



09 December 2024

The Respective Halls' Management Committee  
**RAROTONGA**

Kia Orana,

**Re: Rarotonga Safety Shelter Programme**

The Cook Islands Investment Corporation (CIIC) in conjunction with the Office of the Prime Minister (OPM) are pleased to advise the availability of the Rarotonga Safety Shelter Programme (RSSP), a contestable fund to upgrade community halls on Rarotonga. The purpose of the RSSP is the reduction of Rarotonga's vulnerability to disasters by ensuring sufficient safety shelters are available on the island during and after an emergency event.

The allocation of the available funding is guided by the Rarotonga Safety Shelter Programme Framework, which sets out the criteria for eligibility of Puna buildings and provides clear steps and requirements for the application process. For example, in order to qualify, a hall has to have been assessed for suitability as shelter during an emergency by CIIC and ranked as a priority building under the RSSP. The Framework further outlines that communities will have to co-fund the renovation works and manage the required works and associated contracts. Please refer to the attached RSSP Handout for a summary of the key points under the RSSP Framework.

CIIC and OPM are excited to work with communities across Rarotonga in order to upgrade available community safety shelter buildings. For any questions regarding this initiative, please contact our RSSP coordinator directly via email to [ciic.rsspcoordinator@cookislands.gov.ck](mailto:ciic.rsspcoordinator@cookislands.gov.ck).

Kia Orana e Kia Manuia,

Allan Jensen  
**Chief Executive Officer**  
**Cook Islands Investment Corporation**





# Rarotonga Safety Shelter Programme (RSSP) Information Sheet

The RSSP seeks to reduce Rarotonga's vulnerability by improving access to safety shelters within Rarotonga communities. The Cook Islands Government (CIG) will grant up to NZ\$100,000.00 for the renovations of each hall previously identified by CIG as safety shelter in case of an emergency. The shelter owner/community will need to raise the remaining funds to complete the work agreed with Cook Islands Investment Corporation (CIIC).

Every hall can currently only apply for this fund once, unless it is decided at a later date to continue the programme with additional funding. Government has no obligation to ensure all halls have had access to the funding prior to discontinuing this programme. It is therefore important that applications are completed in a timely manner.

## Application Process

All of the following documents are required as part of the application process and before an application can be considered complete.

✓	Required Document
	Request letter signed by the Secretary of the Community Hall and addressed to CIIC and EMCI
	Proof of landowner agreement and security of land use
	Scope of Works, including plans and estimated cost
	Proof of funding from the Community to be contributed to the project
	Proof of agreement on draft Memorandum of Agreement between Shelter owner and Cook Islands Government
	Confirmation of a Project Manager approved by CIIC
	Project Steering Group to be established to conduct project oversight
	Proof of agreement on draft Deed of funding arrangement

## Prioritisation

Projects will be prioritised on a 'first-come, first-serve' basis with the date of the completion of the application (as per list of required documentation above) being considered the date at which an application is received.

Each application is then assessed based on merit and submission quality and processed through different levels of approvals with Cabinet providing final approval.





## Execution

Once Cabinet approval has been obtained, the Memorandum of Agreement and Deed of funding will be signed between parties. It is crucial for communities to note that no financial commitments should be made prior to this step.

Executive Committees of each hall are to lead the renovation works and act as Principal to all contracts for this work. The community should put forward the name of their preferred Project Manager, with CIIC approving the selection prior to appointment.

Where technical advice is required for the construction/renovations, the communities can contact CIIC to draw on in-house expertise where available.

## Fund Dispersal

The Memorandum of Agreement stipulates certain milestones that need to be achieved in order to allow the disbursement of lump sums. For funds to be released, sufficient and regular reporting is also a requirement. Details will be contained in the Memorandum of Agreement document.

## Completion

Upon completion of works funded by the Rarotonga Safety Shelter Programme, the Project Manager is required to submit a completion report to CIIC. Upon CIIC's acceptance of this document, the final payment will be released and responsibility lies with the communities to complete any further works and maintain the building to the attained standard.

