



PITCAIRN ISLAND COUNCIL
Minutes of the Regular Council Meeting held at the Public Hall
Commencing at 9.00am 17th November 2021

Present:

Mayor Charlene Warren, Temporary Deputy Mayor Shawn Christian, Administrator Mark Tomlinson, Cr Sue O'Keefe, Cr Lea Brown, Cr Michele Christian, Cr Heather Menzies and Cr Simon Young, Nadine Faulkner, Island Secretary

Apologies:

In attendance:

Welcome: The Mayor welcomed Council to the table. A moment of private reflection was taken.

Agenda Item	Tabled by
ACTIONS / Matters Arising from Regular Council Meeting of 13 th October 2021	<ol style="list-style-type: none"><li data-bbox="715 824 1410 1240"><p>1. Financial Need In light of no further Covid package, council discussed financial needs. ACTION: Cr. M Christian to take the lead in Council's push to form a clear path for financial support for those in need. ACTION: Administrator to write a letter to Evan Dunn in PIO re financial needs. Ongoing. Cr M Christian working consistently with FCDO to find a positive outcome. Administrator has written asking for a breakdown in costing.</p><li data-bbox="715 1330 1410 1778"><p>2. Communication In relation to an Agenda point around court cases and communication interruption, a new action came about re the communications contract. It was asked if it was up for renewal, or did it automatically rollover. ACTION: Administrator to follow up with contract details and clarify. Completed: Contract signed for five years in 2017. Expires October 2022. Rolls over in yearly blocks to negotiate whether we keep the contract as is, renew or re-tender.</p><li data-bbox="715 1823 1410 2002"><p>3. Freight Charges for extra baggage charged on last Silver Supporter rotation. After further discussion at it was decided: - ACTION: The Administrator to approach PIO to check on the passenger charged regarding her/his</p>

freight and the new baggage regulations made in Council on the 11th of August 2021 and calculate if partial refund is able to be made. A letter to be written to the passenger concerned by the Administrator to advise.

Completed: Administrator advised that between PIO and himself they have resolved issue that had been raised between the community member regarding freight.

Action: Cr. H. Menzies to clarify whether these freight charges are for Pitcairn Island residents or for all – including tourist/independent traveller whether from NZ or Tahiti.

4. Job Fulfilment regarding job-holders for those on Leave.

ACTION: Current council team working on policy update shall check employment policy and amend if applicable.

Ongoing. Being reviewed, next on Workshop list for Council to check.

5. GPI Loan Policy

MOTION; Cr Michele Christian/Cr Heather Menzies
“Council recommended that a review of the current Loan Policy is discussed by the Policy Review committee and the Division Manager to consider revision in an expeditious and timely manner.
All in favour / Carried

Ongoing: In workshop being worked on.

6. Progress on GPI Employment Contract Matters

On-going: Administrator advised continued work with DM's and GT and progress is being made.
Information on progress to continue

Ongoing. Council asked if there was anything they could do to assist the Administrator. Cr. S Young has offered and the Administrator has accepted. Work is set to be completed by the end of year.

Point made that Council should not be involved in resolving the problem as they may be financially impacted, and this may be a conflict of interest. The Administrator advised with a heavy workload in the next few weeks, he assures Council that he will carve out a full two days to concentrate and complete the work that needs to be done.

7. Gym Equipment

Following on from new equipment being ordered, Council decided that users of the gym should support the running costs with a gym fee.

ACTION: Cr Shawn Christian to suggest a fee structure to Council for approval to be managed through the public service.

Complete: Cr S. Christian recommended that the wellbeing/health of the community is a higher priority than a fee for gym usage and suggested it be withdrawn as a consideration.

All in favour.

A contribution box could be put in the gym to support maintenance and upgrade. Tourists could be advised that there is a fee to use the facility.

8. Recommendation to Review Pitcairn Road Code and Drivers Test

On-going: Mayor to write a letter to the Police department to request action of a review.

Complete

Under review.

9. Assessor Selection Process

Action re selection process and payment discussed, and motions made to support decisions made. If a person or persons felt they were financially impacted by being summoned, and hours of work lost, they were to apply for compensation.

ACTION: Administrator to make a notify the public of Councils motions regarding compensation.

Complete

10. Archaeological Research proposals

Discussion around further information needed re proposals: - including other research/education that could be useful to Pitcairn. Noted all safety aspects should and would be considered as usual for all prospective proposed visits.

ACTION: The Mayor to write to the Rapanui Planetarium team to advise Councils decision and to ask for a Risk Management plan.

Complete.

11. Long Boat Maintenance

	<p>ACTION: Administrator to work with applicable Division Manager to ensure Longboats are in working order before Supply Ship arrival.</p> <p>Complete Detailed report received from the Engineering department. Administrator gave a short overview from that document.</p> <p>12. Renewable Energy Group Cr. S Christian asked that the Renewable Energy group is thanked for their work they did to get to the now active tender for contract.</p> <p>ACTION: Mayor Charlene Warren to extend her thanks to the team involved.</p> <p>Completed</p> <p>13. Noticeboard Issue Cr. S Christian noted with dismay that the Miscellany on the noticeboard had been defaced. Decision made to add a note reminding the public to show respect to items posted.</p> <p>ACTION: Cr M Christian to draft a message asking the public to refrain from defacing notices posted to the public noticeboard.</p> <p>Completed.</p> <p>14. Google Alert It was noted that an alert via Google had popped up noting that Pitcairn is on the Decolonisation list. Cr. Sue O'Keefe asked for clarification on the subject.</p> <p>ACTION: The Administrator to do some investigating and advise results to Council.</p> <p>Complete: Administrator requested details from FCDO, no reply as yet, but will keep updated.</p> <p>15. Covid-19 Workshop The workshop notes and motions were discussed and approved. Some actions were raised to continue the work already done.</p> <p>ACTIONS</p> <ul style="list-style-type: none">• The MO will develop draft protocols for managing new proof of vaccination requirements for all visitors to Pitcairn• The MO will develop draft protocols for managing arrivals of non-vaccinated people, with right of abode, and minors who do not qualify for vaccination.
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- The MO will provide Council with a best fit tool for Pitcairn to gather proof of Vaccination information

- The MO will work with Council to create a digital survey for gathering C-19 information from yachts and, non-GPI charter, visiting vessels.

Complete:

Workshop completed. Updated policy to be discussed further with the Doctor and Nurse to be brought back to the table for consideration.

16. Policy Work

Motions made in the last Policy workshop discussed and Actions raised from those as follows.

MOTION: Cr Simon Young / Mayor Charlene Warren
“That all GPI Policies will be held and controlled at the Council Office.”

All in Favour/ Carried

ACTION: The Administrator will compile and submit all current Pitcairn Public Service policies to the Council Office.

On-going

MOTION: Cr Simon Young / Cr Shawn Christian
“That a council appointed Policy Review Committee will continue to be mechanism by which Council reviews and files all GPI Policy.”

All in Favour/ Carried

ACTION: Heather to provide PCR Guidelines to be held with all GPI Policy at the Council Office.

On-Going

MOTION: Cr. Heather Menzies / Cr. Michele Christian

“That Councillors H. Menzies and M. Christian develop a draft document on a Wellbeing Charter for Children of Pitcairn Island for council consideration.”

All in favour

ACTION: Cr. Heather Menzies and Cr. Michele Christian to develop charter in consultation with DM Community and FCA.

Complete

ACTION: GPI Policy Open Air Fires to be reviewed by Council in January 2022, in anticipated responses from the AG office in response to questions by the PRC. DM Community to continue to press for a response.

Completed by DM, continuing work by Policy Team.

ACTION: Code of Management for Pitcairn Public Service to be reviewed by Council in January 2022, in anticipated responses from the Governor's Office in response to a potential amendment submitted by the Administrator. Administrator awaiting response from the Governor.

Complete

ACTION: Cr Michele Christian and Cr Simon Young to work through an outstanding issued in the GPI POLICY - PITCAIRN ISLAND COUNCIL GUIDING PRINCIPLES, ORDER & CONDUCT and return it to Council as draft 6

Complete

ACTION: GPI Policy – Protection of artefacts, Cr Simon Young to ensure that the Pitcairn legislation quoted is accurately reflected in the policy. Then return the policy to the workshop on the 21st October.

Complete.

ACTION: ISEC to add to the Agenda for next council meeting – "Discussion on benefits to be paid to individuals for GPI work place injuries".

Complete

Action: Rights of patients
Complete. Cr. S O'Keefe will forward information gathered to Council.

Standing Agenda Items

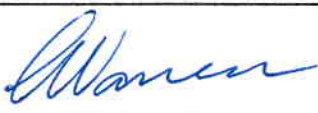
- 1) Progress on Active Settlement Applications –
Ongoing. Waiting for interviews with the Applicants due to the difficulty of those persons even getting to NZ at this point with the Covid-19 situation. Noted that as they have paid the fee, it was good business practise to proceed with the applicants despite the issues.

NEW ACTION: Administrator to contact the Deputy Governor to enquire regarding pushing the timeline for interviews. Also noted that interview notes are helpful for council's review.

- 2) Progress on GPI Employment Matters. **Ongoing**

<p>Approval of the Regular Council Meeting Minutes of 13th October 2021</p>	<p>MOTION; Cr M Christian / Cr S Young “That the minutes of the Regular Council Meeting of 13th October 2021 as previously circulated, be approved. All in favour / Carried</p>
<p>Policy Workshop Notes 21st October 2021</p>	<p>To acknowledge formally workshop motions made on the 21st of October 2021.</p> <p>MOTION; Cr Simon Young/Mayor Charlene Warren “That the GPI Occupational Health & Safety (OH&S) Policy and annexes A through D be approved All in favour / Carried</p> <p>MOTION; Cr Simon Young/Mayor Charlene Warren “That the GPI Home Support Policy be approved All in favour / Carried</p> <p>MOTION; Cr Simon Young/Cr Michele Christian “That the GPI Health Policy and annexes A and C be approved All in favour / Carried</p> <p>MOTION; Cr Simon Young/Mayor Charlene Warren “That the GPI Procurement Policy be approved All in favour / Carried</p> <p>MOTION; Mayor Charlene Warren/Cr Sue O’Keefe “That the Administrator Mark Tomlinson and NZ Police Officer Peter Buzzard are appointed as Recorders in the 2021 Pitcairn Island Elections for Deputy Mayor and Pitcairn Island Councillors.” All in favour/Carried</p>
<p>Council Wages</p>	<p>Mayor advised the hours of all councillors will be capped at 25 hours due to budget restraints.</p> <p>A discussion was had around budget restraints, and time spent worked on different projects so far. Future possible solutions were also discussed.</p> <p>It was agreed by all that budgets need to be kept to, and councillors mostly agreed that work over and above may</p>

	<p>need to be done – or allocate to those with less hours that may need work. All concurred that it was a good management issue that was an issue, but is now being rectified and with a newly elected incoming council for 2022, a schedule of work will be discussed at the first council meeting.</p>
<p>Acknowledgement of Governors Letter regarding Tron Solar Units</p>	<p>The Mayor formally tabled the letter from the Governor regarding Island Officers around the Council Table and those in that position who may want to receive a Tron Solar Unit. The Administrator stepped out the concept and intention behind the letter further for Council's benefit.</p> <p>A long and many pronged discussions regarding the letter, understanding the wording and receiving a gift of large dollar amount was had.</p> <p>Council suggested a proposed gift registration / letter / declaration for elected Island Officers to sign if they wanted to accept a Tron Solar Unit. A mock-up of this 'form' has already been worked on by Cr. M Christian. This will be modified and refined using the conversation had at the table and will be forwarded to the Policy Review Team workshop being held 18th November 2021, for consideration and further discussion.</p>
<p>Contracted Staff – Arrival and Departure Dates, Dec 2021 to June 2022</p>	<p>End January 2022 (30th or 31st):</p> <ul style="list-style-type: none"> - New teacher: Iona Bonney + husband - New doctor: Dr Kevin Walters + wife (TBC depending on securing them an MIQ place for early January) <p>10 March 2022</p> <ul style="list-style-type: none"> - Deputy Governor Alasdair Hamilton <p>17 April</p> <ul style="list-style-type: none"> - Temporary Administrator: Colin Leeman <p>2 June</p> <ul style="list-style-type: none"> - New Administrator: William Turner
<p>By-Election Date</p>	<p>The Island Secretary (as the Election Officer) requested Council set a date for the By-Election which has been called to find a 5th and final councillor for 2022/2023.</p> <p>Council decided on 10th December 2021, 8.30am.</p>

General Business Matters	
JMC	Two sessions held on the 16 th and 17 th of November with the Mayor, Deputy Mayor, Administrator and Governor. Minutes of the JMC will be circulated when received to Council
Yacht visit	The Mayor advised that there is a yacht visiting 18 th November 2021 that is arriving to get immigration details (passport stamped etc), non-disembarkation visit. It will be a non-contact visit as per Pitcairn's Covid-19 protocols.
Renewable Energy	Deputy Mayor asked if there was any further information come through. The Mayor advised none as yet but a query can be approached requesting and update.
Motion regarding Employment Policy.	MOTION: Cr. S Young / Cr H Menzies That Council defer the review of Employment Policy until such time as a satisfactory conclusion is reached regarding outstanding GPI employment leave entitlement. All in favour
End of Council / Leave for GPI Workers	Cr H Menzies asked when a shutdown period would happen around the Christmas period. It was suggested that a proposed date of close of business would be from the 21 st of December 2021 to 4 th of January 2022, however these dates could be changed. This will ensure Division Managers can prompt their employees to request paid leave for these dates on a one-off basis until the GPI employment leave entitlements / Employment Contracts are formally reviewed. Confirmed dates will be advised after Division Managers and Administrator have met.
Silver Supporter Unloading	Council agreed that those who worked unloading the ship would not work on the dates declared as Pitcairn Holiday days, i.e., 24 th , 25 th of December 2021.
Christmas Day	Council discussed which day the celebrations will be held. Pending unloading/arrival date to be kept open until closer to the date to decide.
Meeting Closed	Meeting closed at 11.40 am
Next Meeting.	Next Regular Council meeting set for 9.00 am Wednesday 15 th of December 2021.
	Policy Workshop 9 th December 2021.
Approved 15 / 12 / 2021.	 Mayor Charlene Warren.

