



Cook Islands Government Public Sector Employee Handbook

Introduction

Cook Islands Government and the Public Sector endeavours to provide a positive work environment where employees feel valued, treated fairly and are given recognition for their efforts and contribution to the Public Sector Vision, Mission, Cook Islands Government Strategic Plan 2016-2025 and National Sustainable Development Agenda (NSDA).

Public Sector Agencies are committed to providing employees with working conditions that comply with relevant legislation and are comparable with the industry's standards.

The Public Service Act 2009 (PSA) is the overarching document for the Public Sector. The objectives of the Act are to amend and consolidate the law relating to the Public Service, ensure that the members of the Public Service are impartially selected, fairly remunerated and administratively competent and make provisions for State Services and for the Human Resource development of members of the Public Service.

The Office of the Public Service Commissioner has developed a range of Cook Island Government (CIGOV) policies to ensure that employees understand the nature of the Public Sector, what the expectations are of them as employees as well as for Public Sector Agencies to delineate its responsibilities and duties towards employees.

The policies and procedures in this manual cover the following areas:

- ⇒ Public Sector Values
- ⇒ Vision and Mission
- ⇒ Public Sector Strategic Plan
- ⇒ NSDA
- ⇒ Machinery of Government
- ⇒ How to Access Policies and Template
- ⇒ Who to Contact if you have Questions
- ⇒ Policies

The policies are written statements of standards and objectives and include all areas of employment. It contains rules on how employees must perform their jobs and interact with each other. You will also find information about your terms and conditions of employment, our expectations around your behaviour and our policies and procedures. This handbook should be read in conjunction with your Employment Agreement, Job Description and relevant Government policies.

No employee handbook can anticipate every circumstance or question about policies and procedures and this handbook has been designed to give you a summary of the CIGOV employment policies.

Please note that it is your responsibility to read this handbook thoroughly and agree to abide by its contents.



Our Mission

To deliver quality goods and services through effective leadership and governance and achieve our National Sustainable Development Agenda goals through:

- A Public Sector that is well led and trusted by the people of the Cook Islands
- A Public Sector that is relevant and responsive

Our Values

Honesty Tū Tiratiratū	Acting honestly, being truthful, and abiding by the laws of the Cook Islands
Impartiality Tū Pāpākita’i kore	Providing impartial advice, acting without fear or favour and making decisions on their merits
Service Tū Tāvini	Serving the people well through faithful service to the Government of the Cook Islands
Transparency Tū Mā’ora’ora	Taking actions and making decisions in an open way
Accountability Tū Akapāpu’anga	Being able to explain the reason for actions taken, and taking responsibility for those actions
Respect Tū Akangāteitei	Treating the people, the Government of the Cook Islands and colleagues with courtesy and respect
Efficiency Tūranga Meitaki	Achieving good results for the Cook Islands in an economical way
Effectiveness Tūranga Tau	

Public Sector Strategy 2016—2025

Our Public Sector Strategy outlines our transformation journey to achieving excellence over the next ten years.

The Strategy recognises that all public sector agencies, our development partners, private sector, non-government organisations and the general public have a role to play.

Our Strategy will be implemented over three phases with phase one (2016 to 2018) focusing on establishing crucial leadership capacity and institutional infrastructure. Phase two is when we fully embrace change through strong leaders, better structures and systems. Phase three is where we sustain a culture of continuous innovation and adapting to remain relevant and responsive to the communities we serve.

Excellence Principles

Our transformation is underpinned by our excellence principles

CARE GROW LEAD

<p>Collaboration</p> <p>Accountability</p> <p>Respect</p> <p>Empathy</p>	<ul style="list-style-type: none"> • We strive to achieve excellence through collaborative, accountable and respectful partnership and empathy for the communities we serve • We demonstrate honesty, excellence, accountability respect and transparency • We work smart/hard to earn the trust and confidence of our communities
<p>Grow people</p> <p>Raise standards</p> <p>Open innovation</p> <p>Whole of Government</p>	<ul style="list-style-type: none"> • We strive to achieve excellence through learning, innovating and a continuous improvement culture across 'one public sector • We inspire each other by working smart and going the extra mile • We create value by delivering results in an effective and efficient manner
<p>Leadership</p> <p>Excellence</p> <p>Action</p> <p>Development</p>	<ul style="list-style-type: none"> • We strive to achieve excellence through strong leadership, passion for excellence and action to achieve sustainable development • We embrace change, innovation, continuous learning and technology

NSDA 2020+ Snapshot

Executive Summary—5 Year Scorecard 2021—2025

The 5 year strategy links to the notion of the Uki (generation) and the Cook Islands Maori world view of planning for the future. One generation through the research is set at 25 years and will encapsulate outcomes that we want—including certain agreed targets. Te Ara Akapapa'anga Nui will encapsulate four Uki—four generations over 100 years.

The formulation of Te Ara Akapapa'anga Nui—NSDA 2020+ takes an extended outlook over 100 years and privileges a generational scale. This period will be dispersed with short to medium term plans that will be adjusted as our nation and our people continue to evolve. This is tentatively planned at 5, 10 and 25 year intervals. These planning periods align with the philosophy and practice of 'Akapapa'anga: the use and importance of genealogical legacies to and for the Cook Islands and its people.

'Akapapa'anga is a cornerstone of Cook Island Maori society. It informs the way our society is built and the collective enterprise of our people. For example, it underpins our connection, rights and management of land, records and the interrelation of our islands over generations, and informs the relationship we have with our people and kin in the Ipukarea and further abroad. It is the relationships inherent in papa'anga that drives our preparations, an impetus to build a strong future for our society, our 'enua and the descendants to come.

Central to Te Ara Akapapa'anga Nui—NSDA 2020+ will be Turanga Memitaki—Wellbeing for All. A vision where each person attains, at its most basic a state of being comfortable, healthy and happy. There is general agreement that at a minimum wellbeing includes the presence of positive emotions and moods (e.g. contentment, happiness), the absence of negative emotions (e.g. depression, anxiety) and satisfaction with life, fulfilment and positive functioning. In simple terms, wellbeing can be described as judging life positively and feeling good. Albeit wellbeing may seem more subjective it is our job to measure the best way possible so that we can track attainment of wellbeing for all across the nation.

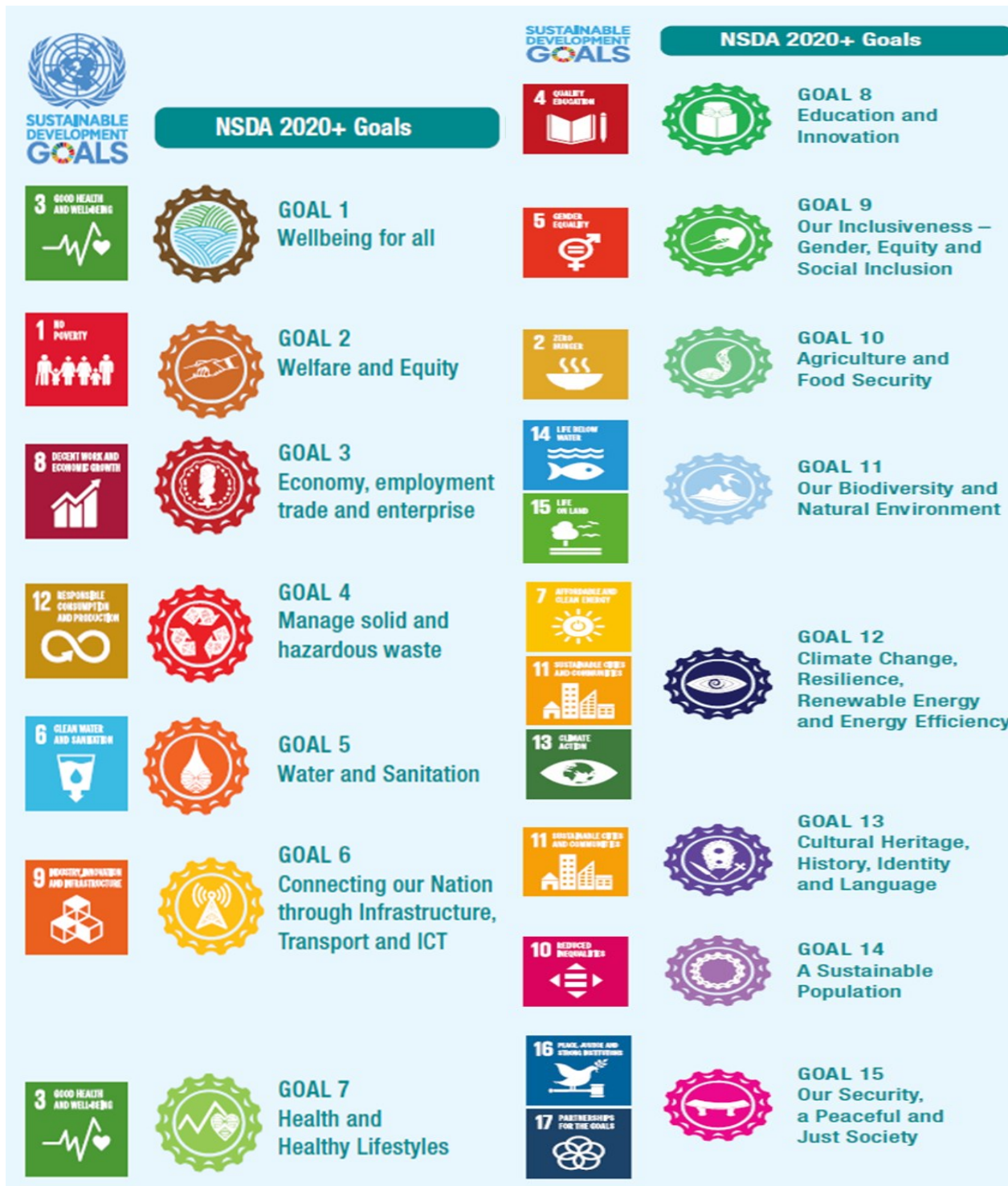
Our Goals and Indicators

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| Goal 1. | Wellbeing for all |
| Goal 2. | Welfare and Equity |
| Goal 3. | Economy, Empowerment, Trade and Enterprise |
| Goal 4. | Manage Solid and Hazardous Waste |
| Goal 5. | Water and Sanitation |
| Goal 6. | Connecting our Nation through Infrastructure, Transport and ICT |
| Goal 7. | Health and Healthy Lifestyles |
| Goal 8. | Education and Innovation |
| Goal 9. | Our Inclusiveness |
| Goal 10. | Agriculture and Food Security |
| Goal 11. | Biodiversity and Natural Environment |
| Goal 12. | Climate Change, Resilience, Renewable Energy & Energy Efficiency |
| Goal 13. | Cultural Heritage, History, Identity and Language |
| Goal 14. | A Sustainable Population |
| Goal 15. | Our Security, a Peaceful and Just Society |

Working Together to Achieve

This diagram shows how public sector agencies work aligns and contributes to the National Vision and Goals being achieved.

OUR VISION OF WELLBEING
An empowered, innovative and environmentally conscious people who are grounded in our culture and languages, with the highest quality of wellbeing in life.





**Cook Islands
Government
Public Sector
Voyage to Statehood**

Settlement & First European Contact

The 15 islands that make up the Cook Islands were settled by migrants from nearby islands in what is now French Polynesia and from Samoa in the 13th century.

According to the oral traditions of both the Cook Islands and New Zealand Māori people, who share very similar languages, New Zealand was originally settled by canoe voyagers from Rarotonga.

Hundreds of ocean-going vaka [canoes] are thought to have landed in New Zealand from about 1000AD - both from Rarotonga and other islands around the Pacific region. Rarotonga is the last Pacific Island on the sailing route to New Zealand and the island would have been where the canoes replenished their supplies before making the final leg of their epic voyages.

Given the well-documented navigational and sailing skills of the early ocean-going voyagers and the strength and agility of their double-hulled vaka, it is quite likely that there were also some return journeys, according to some anthropologists.

The most legendary migration from Rarotonga took place in 1350 when seven vaka are believed to have set sail from Avana Harbour to make the arduous voyage to New Zealand.

- Aotea-associated with Mangaia
- Kura-aupo-associated with Rarotonga
- Mataatua-associated with Mauke e Mitiaro
- Tainui-associated with Tahiti
- Takitumu-associated with Rarotonga
- Te Arawa-associated with Aitutaki
- Tokomaru-associated with Rarotonga (Arorangi)

The Cook Islands were named after famous explorer Captain James Cook of the Royal Navy who landed on and surveyed a number of the islands between 1773 and 1777.



The Missionaries

Representatives of the London Missionary Society began arriving in the Cook Islands in 1821. After the early conversion of a number of important Ariki (chiefs) support for Christianity increased rapidly throughout the Southern Group. Working through the Ariki the missionaries drew up draft legal codes which together with the abolition of violence as a means of dispute settlement, led to unprecedented political stability.

In 1881 the British Colonial Office decided that New Zealand interests in the area needed some form of protection against foreign powers and the British Government granted a petition by local European traders and planters for the appointment of an unpaid British Consul for the Hervey Islands, as the Southern Group was then known.

In 1888, acting on a petition from the principal Ariki seeking British protection, the British Government agreed to permit its then vice-consul in Rarotonga to declare a Protectorate over the Southern Group islands to protect pro-British islanders and New Zealand trade. Similar protectorates were declared over several islands in the Northern Group in the early 1890s. The Colonial Office also decided that certain other Northern Group islands should be annexed for possible future use as trans-Pacific cable stations.

In 1890 the newly appointed Resident persuaded the Ariki of Rarotonga to form a provisional Rarotongan legislature or General Council, the first government for the entire island. The following year representatives of the Ariki from Rarotonga and the Southern Group islands agreed to form the first federal legislature in the islands.

In October 1885 the Colonial Office accepted an offer by New Zealand, which was then a self-governing British colony, for New Zealand to pay for a British Consul for Rarotonga on condition that he be nominated by New Zealand and act as the country's official agent.

This "Resident" was also to act as adviser to the Ariki in drafting and administering laws and he would sign all acts of the local legislature in the name of the Governor of New Zealand. He would also have the right to reject proposed legislation.

However the path through the last decade of the 19th century was far from smooth and the numerous changes that took place were not well accepted by the traditional leaders. Ill feeling between the islanders and New Zealand reached a point where two Ariki told the New Zealand premier that the traditional leaders wanted the Cook Islands to be annexed to Great Britain.

On 27 September 1900 the New Zealand Parliament approved the annexation of the islands to New Zealand and the following month the British Governor in New Zealand landed at Rarotonga. Without any discussion on its implications, the Ariki and other traditional leaders signed a deed of cession and from June 11, 1901 the boundaries of New Zealand were extended to include the Cook Islands.

In spite of the fact that the Ariki and local government had told a visiting New Zealand parliamentary mission in 1903 that they wanted to remain independent in legislative matters and that the Cook Islands were, under the terms of the annexation, a self-governing community under the British Crown, by 1909 the first New Zealand Resident Commissioner and the Minister of Island Territories had taken almost complete responsibility for the administration of the Cook Islands.

Enactments of the New Zealand Parliament had the effect of doing away with the Federal Council by 1915. The New Zealand Parliament would legislate for the Cook Islands, while the laws of England at the time New Zealand had become a colony (January 1840), were also applied to the Cook Islands unless contravened by legislation.

Cook Islands Government Building 1925—27



Government Hostel

Government Hostel – 1925 – 1927

Post-War Period

The early post-war World War Two period brought steady improvement to social and economic infrastructural facilities in the Cook Islands and there were several attempts to promote economic development programmes. Steps were also taken to give a greater degree of political authority to the Territorial Government.

By the mid-1950s, in spite of attempts by New Zealand to stimulate the Cook Islands' economy, emigration continued and extended throughout the 1960s, particularly of young and ambitious Cook Islanders seeking better job opportunities and a brighter future for themselves and their families. By 1963 about 6000 Cook Islanders were living in New Zealand. They sent large amounts of money to relatives back home which had the effect of increasing the annual per capita income in 1965 by 10 pounds.

However the Cook Islands was about to embark on a major new course.

In 1962 New Zealand Minister of Island Territories Sir Leon Gotz, invited the Cook Islands Legislative Assembly to consider four alternative courses for the country's future. The most practical of these was full internal self-government whereby the Cook Islands people would remain New Zealand citizens with the right of free entry into New Zealand for both themselves and their produce. The Cook Islands would be responsible for the management of its own territory.

The day after Sir Leon's invitation, the Legislative Assembly unanimously adopted a resolution choosing self-government while at the same time asking New Zealand to preserve for the people their status as New Zealand citizens.

On 17 November 1964 the New Zealand Parliament passed the Cook Islands Constitution Act. This was to come into force on a date requested by the Cook Islands legislature following general elections to be held in the Territory.

The elections were held on 20 April 1965, with resounding support for the proposed Constitution and self-government. On 26 July New Zealand passed the Cook Islands Constitution Amendment Act and the Cook Islands became a State in free association with New Zealand.

The free association agreement means:

- The Cook Islands Government has full executive powers.
- The Cook Islands can make its own laws and New Zealand cannot make laws for the country unless authorised by government.
- Cook Islanders keep New Zealand citizenship
- The Cook Islands remains part of the Realm of New Zealand and King Charles III is Head of State of the Cook Islands.

Defence

As part of its defence cooperation programme with the States of the South Pacific region, New Zealand had for many years conducted military exercises in the area. These were aimed at increasing the military's ability to respond quickly and effectively to requests for assistance.

In the early 1990s the Cook Islands and New Zealand agreed that given the evolution of their free association relationship since 1965 to one based on international law and conventional diplomatic practice, it was appropriate to place military exercises on a more formal basis. This resulted in another Exchange of Letters constituting an agreement between the governments on arrangements for visits by the New Zealand Armed Forces.

This and other earlier agreements clearly reflected the fact that control over both external affairs and defence rests entirely with the Cook Islands government.

The Royal New Zealand Air Force maintains regular maritime patrols in Cook Islands waters as part of its commitment to monitoring the Exclusive Economic Zones of a number of Pacific Island States and a Royal New Zealand Navy representative works with the Cook Islands Police Service's Maritime Section, providing technical skills to help maintain the police patrol boat Te Kukupa which was donated by the Australian Royal Navy.

A Mutual Assistance Programme administered by the New Zealand Defence Force supports operation of the patrol boat and provides training in search and rescue, small arms use and diving.

The First Decade of Free Association

For much of the first decade of free association the Government's efforts focused on domestic affairs and the implementation of basic social and economic programmes. The aim was to promote national development and reduce the Cook Islands' dependence on New Zealand aid. The Cook Islands relied upon New Zealand to monitor treaty matters and international affairs on its behalf and to seek the Cook Islands' involvement whenever necessary.

In early 1972 the newly-formed South Pacific Forum established by treaty the South Pacific Bureau for Economic Cooperation (SPEC). The SPEC Agreement, signed by Australia, the Cook Islands, Fiji, Nauru, New Zealand, Tonga and Western Samoan in 1973, was the first treaty in which the Cook Islands and New Zealand participated as separate but equal parties.

With its active participation in South Pacific conferences and its major contribution to the founding of the South Pacific Forum, the Cook Islands began its first direct involvement in international affairs.

The leaders of both New Zealand and the Cook Islands agreed it was time to set out their shared understanding of the relationship between their countries and New Zealand prime minister Norman Kirk and Cook Islands premier Albert Henry, undertook an Exchange of Letters which spelled out the relationship in detail.

Kirk's letter pointed out that the New Zealand government had a statutory responsibility for the external affairs and defence of the Cook Islands.

"It is, however, also intended that the Cook Islands be free to pursue their own policies and interests," he wrote.

Kirk said "the heart of the matter" was his point that, "the bond of citizenship does entail a degree of involvement [of New Zealand] in Cook Islands affairs. This is reflected in the scale of New Zealand's response to the Cook Islands' material needs; but it also creates an expectation that the Cook Islands will uphold, in their laws and policies, a standard of values generally acceptable to New Zealanders.

"The special relationship between the Cook Islands and New Zealand is on both sides a voluntary arrangement which depends on shared interests and shared sympathies. In particular it calls for understanding on New Zealand's part of the Cook Islands' natural desire to lead a life of their own and for equal understanding on the Cook Islands' part of New Zealand's determination to safeguard the values on which its citizenship is based."

This Exchange of Letters was an important milestone in the evolution of the relationship of free association between the Cook Islands and New Zealand. It repeated the fundamental principles that already governed the relationship as well as placing on record the basic, shared understandings underpinning the association.

It was on the basis of this that the relationship was to evolve and the Cook Islands began to play a greater, more direct role in the conduct of its own international relations.

The next decade saw a major expansion of the Cook Islands involvement in international affairs, including broader participation in international organisations and treaties in its own right. Government's first diplomatic and consular posts were established abroad and New Zealand upgraded its mission in Rarotonga.

The 1990s brought a continuing expansion of Cook Islands activities in international affairs including a broadening of its membership in regional and international organisations and participation in a wide range of bilateral and multilateral treaties - a trend which has continued to the present day.

The Cook Islands is a member of the Food and Agriculture Organisation, the Asian Development Bank, the International Civil Aviation Organisation, the World Health Organisation and the United Nations Educational, Scientific and Cultural Organisation.

It is an Associate Member of both the Commonwealth and the United Nations Economic and Social Commission for Asia and the Pacific Islands Forum (<http://www.forumsec.org.fj/>) and takes an active part in regional affairs through the forum and the Pacific Community.

In June 2000 the Cook Islands signed the Cotonou Agreement, paving the way to important financial and technical assistance from the European Union and its Asia, Caribbean and Pacific Group.

The country has established diplomatic relations with 45 countries. The Cook Islands has diplomats in New Zealand and the European Communities, and honorary consuls represent the Federal Republic of Germany, France and the United Kingdom.

The Coat of Arms of the Cook Islands



The Coat of Arms of the Cook Islands has a shield as its focal point. The shield contains the fifteen stars found on the national flag and denotes the protection of its people and country.

A flying fish (maroro) and a White Tern (kakaia) are on each side of the shield, one supporting a cross as a symbol for Christianity, the other holding a Rarotongan orator club (momore taringavaru) as a symbol for the richness of Cook Islands' tradition. Orators are known to hold it during traditional discourses.

The head-dress adorning the shield is an Ariki head-dress (pare kura) of red feathers, symbolising the importance of the traditional rank system where High Chiefs govern their people and respective districts. They are a key agency to be consulted by Government on issues relating to the land and people.

The coat of arms was designed by Papa Motu Kora, a Mataiapo, a traditional chiefly title from the village of Matavera in Rarotonga.

Cook Islands Constitution Act (1964)

The Constitution of the Cook Islands is the supreme law of the Cook Islands – it informs all other legislation that has been developed and is yet to be developed.

Examples of the legislative requirements the Constitution covers include:

The Government of the Cook Islands (Part 1)	The King's Representative The House of Arikis
The Executive Government of the Cook Islands (Part II)	Cabinet Executive Council
The Parliament of the Cook Islands (Part III)	Speaker of Parliament Clerk of Parliament Power to make laws
The Judiciary (Part IV)	High Court Established Judges of the High Court Justice of the Peace
Fundamental Human Rights and Freedoms (Part IVA)	Fundamental Human Rights and Freedoms
The Public Revenues of the Cook Islands (Part V)	Public funds Public Revenue Revenue & Expenditure CI Government Account
The Cook Islands Public Service (Part VI)	The Cook Islands Public Service Public Service Commissioner

The Cook Islands Government Acts

Public Service Act (2009)

The Public Service Act (2009) provides for the administration and regulation of the Cook Islands Public Service including appointments, terms of service, disciplinary control, termination of appointment, and dismissal of members of the Public Service.

The purpose of the Public Service Act is to:

- amend and consolidate the law relating to the Public Service; and
- ensure that the members of the Public Service are impartially selected, fairly remunerated and administratively competent; and
- make provision for State Services and for the human resource development of members of the Public Service.

Compliance with this Act is a requirement for all public servants and should be read in conjunction with other legislation relevant to each Agency.

The Act contains legislation relating to:

- The functions and roles of the Public Service Commissioner and the Office of the Public Service Commissioner;
- Heads of Agencies – their appointments, functions, responsibilities and duties, powers and delegation authorities;
- The Values and Code of Conduct of the Public Service, including the duty to act as a good employer;
- Employment and Human Resources Management in the Public Service;
- Rights of Appeal and relevant processes; and
- Miscellaneous provisions relating to medical examinations, bonds and loan agreements, regulations and notices to employees.

Ministry of Finance and Economic Development Act (1995/96)

The MFEM Act establishes effective economic, fiscal and financial management responsibility by Government; provides accompanying accountability arrangements, together with compliance with those requirements; and requires the Government to produce:

- statements of economic policy;
- confirmation of adherence to fiscal disciplines prescribed under the MFEM Act;
- budget policy statements;
- economic and fiscal forecasts and updates;
- financial management information; and
- comprehensive annual reports

Public Expenditure Review Committee and Audit Act (PERCA) (1995/96)

The purpose of the PERCA Act is to give effect to the principle of the Executive Government's responsibilities to the public through Parliament to:

- make available such information as will enable Parliament to be informed of the scrutiny of public expenditure and the management of public money;
- promote the accountability of servants of the Crown, where public expenditure and public money are concerned; and
- promote the accountability of local authorities in the management of the money and stores of such authorities.

Employment Relations Act (2012)

The objectives of the Employment Relations Act (2012) are to:

- create a regulatory framework for good employment relations between employers and employees;
- provide for freedom of association;
- provide choice for employers and employees in their employment agreements;
- ensure all employees are employed under at least the minimum terms and conditions;
- provide for the rights and responsibilities of employers and employees;
- establish a framework for resolution of employment disputes encouraging, so far as is consistent with the interests of justice, speedy and low cost dispute resolution in order to minimise the possible adverse effects of such disputes;
- promote observance in the Cook Islands of the principles underlying international agreements to which the Cook Islands is a party; and
- promote the sustainable social and economic development of the Cook Islands.

Island Government Act (2012/13)

The Island Government Act (2012/13) aims to:

- foster good governance by all Island Governments;
- promote accountability of Island Governments to their island communities;
- encourage community participation in the governance of each island through transparency and consultation;
- encourage Island Governments and the island community to progressively assume responsibilities as and when they are able to do so;
- enable Island Governments and their island communities to decide on how best to promote the social, economic, cultural and environmental well-being of the respective islands.

Official Information Act 2008

The Official Information Act balances the public's right of access to official information against the Government's need to withhold information where there is good reason to do so.

The Official Information Act purpose is to:

- make official information more freely available, in order to:
- enable people to participate more effectively in making and administering laws and policies
- promote the accountability of Ministers and their officials in order to enhance respect for the law, openness and transparency, and good governance of the Cook Islands.
- provide for proper access to official information relating to an individual
- protect official information so it is consistent with the public interest and the safe guarding of personal privacy.

Public Records Act 1984

The government recognises the strategic value of official information and supports efficient and effective information management from its creation to disposal, in an orderly and controlled manner.

The Public Records Act establishes a recordkeeping framework and focuses on supporting good recordkeeping in Government and requires government agencies to create and maintain records and to dispose of them in accordance with the appropriate authority.

Good recordkeeping is simply good business practice and is an essential part of efficient government. Good recordkeeping supports day-to-day operations and enables the efficient management, retrieval and disposal of government information.

The Public Records Act is an outcome-focused piece of legislation. It aims to:

- promote accountability between the Crown, the public and government agencies
- enhance public confidence in the integrity of public records
- enhance and promote our historical and cultural heritage



Cook Islands Government Public Sector Policies

Machinery of Government Policy




This Policy specifies how the Machinery of Government is assessed and restructured to achieve the National Sustainable Development Agenda (NSDA) goals to benefit the people of the Cook Islands.

The Machinery of Government is the interconnected structures and processes of Government which includes the functions and accountability of various agencies across the Public Sector.

The ‘Machinery of Government’ promotes democracy and provides for the separation of powers as three distinct arms of governance: legislature, executive and judiciary. The separation of powers is a fundamental principle of democracy to avoid the concentration of power in the hands of any single arm. Although the separation is not absolute, each Branch has specific functions.

The three Branches include:

- The Legislative arm (e.g. Parliament), which makes the laws;
- The Executive arm (e.g. Government), which drafts and administers the laws; and
- The Judiciary arm (e.g. Courts), which interprets and applies the laws

MACHINERY OF GOVERNMENT		
King’s Representative		
The three Branches of the machinery		
Legislature  Speaker and Members of Parliament Examines, debates and votes on Bills, which are then assented to by the King’s Representative and become Acts (Statutes)	Executive  Prime Minister Cabinet Ministers and the Public Service Drafts Bills and decides policy, and enforces and administers Acts (carries out policy through Government Agencies)	Judiciary  Chief Justice, Judges, and Justices of the Peace Interprets and applies the law through the court system
MAKES LAW	DRAFTS AND ADMINISTERS LAW	APPLIES LAW



Code of Conduct Policy

This Policy provides guidance on standards of conduct required across the Public Sector and reinforces the Public Service Code of Conduct and duty to act as a good Employer, as legislated in the Public Service Act 2009.

This Policy applies to employees of Public Sector Agencies.

Misconduct

Misconduct is defined as unacceptable behaviour, action, or inaction not of the level of serious misconduct in breach of this Policy, or which negatively impacts on other employees or the Agency.

Examples of misconduct may include but are not limited to the following actions:

- Non-compliance with Public Sector policies, Code of Conduct and values
- Failure to perform employment related tasks
- Failure to report to work without notification to the respective Manager or Supervisor
- Failure to consistently report to work at the specified start time or after any break
- Failure to complete the stipulated hours of work required for the position

Serious Misconduct

Serious misconduct involves serious wrongdoing whereby the actions of an individual are unlawful and/or of such significance as to make the continuation of the employment relationship untenable, or undermines the confidence and trust of parties in the employment relationship. Persistent misconduct may be classified as serious misconduct. Serious misconduct may justify instant dismissal of the individual.

Serious misconduct may include but is not limited to the following actions:

- Serious breaches of legislation
- Serious breaches of Public Sector Policies, Code of Conduct and Values
- Improper use or unauthorised disclosure of official and/or confidential information
- Harassing behaviour of a sexual, racial or discriminatory nature
- Possession or consumption of illicit drugs on work premises
- Consumption of alcohol on work premises without the authority of Management
- Arriving for work or being at work, under the influence of alcohol or illicit drugs

Complainants must report alleged misconduct in writing within 14 working days of the circumstances or incident constituting misconduct or serious misconduct to the:

- Head of Agency – where the allegation involves a Public Sector Employee of that Agency
- Public Service Commissioner – where the allegation involves a Head of Agency

Employers are responsible for managing the process for receiving, investigating and dealing with misconduct and serious misconduct in accordance with the principles of this Policy including, receiving allegations and conducting investigations.

If the Employer or Investigator/s conclude that misconduct or serious misconduct has occurred, the following remedies are available. These must be communicated to the accused in writing within 5 working days of the conduct being confirmed as misconduct or serious misconduct including disciplinary action or dismissal.

An employee may lodge an appeal against an employers decision by lodging an appeal to the Public Service Commissioner

Employment Disputes Policy

This Policy provides guidance on the management of employment disputes within the Public Service to ensure good employer practices are employed to resolve employment disputes. This Policy applies to all employees of Public Service Departments, Island Governments and Crown Agencies.

This Policy does not cover:

- Disputes over job evaluations or job sizing - refer to the Job Evaluations Policy
- Alleged breaches of the Code of Conduct - refer to the Code of Conduct Policy
- Disputes over contracts for services - refer to the Contracting for Services Policy

Employment disputes can be between:

- An employer and employee or;
- An employer and a collective agreement representative, where the employee is a member of a 'collective' (e.g. Workers Association) or;
- Employees over employment terms and conditions.

Employment disputes over employment terms and conditions include but are not limited to:

- Recruitment
- Remuneration
- Hours of work
- Benefits and welfare

Employers are responsible for managing disputes within the following procedures set out in the policy, including managing and resolving employment disputes with employees, in a fair and speedy manner and ideally within 14 days of receiving a written complaint from an employee.



Whistle-blower Policy

This Policy is intended to create an open, transparent and safe working environment where employees feel protected when making confidential disclosures about serious wrongdoing or misconduct, to appropriate authorities listed in this Policy. This Policy applies to all Public Sector employers and employees.

Serious wrongdoing includes, but is not limited to:

- Serious misconduct or unethical behaviour
- Serious breaches of Government policies or legislation
- Unlawful or corrupt use of public money or resources
- Gross negligence or mismanagement
- Malpractice or maladministration

Disclosures can:

- Ensure Agencies operate ethically, effectively and efficiently
- Enable Agencies to prevent, mitigate or address operating risks appropriately
- Enable critical information to get to people who need to know and can address issues
- Enhance the reputation of Agencies and Government, and public trust in the Service
- Minimise costs and compensation from accidents, investigations, and litigation
- Deter serious wrongdoing

Making a disclosure (whistle blowing) takes courage and must be made in good faith to call to attention misconduct or serious wrongdoing.

- Appropriate people within the Agency include:
- Direct Manager, Supervisor Team Leader;
- Human Resource Manager;
- Divisional Manager or Direct Report to the Head of Agency;
- Head of Agency

Where the employee perceives misconduct or serious wrongdoing by a Head of Agency, the disclosure can be made to an appropriate authority.

An appropriate authority includes the:

- Public Service Commissioner
- Ombudsman Director of Audit or Public Expenditure Review Committee
- Anti-Corruption Committee
- Solicitor General
- Police Commissioner
- Private Sector Professional Bodies with the power to discipline their members

Employers must:

- Receive and investigate disclosures
- Act on investigation outcomes
- Assist with any investigation from a complaint against him/her

Employees must not be:

- Malicious and make reckless accusations
- Disruptive in a workplace or cause serious harm to other individuals
- Vexatious, frivolous, or deliberately misleading

All disclosures must be made in good faith and with utmost confidentiality to appropriate people within the Agency or an appropriate authority. Employees do not need to disclose their identity.

Leave Policy

This Policy upholds good Employer principles, promotes healthy and safe working conditions and work-life balance for Public Sector Employees. It also provides a transparent framework for the approval and administration of leave and work absences.

This Policy applies to Employers and Employees of Public Service Departments, Island Governments, Crown Agencies and Ministerial Support Offices. Exclusions are:

- Annual leave for Primary and Secondary School Employees
- Casual Employees who are only entitled to minimum terms and conditions provided in the Employment Relations Act 2012

Employers are responsible for administering this Policy. The Employer is responsible for ensuring all policies are easily accessible to Employees however, the onus lies with the Employee to read, understand, familiarize and comply with this and any other relevant Government policies. Any person who breaches this Policy may have committed an act of misconduct and may be subject to disciplinary action and/or dismissal.

Employees:

- Are encouraged to take leave for their own well-being
- Are responsible for monitoring their leave balances
- Must ensure leave taken has been correctly recorded
- Are entitled to payment of accrued Annual Leave upon termination of their employment
- Can apply to take Annual Leave which has accrued after three months of continuous service during the first year of employment

Annual Leave

- Full time Employees can accrue 20 days per annum on a pro-rata basis - based on hours worked or during periods of paid leave.
- Employers and Employees are strongly advised against accruing leave balances beyond 30 days.
- Part time Employees are entitled to leave accrued on a pro-rata basis
- Employers and Employees must agree on times for leave to be taken
- Employees should not commit to holiday plans until Annual Leave has been approved.

Sick Leave

Sick leave is primarily reserved for the Employee or a person of close association, exceptions to this are at the discretion of the HOM. This may include:

- Is ill or injured
- Is required to travel overseas for medical examination
- Visits a traditional medical practitioner for healing or must be quarantined or isolated

Full time Employees receive 10 working days paid Sick Leave per annum. Part-time Employees can accrue sick leave on a pro-rata basis in proportion to full time Employees. Annual entitlement can be used in one instance.

Maternity/Paternity Leave

Female Employees having a baby or legally adopting a new-born baby are entitled to a maximum of 12 weeks Maternity Leave - taken as six weeks on full pay or 12 weeks on half pay. The option for 12 weeks on half pay must be agreed to by the Employer.

Paternity leave provides fathers the opportunity to bond with the new born baby and support the mother of the new born or adopted baby. Male Employees may apply for up to five days Paternity Leave on full pay.

Public Holidays

All Public Sector employees are entitled to statutory holidays as provided in the Public Holidays Amendment Act 2013.

If a public holiday (other than ANZAC day) falls on a weekend, then this holiday will be observed on the following Monday, and if applicable, Tuesday.

Employees are entitled to payment on public holidays where the Employee would otherwise be expected to work.

Employees approved to work on a public holiday should:

- Have an extra day added to their Annual Leave entitlement or
- Receive Time Off in Lieu for the time worked on the public holiday
- Receive the equivalent Time Off in Lieu or Annual Leave for the time worked on the public holiday while on overseas Official travel duty or Professional Development Leave

Capped Special Leave cannot be accrued	A total of 10 days per financial year for the following leave types: Bereavement Constitution Celebrations Inter-Island Sports (Manea/Purapura Games) National Representation Pandemic leave
Uncapped Special Leave	Civil Duty Island Government Employees stranded on Rarotonga

Special Leave

Special leave is not an entitlement as Employers are not required by law to provide this.

An Employer may approve special leave for Capped and Uncapped Special Leave or a combination of both.

Compassionate Leave

Compassionate leave applications can be made if Employees require more leave than accrued annual, sick, or TOIL leave benefits provided in this policy. Alternatively, Employees may apply for leave without pay.

Leave without Pay

Employees do not have an automatic right to leave without pay. Employers may approve leave without pay prior to the leave being taken, or place Employees on leave without pay.

Employers may place an Employee on leave without pay after a discussion has taken place with the Employee for:

- failing to turn up to work without notice
- failure to apply for leave as soon as practicable
- departing work earlier than required

To access your Pay Roll and Leave information use the link below

<https://payroll.cookislands.gov.ck/ESS/BaseForm.aspx?view=Login.Login>
(copy and paste into Google Chrome – you might want to save it as a tab)

Performance Management Policy

This Policy establishes a Performance Management System to be uniformly applied across the Public Sector to support the achievement of the National Sustainable Development Agenda, Agency Strategic and Business Plan goals.

This Policy applies to Public Sector Heads of Agencies and employees.

This Policy does not apply to the following:

- Independent Contractors
- Ministers and Members of Parliament
- Minister's Office employees
- Island Mayors and Councillors

The Office of the Public Service Commissioner (OPSC) must:

- Provide awareness and guidance on performance management
- Monitor Agency compliance with this Policy
- Investigate unresolved employment disputes that may arise from this Policy

Employers and Managers must:

- Ensure staff understand how their performance is assessed and links to pay and training
- Hold employees accountable for performance and provide regular feedback on performance
- Ensure agreed changes to job descriptions are reflected in performance agreements
- Provide coaching and mentoring support to enable the achievement of performance targets
- Manage and resolve disputes that may arise from this Policy

Employees must:

- Understand how performance management is applied in their Agency
- Understand how their performance contributes to the Agency's Business Plan targets
- Participate fully in the performance management process
- Be accountable for meeting performance targets and address performance issues
- Be responsible for self-development and learning

Stages of the Performance Management System

- Planning—Performance and Development Plan
- Monitoring performance—Performance Review and Appraisal
- Managing performance—Recognition and Performance Improvement



Training and Development Policy

This Policy supports targeted and structured training and development of public servants to produce a competent and motivated workforce. Preference will be given to training Cook Islanders to ensure the long term retention of skills and knowledge. This policy applies to employees of all public sector agencies.

This policy does not apply to the following:

- Independent Contractors
- Ministers and Members of Parliament
- Island Mayors and Councillors
- Ministerial Support Office staff

The Office of the Public Service Commissioner (OPSC)

OPSC supports implementation of this policy by:

- Assisting Agencies develop links between goals, performance and employee development
- Coordinating Public Service wide training initiatives (Public Service Induction and Leadership Development programmes)
- Monitoring Agency compliance with this policy
- Investigating unresolved employment disputes that may arise from this policy

Employers must ensure:

- An Agency Strategic Plan and Business Plan exists
- An Agency Training and Development Plan is in place
- All employees complete the Agency induction programme
- All new employees complete the Public Service Induction programme
- Performance Management is implemented within the Agency
- Managers seek development opportunities for employees
- Agency budgets accommodate employee training and development
- Prior to approving any training, consideration has been given to:
 - ◇ The employee's position and performance
 - ◇ How training commitments may impact on employee performance
 - ◇ Overseas employment conditions, duration and travel arrangements
 - ◇ Impact on service delivery and ability of the Agency to maintain business continuity
 - ◇ Contingency plans in the event that the employee does not return to work for the Agency

Employee Obligations:

Employees are responsible for their own personal and career development and should:

- Seek feedback on performance in order to identify skill gaps and future development needs
- Discuss how to address their training needs with their manager/supervisor
- Actively search for training opportunities
- Commit to attending agreed training and development activities and apply this to performance

Training activities must support the achievement of Agency strategic and business plan goals and there is no expectation that employees who participate in training and development activities will receive additional remuneration.

Stages of the Training and Development System

- Defining training and development needs
- Planning training and development activities
- Implementing and monitoring the plan

Occupational Health and Safety

This policy requires agencies to establish and maintain a safe and healthy work environment for employees, contractors and visitors to their premises.

It also requires that employers, employees and contractors take responsibility for their safety and the safety of others in the work environment.

All agencies must aspire to eliminate health and safety risks, and where elimination is not practicable, reduce safety and health risks in the workplace.

This policy should be read in conjunction with other government policies and plans which address other workplace health and safety risks:

- Risk management policy
- Code of Conduct policy
- Motor Vehicle policy
- Disaster risk management policies
- Public Health disease outbreaks
- Air, sea and land transport accidents
- Hazardous material incidents
- Other national emergency events.

Employers must:

- Maintain a safe work environment and assets for employee use
- Establish and maintain relevant OSH procedures and processes for the agency
- Commit to providing sufficient financial and physical resources to ensure effective implementation of OSH processes, including induction and regular training for employees
- Monitor the effectiveness of the OSH processes
- Support investigations into breaches of OSH processes and continuously improve these
- Ensure employee job descriptions require compliance with OSH processes
- Integrate measureable targets into performance management systems
- Provide appropriate safety equipment and working conditions to reduce injury
- Comply with reasonable inspector requests made in accordance with the ERA 2012

Employees must:

- Work in a manner that does not create a hazard to their own safety or the safety of others
- Promote health and safety for self and others, particularly temporary or new employees
- Identify and report hazards and ways to eliminate or mitigation risks in the workplace
- Use the correct tools and equipment in the manner prescribed for the job
- Use the required safety equipment and protective clothing (where required)
- Report defects in vehicles, furniture, fixtures, tools and equipment
- Read, understand and comply with the agency OSH work processes and practices
- Comply with reasonable instructions from Managers on OSH work processes and practices
- Report OSH-related incidents, accidents, or illnesses to managers and/or employers

Secondments Policy

Secondments are a recruitment mechanism to assist Public Sector agencies secure human resources on a temporary (fixed-term) basis to meet functional needs of the agency. It can also be used for capability development.

The initial employment relationship continues with the Home Agency throughout the secondment period.

Secondments can be used by Public Sector Employers and Employees:

- Where agencies require additional resourcing on a temporary fixed-term basis, e.g. COVID-19 pandemic response
- To undertake Government functions on a periodic basis e.g. General Elections
- For employee capability development

Secondments may be arranged to provide capacity for:

- Capital projects (e.g. Te Mato Vai)
- National or regional events (e.g. Te Maeva Nui, General Election, By-Elections, National Census and Pacific Islands Ministerial meetings)
- Special projects (DRM Taskforce, Pandemic Response, National Taskforce)
- Cover off short-term staff absences or a short-term need of an agency, including to assist with meeting statutory and Business as Usual functions.
- Secondments also permit employees to be seconded for capability development purposes.

Employer Obligations

- Home and Host Agency and the Seconded Employee must agree to the secondment terms and conditions in writing by completing the Seconded Terms of Reference Template
- Host Agency must ensure there are clear outcomes and outputs included in the Secondment Terms of Reference

Employee obligations

- Employees must obtain approval from their Home Agency before proceeding with an application for secondment
- Employees must follow policy requirements for employment disputes with the Host Agency but in addition, must also report any employment disputes to the Home Agency during the secondment period
- Any confidentiality obligations that the Employee falls under as a result of their initial employee agreement continues in full during the term of their Secondment.



Communications Policy

The purpose of this Policy is to ensure that communication across the Public Sector is well coordinated, effectively managed and responsive to the diverse information needs of the Public Service and the public.

Communication under this Policy includes:

- Internal and external communications
- Stakeholder engagement or public consultation
- Managing content on websites, social media and intranet
- Speaking to the media and at conferences or events
- Protocols for official functions or events
- Sponsorship

This Policy excludes:

- Disaster or emergency communications – refer to National Disaster Risk Management Plan
- Responding to official information requests – refer to Official Information Requests Guide
- Managing official information – refer to Official Information Management Policy

Communication principles in practice

Effective communication enables the exchange and sharing of information. Information must be disseminated, readily available and easily understood throughout the Cook Islands. The following principles must be upheld in the way agencies communicate. All Agencies must:

- Communicate in English and Cook Islands Māori
- Collaborate to ensure coherent and consistent communication
- Clarify information in a timely, accurate, clear and objective manner
- Coordinate better visibility, accessibility and accountability
- Construct information in a variety of formats and ways to communicate effectively
- Consult with stakeholders

There are rules that must be adhered to by all Agencies relating to the key areas shown below:

- Internal communications
- External communications
- Protocols for official functions, events or meetings
- Stakeholder engagement or public consultation
- Managing content on websites, social media and intranet
- Speaking to the media and engagements at conferences or events
- Sponsorship/Advertising



ICT Acceptable User Policy

This policy outlines the acceptable use of Information and Communications Technology (ICT) Resources owned by Government.

ICT resources and the services accessible on them are provided to users and contractors of government to enhance their capacity to perform their job to the best of their ability. Therefore government has ownership over information created, stored and disseminated using these resources. This policy applies to all Public Sector Agencies and should be read in conjunction with relevant legislation and associated documents.

Government ICT resources include:

- Computers and desktop devices
- Internet and broadband
- Centralised and agency network systems (hardware and software)
- Other ICT media and devices such as radio, television, microfilm, DVDs etc.

Employers must:

- Establish procedures for implementation with thresholds for acceptable use
- Establish procedures for work-related transactions or payments made over the internet
- Manage acceptable use thresholds and mitigate risks for inappropriate or prohibited use
- Monitor the use of ICT resources to enhance productivity and reduce wastage
- Raise user awareness of their responsibilities and consequences for breaches of the policy
- Initiate investigations and timely action for breaches of the policy
- Authorise the establishment or suspension of user access to Government ICT Resources
- Approve deviations to the policy e.g. access to a prohibited site for investigation purposes

Users are expected to conduct themselves honestly and appropriately when using Government ICT resources.

Users must:

- Read and adhere to the policy
- Use ICT resources responsibly to perform their job effectively
- Appreciate that access to ICT resources is a privilege that should not be abused
- Keep the personal use of ICT resources to a minimum
- Avoid improper or prohibited use of ICT resources

Government reserves the right to:

- Monitor user activity and take appropriate action if misuse of resources is identified
- Inspect the use of ICT resources, together with files, user email accounts and messages
- Examine files and directories where it is necessary

Acceptable Use:

Users must adhere to acceptable use of Government ICT resources to prevent or mitigate risks from inappropriate, prohibited or unauthorised use of these resources. This includes:

- Confidentiality and Security
- Internet, Email and Instant Messaging Use
- Network and Hardware Use
- Software Use
- Personal Use
- Intellectual Property Use
- Prohibited, Inappropriate and Unauthorised Use

Motor Vehicle Usage Policy

This Policy establishes guidelines on the use and stewardship of all motor vehicles, including heavy machinery procured by the Cook Islands Government for the delivery of public goods and services.

This Policy applies to all motor vehicles owned or registered as property of the Cook Islands Government, or obtained for the purposes of producing public goods and services. Drivers of all Government vehicles must comply with this Policy.

Motor vehicles are defined as cars single and double cab trucks, SUV's, motorbikes, boats.

Heavy machinery includes: excavators, heavy duty trucks, tractors, 'bob cats', loaders, trailers, rollers and graders.

Employers must:

- Approve the use of Government vehicles
- Ensure Government vehicles or heavy machinery is used to produce public goods and services unless specified otherwise in an agreement.
- Have an employment agreement or contract for private use of Government vehicle.
- Ensure that Government vehicles are not used for private purpose, used by family members or associates
- Ensure Government vehicles and/or heavy machinery are not used for private, commercial or political purpose
- Ensure Government vehicles approved in a employment agreement must be made available for use by the Agency when on and/or not on the island.
- Ensure all users of Government vehicles hold a valid and current drivers license.
- Ensure smoking and the consumption of alcoholic beverages in Government vehicle and/or machinery is prohibited.
- Ensure Government vehicles are registered, serviced every six months and kept road worthy
- Ensure maintenance, registers and logs of Government vehicles and or machinery are completed and up to date
- Ensure procedures are in place and clear instructions on the control of the purchase and use of fuel

Employees must:

- Not drive a Government vehicle and/or heavy machinery after consuming alcoholic beverages.
- Hold a valid and current drivers licence.
- Not smoke and/or drink alcoholic beverages in and/or drive Government vehicles or machinery after consuming alcoholic beverages
- Ensure they are driving Government vehicle and/or heavy machinery which are registered, serviced and road worthy.
- Ensure they are authorised and follow approved procedures for purchase of fuel.
- Ensure that the vehicles or machinery they are driving and/or parking are is not exposed to obvious risks of being damaged.

Official Travel Policy

This Policy establishes guidelines for official travel undertaken by Public Sector employers and employees in their official capacity, as representatives of the Cook Islands Government. In particular, it streamlines reimbursement procedures for travellers, it helps avoid fraud and protects officials through clearly outlined safety procedures.

This Policy covers domestic and international travel undertaken by employees of the Cook Islands Public Sector in their official capacity, as representatives of the Government.

Employers Must:

- Approve all official travel, allowances and travel related matters prior to travel.
- Seek approval from the Employer or Public Service Commissioner three days prior to travel.
- Ensure sufficient funding to meet approved travel commitments
- Travel within the scope of the Agency's functions and travel absences must not disrupt the delivery of the Agency's outputs
- Respond to urgent emails or official communication whilst away
- Be aware of the Government travel insurance scheme

Employees must:

- Submit travel notification forms with required supporting documents to the employer no less than three days prior to travel
- Unauthorised official travel and amendments is prohibited. Any cost incurred from unauthorised travel will be borne by the employee
- Ensure their passports are current and valid for more than six months for travel
- Provide an official travel feedback within five working days of their arrival
- Fund extra days of approved leave for personal use, planned along with the official travel
- Travel on the most direct and economical route/s using the best fares available
- Provide receipts for any travel claims
- Provide the purpose and benefits to the country of the travel
- Identify the duration of meeting and travel time

Allowances

- Are commonly referred to as Per Diems, it, generally covers accommodation, meals and incidental costs. Allowances do not need to be accounted for
- Employees are not entitled to per diems from the Agency if travel allowances are funded by donor or development partners

Official Travel Leave

- One day of leave is permitted for employees to recuperate after returning home where there is more than 24 hours of continuous travel and no less than one day layover in transit. This leave is only applicable if arrival is on a working day or Sunday.
- Half day leave may be taken if arriving home on a very early morning or very late night flight. This leave is only applicable if arrival is on a working day or a late evening arrival on a Sunday. It must be taken on the morning of arrival (for a morning arrival) or the following morning (for an evening arrival), otherwise it is forfeited.
- This leave does not apply if the travel was interrupted with a stopover in transit for personal reasons whilst returning home.
- Time off in lieu (TOIL) is permitted if a Cook Islands Public Holiday falls on a working day within the official travel period. The TOIL should be taken soon after returning from travel.

Private Employment or Enterprise Policy

The purpose of this Policy is to provide guidance on how employees can engage in private employment or enterprise while employed as a Public Servant.

Private employment may include paid or unpaid part time, full time, casual or contract work outside normal official duties as a Public Servant. Private enterprise is where employees are involved in entrepreneurial or business activities outside normal official duties as a public servant.

Employers must:

establish procedures and conditions to manage staff who engage in private employment or enterprise

- Consider whether employees can discharge their official duties while engaged in private work
- Manage perceived or actual conflicts of interest that may arise from employee's private work
- Approve employee private employment or business activity outside the public sector when relevant
- Notify employees of their reason(s) for non-approval of private work or business activity

Employees must:

- Declare and obtain approval from their employer to engage in private employment or enterprise
- Declare any conflict of interest resulting from their private employment, business activity, financial or entrepreneurial interests they have outside the public service as soon as the risk is identified
- Ensure they uphold the Public Service values and Code of Conduct in their primary employment as a Public Servant

Employees must not engage in private work that:

- Interferes with the ability to perform official duties as a Public Servant
- May breach or compromise their employment terms and conditions and Immigration laws

Political Neutrality Policy

The purpose of this policy is to ensure that public servants remain politically neutral while employed in public sector agencies and adhere to Caretaker Conventions when a general or snap election is called.

Political neutrality is unique to the public sector. It means that public servants must perform their duties professionally and without bias towards one political party or another.

This is particularly important at a general election time or a snap election as behaviour, relationships and expectations between public servants, Ministers and Members of Parliament that would otherwise be normal, may lose the confidence of a future government.

All Public Servants must not:

- Express their personal views in a way that could be taken as a comment in their official capacity rather than as a private citizen;
- Engage in personal attacks or make comments on individual Members of Parliament;
- Criticise government policy with which they have been professionally involved with or which they are required to implement;
- Reveal advice given to Ministers or use and/or reveal information they are not authorised to
- Disclose information and/or which is not readily available to the general public.

Acronyms

BTIB	Business Trade & Investments Board
CIGOV	Cook Islands Government
CIIC	Cook Islands Investment Corporation
CIP	Cook Islands Police
CITTI	Cook Islands Tertiary Training Institute
CLO	Crown Law Office
FMIS	Financial Management Information System
GSF	Government Superannuation Fund
HRMIS	Human Resources Management Information System
ICI	Infrastructure Cook Islands/Te Tango Angaanga ō te Kuki Airani
ICT	Information and Communication Technology
INTAFF	Ministry of Internal Affairs/Te Tango 'Akarangatira Ora'anga
MOA	Ministry of Agriculture/Pae Angaanga Tanutanu
MoCS	Ministry of Corrective Services/Te Tango Akatanotano
MoCD	Ministry of Cultural Development/Tauranga Vananga
MOE	Ministry of Education/Maraurau ō te Pae Apii
MFEM	Ministry of Finances and Economic Management/Te Tango Akatereanga Moni ō te Ipukarea
MFAI	Ministry of Foreign Affairs and Immigration/Te Kauono Tutara ē te Mana Tiaki
MOH/TMO	Ministry of Health/Te Marae Ora
MOJ	Ministry of Justice/Te Tango Tutara ō te Ture
MMR	Ministry of Marine Resources/Te'anga ō te Pae Moana
MOT	Ministry of Transport/Te Mana Tumotu ō te Kuki Airani
NES	National Environment Services
NSDA	National Sustainable Development Agenda
OPM	Office of the Prime Minister/Kōutu Mana Tutara ō te Ipukarea
OPSC	Office of the Public Service Commissioner/Paepae Ropi'anga ō te Kavamani

How to Find Policies and Associated Documents

- Go to - <L:\Drive\Shared for Everyone\OPSC\HRM Policies, Guides, Standards and Pamphlets> or
- OPSC website: <https://www.psc.gov.ck/cook-islands-govt-policies>
- Guides are designed to provide a summary of the main points from a policy
- Employees are notified of new and reviewed policies by an Email to All Users
- Public Sector Dashboard - <L:\Shared Data for Everyone\OPSC\HR Dashboard>

Who to Contact

For Policy related enquires email

PolicyPlanningOPSC@cookislands.gov.ck

For Human Resource and Employment related enquiries email
opscHR@cookislands.gov.ck

To submit Employment Notices email hrforms@cookislands.gov.ck

OPSC General enquiries pscinfo@cookislands.gov.ck

