



TAU UI
FAKAMONUINA

MONUINA E

Kilisimasi

MO E TAU FOUU



Premier of Niue

HONOURABLE DALTON TAGELAGI



Palemia Ha Niue
LILIFU DALTON TAGELAGI



"As 2021 draws to a close, I would like to thank you all for your support, hard work and contributions to another challenging year. I hope you will take a moment to reflect on the difference you have made this year as you celebrate the holiday season. The efforts to make a prosperous Niue have always been with you. May the same spirit continue in the coming year".

I wish you all a safe and Merry Christmas and a prosperous 2022 for us all!

Niue ke Mounina"

Hon. Dalton Tagelagi
Premier of Niue





*Monuina e
Kilisimasi
mo e Tau Foou*



GOVERNMENT OF NIUE
FAAHI PULE GAHUA
NIUE PUBLIC SERVICE COMMISSION



L - R: Commissioner Jerrard Hekau, Commissioner Victoria Posimani Kalauni,
Chairperson Ida Talagi-Hekesi.

Fakaaue lahi mahaki Tau Tagata Gahua Fakatufono ha Niue, pihia foki
kehe tau Faahi Gahua Essential Services ka tumau ke gahua.
Oue Tulutulou.

Kia Fakamonuina mai he Atua a Mutolu Oti moe ha Mutolu a tau Fakahелеhele
kehe aho Fanau ha Iesu Keriso, pihia foki moe Tau Foou 2022.

To liliu ke feleveia fiafia kehe Tau Foou ke liliu ke kau fakalataha auloa ki ai.

Tau ui Fakamonuina mai he Takitaki Pule Gahua Fakatufono
Ulu Komisina Mrs Ida Talagi-Hekesi



ESSENTIAL SERVICES OVER THE FESTIVE AND CYCLONE SEASON



Koe vaha Fiafia ha tautolu he magahala Kilisimasi moe Tau Foou kua tu tonu moe vaha matagi afa ha Niue tuga ni fa mahani. Fakamolemole kia mataala moe mau tauteute tumau a koe moe haau a tau koloa lekua tupu fakaafu ke lata moe magahala nei.

Pete ni kua nakai hafagi e Fakatufono kehe tau aho nei ne kua tohia hifo, koe tau faahi gahua Essential Services, to mau ni ke hafagi.

Government of Niue
 NIUE PUBLIC SERVICE COMMISSION SECRETARIAT
 OFFICIAL PUBLIC SERVICE CIRCULAR

4 November 2021

TAU TAKITAKI – Tau Faahi Gahua Fakatufono
 TAU TAGATA – Gahua Fakatufono

Fakaalofa lahi atu.

Hanei kua fakalooa atu he Ofisa Pule Gahua e tau aho kua amanaki ke okioki e tau tagata gahua mo e tau Faahi Gahua Fakatufono ke lata mo e vaha okioki Kilisimasi 2021 mo e Tau Foou 2022.

1. TAU AHO OKIOKI MAGAHALA KILISIMASI/TAU FOOU 2021/2022

35 Tesemo 2021 (Aho Falumu)	Aho Kilisimasi
36 Tesemo 2021 (Aho Tapu)	Aho Okioki
27 Tesemo 2021 (Aho Gofua)	Aho Okioki - Tau Tagata Gahua Fakatufono ke lata mo e Aho Kilisimasi /Aho Falumu (in lieu)
28 Tesemo 2021 (Aho Ua)	Aho Okioki - Tau Tagata Gahua Fakatufono ke lata mo e Aho Okioki, Aho Tapu (in lieu)
29 Tesemo 2021 (Aho Lotu)	Aho Okioki - Tau Tagata Gahua Fakatufono
01 Ianuali 2022 (Aho Falumu)	Aho Tau Foou
02 Ianuali 2022 (Aho Tapu)	Aho Okioki
03 Ianuali 2022 (Aho Gofua)	Aho Okioki - Tau Tagata Gahua Fakatufono ke lata mo e Aho Tau Foou - Aho Falumu
04 Ianuali 2022 (Aho Ua)	Aho Okioki - Tau Tagata Gahua Fakatufono ke lata mo e Aho Tapu

2. TAU AHO LALAI KI LUGA TAATU KI MUA/TOHI OLE KE OKIOKI HE TAU AHO FIAFIA

Ko mutolu ne fai aho toe mai he tau aho okioki 2020/2021 kua manako ke lafai ki luga he tau aho ka moua he aho 1 Tesemo 2021 – kia fakafano mai e tau fakalooaga ato hoko e aho 30 Novema 2021, ke maeke ke moua e fakaaotaga ke lafai atu ki luga he tau aho okioki haau ka moua he aho 1 Tesemo 2021.

Pihia foki mo e tau tohi ole amanaki fano fenoga ma e tau aho okioki faka Kilisimasi/Tau Foou. To pa mo e fakaoi mai e tau fakau nei he aho 30 Novema 2021.

3. TAU TULU GAHUA MOLEA

Ko e tau tulu gahua molea mai he 2021, ki a fakaaoga he tau magaahe he fatifatiaga tupe 2021/2022 (1/7/2021 – 30/6/2022). To nakai talia e tau Tulu Gahua Molea ke fakatolomaki ki moua ka nakai oti he fakaaoga.

PO Box 125, Apia, Niue
 Telephone 683-4210, Email spcs@office.niue.gov.nu

Tips to help you arrange a safe and enjoyable work Christmas party!

- (1) Managers and HODs to remind Staff of our Code of Conduct and expected behaviour. Have fun but don't forget you are ambassadors of the Government of Niue and poor behaviour can reflect badly on your department brand;
- (2) Ensure transport options are available following your party. Don't drink and drive! Nominate a sober driver or chip in and hire a bus to deliver everyone home safely;
- (3) Nominate someone to stay alert during the party and keep an eye on hazards and risks;
- (4) Moderate alcohol consumption - Managers should lead by example! Consider a cut-off time for alcohol beverages;
- (5) Any type of harassment that occurs at your Christmas parties may be misconduct and must be addressed properly;
- (6) Respect people's differences - not everyone likes to attend Christmas parties. Managers and HODs should ensure all employees are included but also respect those who don't want to be part of the festivities.

If you follow these tips, you should be able to plan the perfect Christmas party that is safe and fun for everyone in your Department.

Let's all have a jolly and safe festive season!

**INU FAKALATALATA, FIAFIA MOE TAOFI E MAFOLA.
 KA MOLEA E INU TI KONAHA, AUA IA NEKE FAKAHOLO,
 OLE E TAHA TAGATA NE NAKAI INU KE FAKAHOLO.
 ALCOHOL AFFECTS YOUR HEALTH AND YOUR SAFETY.**



4. **TAU AHO OKIOKI TAU MAHINA TESEMO 2021 – IANUALI 2022**

Ko e tau aho ne nakai putoia he fakailoaaga na i luga ke kamata he aho 25 Tesemo 2021 ke he aho 4 Ianuali 2022, kua lata he tau aho ia ke totou ko e tau aho okioki, tulā gahua molea poka okioki gahua nakai fai totogi.

MAILLOGA:

KO E TAU FAAHI GAHUA OTI MO E TAU TAGATA GAHUA KUA LATA KE LILIU ATU KE GAHUA KE KAMATA HE AHO LOTU, 5 IANUALI 2022.

5. **TAU AHO OKIOKI PUTOIA FAKALATAHA MO E TAU AHO OKIOKI HE TAGATA GAHUA NE OLE KI AI**

FAKAMANATU ATU – Tohia i loto he Tohi Fakagahua Ma e tau Tagata Gahua Fakatufono e tau hatakiaga mo e tau kakano ke lata mo e tau magaaho okioki mo e totogi ke lata mo e tau tagata gahua Fakatufono.

Fakamolemole kikite atu ke he: Vala H7, ne lolomi he tohiaaga faka Pelitania.

Ke fakamaama atu pehe: Kaeke ke nakai gahua e tagata ke he 2 e Faahi Tapu to hoko ke he aho fakahiku he tau aho okioki, to nakai fai totogi ke taute. Kaeke kua gahua e tagata to fai totogi ke lata ma e tau aho okioki.

Fakamaamaaga kū ke lagomatai aki: Kaeke kua gahua e tagata ke he taha vala he aho ne liu mai e tagata ke he motu, maeke a ia ke moua e totogi ma e tau aho okioki.

Tohia ki loto foki: Vala F e tau fakamaamaaga ke he tau numela tulā gahua ke lata mo e fakamaamaaga nai.

1. **PUBLIC SERVICE HOLIDAYS FOR FESTIVE SEASON 2021/2022**

25 th December 2021 (Saturday)	Christmas Day
26 th December 2021(Sunday)	Boxing Day
27 th December 2021(Monday)	Public Holiday In Lieu of Christmas Day
28 th December 2021(Tuesday)	Public Holiday in Lieu of Boxing Day
29 th December 2021(Wednesday)	Public Service Holiday
1 st January 2022 (Saturday)	New Year's Day
2 nd January 2022 (Sunday)	PS Holiday
3 rd January 2022 (Monday)	Public Holiday - in Lieu of New Year's Day (Saturday)
4 th January 2022 (Tuesday)	Public Service Commission Holiday - In Lieu of PSC Holiday (Sunday)

2. **CARRY FORWARD OF ANNUAL LEAVE DAYS/FESTIVE LEAVE APPLICATIONS**

Please submit your department staff leave updates up to the 30th November 2021.

Applications for overseas leave planned for the festive season should be submitted by 30 November 2021.

3. **UTILISATION OF TOIL HOURS**

TOIL hours worked for 2021 are to be taken before the end of the current Financial Year 2021/2022 (1/7/2021 – 30/6/2022). All TOIL hours will be forfeited if not used within this period.

4. **DECEMBER 2021/ JANUARY 2022**

Working dates that are not included for the period from 25th December 2021 to 4th January 2022 are to be taken as Annual Leave, TOIL or leave without pay.

NOTE:

THE PUBLIC SERVICE IS EXPECTED TO RE-OPEN FOR NORMAL BUSINESS ON WEDNESDAY 5TH JANUARY 2022.

5. **PUBLIC HOLIDAYS**

Please be reminded of the normal requirements as stipulated under Section H7, of the Public Service Manual of Instructions regarding Holiday falling during leave.

H7

Leave on pay: Where a statutory or Commission holiday falls during a period of annual, long service, sick, or other leave on full pay, the employee is entitled to the holiday which is not to be debited against such leave; but this provision does not apply to holiday falling during annual or retiring leave being paid for after an employee has left the Service.

Leave without Pay: No payment is to be made for a holiday falling during a period of leave without pay (including sick leave without pay) unless the employee has actually worked at any time during the fortnight ending on the day of the holiday. For the purposes of this instruction leave on pay is not deemed to be "time actually worked".

An employee taking leave on pay followed by a period without pay is not to be paid for a holiday falling during the leave without pay period unless he actually worked (see definition H1(3)) during the fortnight ending on the day of the holiday.

Leave on reduced pay: Payment at ordinary time rate is not to be made for a holiday that falls during a period of leave on reduced pay.

Fakaauēfahi – Thank you.



Ida Talagi – Hekesi
CHAIRPERSON
NIUE PUBLIC SERVICE COMMISSION

PO Box 125, Alofi, Niue
Telephone 683-4210, Email apscc@niue.gov.nu

Prepare your Department for the Cyclone Season and the Christmas Holidays



Check & Fix

- By beginning of November, HODs must have a Cyclone Preparedness Plan for the department.
- Clean up around the workplace. Cut Overhanging Trees/ Branches. Remove or Restrain loose items.
- Clean & Repair Roof, Gutters and Storm Drains.
- Repair missing and broken Louvres and Exterior Doors.
- Go through the Plan with Staff and Conduct Drills if required.

Store & Secure Away

- Before leaving for the Holidays Each Staff to Clean, Store Away and Cover own work Station.
- Ensure all electronic devices are turned off, disconnected and Secured and Covered.
- Important equipment and machine appliances are secured in the strong room or the strongest part of the building.
- Communicate the Department Plan & Emergency Contact Details widely.

Prepare

- When The **CYCLONE BLUE ALERT** is issued for Niue; Staff to engage in "Check & Fix" activities before all non-essential staff sent home.
- When The **CYCLONE YELLOW ALERT** is issued for Niue, assigned staff to secure the workplace and go home.
- When The **CYCLONE RED ALERT** is issued for Niue, No Employee should still be at work.

- The Tropical Cyclone Season for Niue began on Monday 01st November 2021 until 30th April 2022;
- Expect 1 to 2 cyclones for Niue with a normal risk;
- Despite the normal risk for Niue, severe cyclones in more favorable regions can still migrate to our area;
- Approximately 12 cyclones are predicted for the Pacific Region. Three severe cyclones are predicted to reach categories 3 to 5.

FAKAAUE KEHE ATUA KEHE TAU TUAGA HE
FAKATUFONO NE KUA KAUTU KI AI HE TAU KUA MOLE,
MOE KE TAKITAKI MILONO MAI E HALA, MAI IA FOKI
KEHE TAU MATEMATE KELEA HE TAU FOOU NEI, KE
KAUTU, MONUINA MOE MAFOLA E TAU GAHUA.

Monuina e Tau Foonu

2022

Happy New Year

WHAT TO EXPECT IN THE NEW YEAR

- REDUCED MANAGED ISOLATION AND QUARANTINE (MIQ);
- GON WILL REVIEW AND ADJUST NIUE'S CURRENT PETROL AND DIESEL PRICES IN EARLY 2022;
- DIGITAL TRANSFORMATION;
- GOVERNMENT STRUCTURAL REFORMS;
- NEW GOVERNMENT DEPARTMENTS;
- NEW FALE FONU.

FAAHI PULE GAHUA