AUDIT	27	31	28	28 TEST	25 H AUDIT	30	27	25
THUR	31	28 WEST	26	30	28			29 WEST	26	31 R March	28	26
FRI		29 NRTTH	27					30 NRTTH	27		29	27
SAT		30 LEV	28 YRP FR					31 LEV	28		30	28
SUN			29						29			29
MON			30						30			30
TUE			31									31

KEY

- COMCOR's Parade
- Yellow Ribbon Fun Run
- Budget Workshop
- Church Parade
- Yellow Ribbon Symposium
- Annual Corporate Plan Workshop
- Commanders Conference
- Asian Pacific Conference for Corrections Administrators
- National Election
- Leadership Forum
- Inter-Unit Sports Competition
- Route March
- Command RFL
- Commissioners Inspections
- Health Audit
- Fiji Corrections Day



Fiji Corrections Service Inmates Competition Programme 2017/2018

DAYS	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
MON						1						
TUE	1					2					1	
WED	2			1		3					2	
THUR	3			2		4	1				3	
FRI	4	1		3	1	5	2	2			4	3
SAT	5	2		4	2	6	3	3			5	4
SUN	6	3	1	5	3	7	4	4	1		6	5
MON	7	4	2	6	4	8	5	5	2		7	6
TUE	8	5	3	7	5	9	6	6	3		8	7
WED	9	6	4	8	6	10	7	7	4		9	8
THUR	10	7	5	9	7	11	8	8	5		10	9
FRI	11	8	6	10	8	12	9	9	6		11	10
SAT	12	9	7	11	9	13	10	10	7		12	11
SUN	13	10 voice qtr	8	12	10	14	11	11	8		13	12
MON	14		9	13	11	15	12	12	9		14	13
TUE	15	12	10	14	12	16	13	13	10		15	14
WED	16	13	11	15	13	17	14	14	11		16	15
THUR	17	14	12	16	14	18	15	15	12		17	16
FRI	18	15	13	17	15	19	16	16	13		18	17
SAT	19	16	14	18	16	20	17	17	14		19	18
SUN	20	17	15	19	17	21	18	18	15		20	19
MON	21	18	16	20	18	22	19	19	16		21	20
TUE	22	19	17	21	19	23	20	20	17		22	21
WED	23	20	18	22	20	24	21	21	18		23	22
THUR	24	21	19	23	21	25	22	22	19		24	23
FRI	25	22	20	24	22	26	23	23	20		25	24
SAT	26	23	21	25	23	27	24	24	21		26	25
SUN	27	24	22	26	24	28	25	25	22		27	26
MON	28	25	23	27	25	29	26	26	23		28	27
TUE	29	26	24	28	26	30	27	27	24		29	28
WED	30 SOCCER	27	25	29	27	31	28	28	25		30	29
THUR	31	28	26	30	28		29	29	26		31	30
FRI		29	27 FOOT DR		29		30	30	27			
SAT		30	28		30		31	31	28			
SUN		29	30		31				29			
MON		30	31						30			
TUE												31

KEY: Male voice quartet Volleyball Foot drill Soccer Creative writing Mime



Glossary

Acronym	Description
COMCOR	Commissioner of Corrections
DCC	Deputy Commissioner of Corrections
ACCS	Assistant Commissioner Corporate Services
ACCO	Assistant Commissioner of Corrections Operation
SAO	Senior Accounts Officer
AO TMA	Accounts Officer Trade & Manufacturing Account
CLO	Chief Logistic Officer
CMDT	Commandant
DR	Director Rehabilitation
SP	Senior Psychologist
DP	Divisional Psychologist
IG	Inspectorate General
ITM	Information & Technology Manager
INST OC	Institutions Officers-in-Charge
ISM	Institution Sergeant Major
DSM	Division Sergeant Major
LO	Legal Officer
OC ECU	Officer-in-Charge, Emergency Control Unit
OC (PRJT)	Officer-in-Charge, (Projects)
OC TPT	Officer-in-Charge, Transport Unit
OC SUVA	Officer-in-Charge, Suva Correction Centre
OC SUVA REM	Officer-in-Charge, Suva Remand Centre
OC NAS	Officer-in-Charge, Nasinu Correction Centre
OC SUVA WOM	Officer-in-Charge, Suva Women Correction Centre
OC LEV	Officer-in-Charge, Levuka Correction Centre
OC LAB	Officer-in-Charge, Labasa Correction Centre

Acronym	Description
OC TAV	Officer-in-Charge, Taveuni Correction Centre
OC MAX	Officer-in-Charge, Maximum Correction Centre
OC MED	Officer-in-Charge, Medium Correction Centre
OC MIN	Officer-in-Charge, Minimum Correction Centre
OC PRC	Officer-in-Charge, Pre-Release Centre
OC LTK	Officer-in-Charge, Lautoka Correction Centre
OC LTK REM	Officer-in-Charge, Lautoka Remand Centre
OC LTK WOM	Officer-in-Charge, Lautoka Women Corrections Centre
OC BA	Officer-in-Charge, Ba Correction Centre
QM	Quartermaster
SCS	Supervisor Corporate Services
SO (Adm)	Staff Officer Administration
SO (Pol)	Staff Officer Policy
SO (Per)	Staff Officer Personnel
SOE	Staff Officer Engineer
STMA	Supervisor, Trade & Manufacturing Account
SUP	Supervisors
SOO	Senior Operation Officer
SMO	Senior Medical Officer
SP	Senior Psychologist
SUP CED	Supervisor Central & Eastern Division
SUP ND	Supervisor Northern Division
SUP SD	Supervisor Southern Division
SUP WD	Supervisor Western Division
SOR	Staff Officer Rehabilitation
YRPCOR	Yellow Ribbon Coordinator
PRO	Public Relations Officer
GD	Graphic Designer





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