



OFFICE of the PUBLIC SERVICE COMMISSIONER
GOVERNMENT OF THE COOK ISLANDS
PO Box 24 Rarotonga, Cook Islands ·Phone (682) 29421·Fax (682) 21321

CIRCULAR MEMORANDUM

Date: 13 July 2022
Ref: 20220322
To: Heads of the Public Service, Crown and Statutory Agencies
cc: CEOs of Ministerial Support Offices, Executive Officers, Island Governments
From: Carl Hunter, Public Service Commissioner
Re: The use of Public Servants on Election Day – 1 August 2022

Kia Orana,

The purpose of this Memorandum is to highlight the anticipated staffing requirements of the Cook Islands Electoral Office mindful of the country's upcoming General Elections to be held on Monday, 1 August and to seek the **full** cooperation of the Heads of the Crown Agencies, Ministries, Statutory bodies, and SOEs if called on by the Electoral Office to second staff so as to enable the General Elections to be conducted both effectively and efficiently.

As part of the electoral process, the Electoral Office will require an increase in staffing numbers to undertake, among others, the following roles in the lead up to and on Election Day:

- i. Presiding Officers;
- ii. Polling Clerks; and
- iii. Returning Officers.

As such, the Electoral Office has indicated that it will prepare a list of Public Sector employees that it deems as needed for the critical work to be carried out, both in the lead up to the General Elections and on the actual day that the voting process takes place. Towards this end, the Electoral Office intends to liaise with the relevant Agencies directly, so that those employees identified and listed, receive approval to assist in the smooth running of the General Elections. In doing so, the Electoral Office intends to make use of the **CIGOV Secondment Policy** and its associated Terms of Reference.

With regards to those employees who have been identified and subsequently sought by the Electoral Office, the employees will comprise of two distinct groups.

The first group will be dispatched by the Electoral Office to the Pa Enua for purposes of running the electoral process in each of the Pa Enua. As a result of logistical purposes such as travel to and from the Pa Enua, this group of employees will be seconded for a period of time. The precise

timing will vary according for the Pa Enea in question, due to transportation and the Electoral Office will inform in due course, the relevant Agency whose staff are to be seconded for this important exercise.

The second group of seconded employees will be confined for work to be carried out on Rarotonga on Election Day only. The Electoral Office advises that except for the work to be done on the actual Election Day, most of the work required to be carried out by these listed employees on Rarotonga, will extend past normal work hours. On Election Day itself, the work will likely commence at 7am and conclude once their tasks have been satisfactorily completed in the evening. Any overtime (i.e., after 4pm) incurred by these seconded employees during their time working for the Electoral Office will be paid for by the Public Sector.

I understand that it is the decision of each individual department or Agency as to whether to give approval for their employees to be seconded to the Electoral Office during this time. Mindful that the country's General Elections are of significant national importance in terms of the democratic process and election of Government - I strongly encourage and urge all Public Sector Agencies to be fully supportive, by lending the Electoral Office their assistance and co-operation.

Furthermore, I also encourage and remind Heads of Agencies to provide all eligible employee's adequate time on Election Day to take part in the election process in terms of casting their votes.

Additional information can be obtained, by contacting either the Electoral Office or the Office of the Public Service Commissioner.

I would like to thank everyone in advance for your co-operation in this important matter.

Meitaki mā'ata.



Carl Hunter
Public Service Commissioner