



**FILE COPY**

**PITCAIRN ISLAND COUNCIL**  
**Minutes of the Regular Council Meeting held at the Public Hall**  
**Commencing at 9.00am 16<sup>th</sup> November 2022**

**Present:**

Mayor Charlene Warren, Deputy Mayor Shawn Christian, Cr Michele Christian, Cr Heather Menzies, Cr Torika Christian, Cr Kevin Young, Island Secretary Nadine Faulkner

**Apologies:** Cr Simon Young

**In attendance:**

**Welcome:** A moment of private reflection was taken.

Agenda Items
<p><b>Actions from the last Council sitting of 19th October 2022</b></p> <p><b>Remote meeting participation for councillors.</b> Mayor to work with AG's office re possible amendment of ordinance to make this possible. <b>Action:</b> Deferred <b>Ongoing</b> Mayor reached out to AG office and awaiting information.</p> <p><b>EDF Solar Power Project</b> Approval from Council of preferred supplier advised to PIO. Administrator and Division Manager Operation to work with Deputy Governor and PIO to forward proposal approved by council (Solarworx) to SPC, and report back to council. <b>Action:</b> Administrator, Division Manager Operation, Deputy Governor and PIO continue to work and update <b>Council. Ongoing</b> Still awaiting information, however, running slow with the bureaucratic process.</p> <p><b>Status on Communication – Starlink / Copper line</b> <b>Ongoing</b> Discussed 16<sup>th</sup> November 2022 - Old status was that the copper line to remain, just not maintained, however, given events of the last few weeks where copper has been needed, it was agreed the copper system definitely needs to be maintained. Concern about several telecommunication issues and the Starlink trial were discussed. In particular, it was noted there was little or no consultation with the Council regarding trailing Starlink. It was agreed greater partnership is needed, between HMG/PIO and Council, to ensure stable and sustainable internet and telecommunication systems are planned and implemented for the island.  <b>Action:</b> Mayor Warren and Cr. H Menzies will submit Council's concerns to GPI partners and requests a more concise planning focus for the future.</p> <p><b>Pending Starlink Installation</b> <b>ACTION:</b> The Administrator will inform the community, via radio announcement and a notice on the noticeboard, of the Starlink Trial and Bill Haig's pending installation visit. It was noted the community and Council had a number of questions for Bill Haigh about Starlink and telecommunications in general.  It was agreed Council will seek community input for a question set for Mr. Haigh, which the Administrator will submit on Council's behalf.</p> <p><b>Coxswains</b> Proposed that Certificates for Coxswain be created and displayed at the landing. <b>ACTION:</b> Cr Michele Christian to create Certificates for Coxswain. <b>Ongoing.</b> It was agreed that use of the word "certificate" infers that the holder has undertaken formal training and that some form of qualification has been achieved. It was noted that whilst Council firmly</p>



endorses the need for continued training, for all coxswain/crew when possible, creating certification was not the intention of having a publicly accessible document which is closer to be a Coxswain Register.

**ACTION:** Cr M Christian will draft a suitable document for the next regular Council Meeting.

#### **GPI Covid-19 Policy**

**Motion:** Cr Heather Menzies / Mayor Charlene Warren

“That subject to approval from the UK Health Security Agency, mandatory RATs and Proof of Vaccination for passengers landing at Pitcairn from private vessels and cruise ships will no longer be required. Passengers boarding the ship in Tauranga NZ are still required to provide Proof of Vaccination when booking a berth and remain required to have an on-board pre departure RAT. This will remain in place until the Covid-19 Response Ordinance has been amended.”

**ACTION:** PRC to amend and update Policy for publication.

**Complete**

**Motion:** Cr Heather Menzies / Mayor Charlene Warren

“That the Administrator will initiate the necessary change requirement to the Covid-19 Response Ordinance.”

All in favour / Carried

**Complete**

#### **Teacher’s Aide Position**

It was noted that parents had not been informed or consulted regarding the teacher’s aide position being stopped. Concern that a child who has learning disabilities in school no longer has that support. Also, the position being made redundant without consultation with Council raises. GPI Employment issues.

**ACTION:** The Administrator will investigate the matter and relate back to council.

**No Response**

#### **Disposal Dangerous Goods**

It was agreed that getting confirmed scientific information, to support local disposal of dangerous good is preferable. Cr M Christian, as DM ECNR, was asked to research cost of getting batteries/x-ray machine etc off in a one-off shipment.

**ACTION:** Cr Michele Christian waiting on a response.

**Ongoing**

#### **AUS Film crew – THE ISLAND**

Workshop meeting set for 14th of November at 1pm with a zoom call with the film crew at 3pm.

**ACTION:** Cr H. Menzies to contact the production company to arrange zoom call.

**Complete**

#### **New Migrant AG Advice**

**ACTION:** PRC to undertake a thorough review of the GPI Immigration Visa & Settlement Information Policy.

**Ongoing**

**ACTION:** Mayor Charlene Warren will work with Cr Michele Christian and the Administrator to write an appropriate letter to send to the new migrant in regards to land application.

**Complete**

#### **Shut-down at the PI Office**

**ACTION:** ISEC will advise the community of a pending power outage, at the NZ PIO, via VHF and notice board.

**Complete**



<p>Approval of the Regular Council Meeting Minutes of the 19<sup>th</sup> October 2022</p>	<p><b>MOTION:</b> Cr Torika Christian / Cr Shawn Christian</p> <p>“That the Minutes of the Regular Council Meeting of the 19<sup>th</sup> October 2022, as previously circulated with agreed amendments be approved.”</p> <p>All in Favour / Carried</p>
<p>Introduction of new FCA Denis Robins</p>	<p>Incoming FCA, Denise Robins, was not able to join Council for a planned, informal meeting.</p> <p><b>ACTION:</b> Cr H Menzies will contact Ms Robins and set another date to meet.</p>
<p>The Administrator’s October 2022 Pitcairn Public Service PPS Report received, circulated and posted.</p>	<p>Discussion and Actions initiated by the Oct PPS Report are noted below:</p> <ol style="list-style-type: none"> <li>1) The DM Operation’s apologised to Council and the Administrator for having missed the deadline for the Oct Divisional report.</li> <li>2) Council acknowledged receipt of the Veterinary/Training proposal, from the DM ECNR, submitted within the PPS Report and agreed the proposal has merit and should be pursued. There ensued general discussion and Cr. M Christian, advised that a similar programme was in play on Tristan de Cunha, which worked very well.</li> </ol> <p>Motion: Cr Heather Menzies / Mayor Charlene Warren  “That Council approve the Veterinary/Training Visit proposal as submitted.”</p> <p><b>ACTION:</b> Cr M. Christian will approach Council’s FCDO contacts to discuss funding options.</p> <p><b>ACTION:</b> Cr M. Christian will respond to the applicant to advise next steps.</p>
<p>Standing Item:  Pitcairn Marine Infrastructure Development  (Crane, Vessel, Landing upgrade)</p> <p>Notes from the Marine Infrastructure Workshop held 10<sup>th</sup> Nov 2022 were circulated to Council.</p>	<p>A copy of the Pitcairn Marine Infrastructure Development Workshop Notes, of 10<sup>th</sup> Nov is available from the Island Secretary’s Office.</p> <p>It was agreed the Workshop was helpful in bringing Council up to date with possible solutions to the island’s Marine Infrastructure needs going some way to determining a cost effective, fit-for-purpose way forward for this vital aspect.</p> <p>Cr. S Christian advised that he is waiting on reports and information back from contacts in NZ with regard to new crane, and design of newer smaller vessel as indicated in Marine Infrastructure workshop and it was decided a second workshop should be held to progress discussion.</p> <p>It was agreed, in workshop, that Cr. S Christian as DM Operations will prepare a draft costed Pitcairn Marine Infrastructure proposal for Council’s further consideration, by the end of the year.</p> <p><b>MOTION:</b></p>



	<p>Mayor Warren / Cr H Menzies (Nov 10<sup>th</sup> 2022)          “That Cr. S Christian, as DM Operations, will provide Council with draft, costed Pitcairn Marine Infrastructure development proposal for further consideration by the end of 2022.</p> <p>All in Favour / Carried</p> <p><b>ACTION</b>          Cr. S Christian, as DM Operations, will provide Council with a draft, costed Pitcairn Marine Infrastructure development proposal for further consideration by the end of 2022.</p> <p>The following amendments to the circulated workshop notes were made for the record.</p> <ol style="list-style-type: none"> <li>1) The storage cost for the existing ship to shore vessel in NZ is NZ \$2000 per month not NZ \$20,000.</li> <li>2) The Tonkin &amp; Taylor Sept 2019 report, generated to measure progress on EDF11 projects, was re circulated to Councillors. It was previously circulated when it was initially made available.</li> <li>3) PIO FC, Evan Dunn confirmed that the EU has no further interest or claim on the funds so they can be reinvested into a new boat. He advised Council that so far, interest the sale of the ship to shore vessel has been slow but there has been some interest from other pacific nations.</li> <li>4) It was noted that the Tonkin &amp; Taylor report referenced in the workshop relates to the larger vessel and is no longer feasible.</li> </ol>
<p>Improving Communications with PIO and HMG.</p>	<p>There was general discussion about the need for Council, PIO and HMG to work more closely on all aspects of Pitcairn development including, marine infrastructure, telecommunications and renewable energy reiterated the importance having well developed cost effective, fit-for-purpose plans in place and measurable strategies for implementation. It was agreed a meeting should be held with HMG/PIO to discuss Pitcairn future.</p> <p><b>MOTION:</b> Cr Heather Menzies / Cr Kevin Young          “That Council invites HMG and the PIO to attend a preliminary planning meeting to discuss Pitcairn’s future.”</p> <p>All in favour / Carried</p> <p><b>ACTION:</b>          Mayor Warren will send an invitation to the PIO and the Deputy Governor to join Council in future planning meeting.</p>
<p><b>Policy Review Committee</b>          GPI Health Policy Approval, resolutions and Actions.          GPI Covid-19 Travel &amp; Quarantine Policy Update,</p>	<p>The Health Policy Review Workshop Notes, of Nov 4<sup>th</sup>, were circulated at conclusion of the workshop.</p> <p><b>MOTION:</b> Mayor Warren / Cr H Menzies          “That the following statement be included in the GPI Health Funding Policy:</p>



<p>GPI Store Policy Update</p> <p>Immigration Visa &amp; Settlement Information Policy</p>	<p><i>When required the PIO will provide Pitcairn off-island patients with a bank debit card, managed by PIO, should the usual PIO 'guarantee of payment' letter not be acceptable to medical service providers. Guidance on permitted use to be provided to the user. The user will be required to provide receipts".</i></p> <p><b>ACTION:</b> The PRC will action the addition to the Policy.</p> <p><b>ACTION:</b> The Administrator will advise PIO/Evan that guidelines for off-island medical debit card use are required.</p> <p><b>MOTION:</b> Cr H Menzies / Cr M Christian "That the following statement be included in the GPI Pitcairn Health Centre Operations Policy: <i>The PIO works with current and previously contracted Medical Officers when recruiting for Pitcairn's medical practitioners.</i>"</p> <p><b>ACTION:</b> The PRC will action the addition to the Health Centre Operational Policy</p> <p><b>MOTION:</b> Cr H Menzies / Cr. T Christian "That Council approves the new GPI Pitcairn Health Centre Operational Policy as, amended."</p> <p><b>ACTION:</b> The PRC will adjust GPI Pitcairn Health Centre Operational Policy review date for 6 months and format it for general circulation and posting to the Gov website.</p> <p><b>MOTION:</b> Cr. M Christian / Cr T Christian "That Council does not agree with the PIO's recommendation that taxi fares to and from appointments will only be covered from with the daily allowance."</p> <p><b>ACTION:</b> Mayor Warren will to write to the PIO and Administrator to explain Council's stance on why it has excluded taxi fares, to and from appointments, from the medical daily living allowance.</p> <p>The PRC advised the GPI Pitcairn Health Centre Operational Policy revision had entailed several consultation meetings with the Medical Officer, the DM Community Services and Health Centre Staff.</p> <p>Consultation fees, medication costs and billing procedures we reviewed by the Mand adjusted along and a new requirement for health and wellbeing checks for over 65's was introduced. It was not note Health Centre staff very much in support of having a clear and concise policy.</p> <p>It was noted a previous MO, Dr Gary Mitchell, had undertaken a revision of the GPI medical evacuation procedures, which had not</p>
--	---





	<p>been progress. The revised policy states a review should be undertaken annually to ensure it is fit for purpose at all times.</p> <p><b>GPI Store Policy Review</b></p> <p>The PRC Chair advised that although the Store’s operational policy was scheduled for review in July 2022 it has been postponed until Jan 2023 for the following reasons:</p> <ol style="list-style-type: none"><li>1) The out-going DM provided the PRC with a draft revision, prior to his departure, which required a new Annex B - General Store Audit Program and a possible review of Annex A - Customer Credit Account Agreement Form to align to Policy adjustments.</li><li>2) The above revisions were postponed until the new IA was appointed</li><li>3) The Administrator was awaiting input from the IA for Annex B - General Store Audit Program and this may take more time.</li><li>4) The DM has advised that the previously submitted draft revision requires further work</li></ol> <p><b>GPI Covid-19 Travel &amp; Quarantine Policy</b></p> <p><b>MOTION:</b> Cr Heather Menzies / Cr Kevin Young</p> <p>All in favour / Carried</p> <p>“That council accepts the recommendations to revise the Covid-19 response amendment ordinance as submitted by Administrator Simon Bull “</p> <p><b>ACTION:</b> The Administrator has forwarded to AGs Office.</p>
<p><b>PRC: Pending Review of the GPI Immigration Visa &amp; Settlement Information Policy</b></p>	<p>The PRC Chair advised some preliminary policy discussions have taken place which has raised the following review notes for the GPI Immigration Visa &amp; Settlement Information Policy.</p> <ol style="list-style-type: none"><li>1) Clear procedures for new settlers to request a home land site, from Council, are required</li><li>2) Clarification as to constitutes Council held home land site for new settlers is required i.e., size and purpose</li><li>3) Clarification that no long-term camping on Council held home land is permitted due to fire risk and the health and safety of the occupier, is required.</li><li>4) Clarification that only 6ft Containers are permissible for freighting due to health and safety requirements for Longboard Crew is required</li><li>5) Recommendations for short term subsidised accommodation for new settlers is required.</li></ol> <p><b>ACTION:</b></p> <p>The PRC will progress the review for submission to Council at the next Regular Council Meeting.</p>





Constable Paniora said that he had made a recommendation to the current Administrator that Police hold the portfolio of Emergency Management. The reason for this being, that it seemed fitting that this be a job for the Police and not an addition, to an already heavy island workload.

Council raised concerns over who was deeming the Ramco boat as HMG vessel and not a Pitcairn vessel. Also requested information on who would assess the vessel as safe for use. There had been no consultation to this point with Council or Division Manager until the recommendation was submitted.

Council appreciated the maintenance of the fire-fighting equipment and creating a register. Was this a part of the employment brief of the Police Officer. Will this continue to be a part of the employment secondment information when new officers are sought within the NZ Police.

The ongoing management may be an issue when it comes to an emergency situation if training and boat/equipment is restricted to certain people.

Assets on this island, if left sitting can deteriorate very quickly. Usage of the Ramco boat for example – whether emergency, training or other requirement should be encouraged to ensure the boat does not just sit and gather cobwebs. Ramco boat should be assessed quarterly to ensure an emergency vessel is always in working order.

Appropriate place for storage for the vessel is the Marine Research Centre as the Ramco boat was purchased under the Blue Belt project.

Council agrees that there should be an asset list, maintenance of equipment, training and a confirmed storage point for emergency equipment.

Council agrees that the portfolio for Emergency Management should be held dually by an appointed GPI body and Police as secondment-to-secondment Council is unsure of qualifications and abilities held by a sole Police incident commander.

The all-hands-on deck emergency procedure in the past needs to be taken into account as well as the idea of training in new ways of fighting fires or handling emergencies.

Further discussions with Constable Paniora to be undertaken and workshop date to be identified. To arrange early 2023.

**ACTION:** Cr Michele Christian to advise Constable Paniora to progress with an asset list, maintenance of equipment, training and a confirmed storage point for emergency equipment. To be actioned before the arrival of the new Administrators.





	<p><b>ACTION:</b> Cr Michele Christian to advise Constable Paniora that Council will be constructing Island Emergency Management policy. To request Constable Paniora keep DM Operations, Administrator and Council in the loop</p> <p><b>ACTION:</b> Cr Michele Christian to advise that testing or trialing of the reconditioned Ramco boat is collaborated with Island Engineers/Coxswain as appropriate.</p> <p><b>ACTION:</b> Island Auditor will have access to review all Emergency and all Blue Belt assets including the rib on Silver Supporter.</p>
Community Gym Equipment	<p>It was noted that the Council Discretionary funded treadmill has been decommissioned as uneconomical to repair and it will not be replaced. Council will review funding gym equipment upon the completion of the new gym in the community centre.</p> <p><b>ACTION:</b> ISEC will uplift the de humidifier used at the Gym and return it to office of the DM Community Services.</p>
Leave of Absence Application	<p>Mayor Warren tabled a leave of absence request for the Island Secretary which she had approved.</p> <p>A temp Island Secretary vacancy has been advertised. Mayor Warren will keep Council advised of developments.</p>
Approval of French Navy Vessel Prarial	<p>Mayor Warren requested formal approval for French Navy vessel Prarial, on the 10<sup>th</sup> of December 2022. Captain and Crew intend to come ashore for the day. Approved.</p>
Election of Councillor	<p>It was noted Council will require a replacement Councillor for 2023 given the election ofc Simon Young as incoming Mayor.</p> <p><b>ACTION:</b> The Island Secretary will begin the election process for a new Councillor to start 1<sup>st</sup> January 2023 and report back to Council.</p>
Auction & Disposal of Gifts and surplus GPI goods	<p>Council discussed the distribution of gifts and surplus GPI items. A public auction will be held on 7<sup>th</sup> December 2022.</p> <p><b>ACTION:</b> The ISEC will ask Division Managers for any other items they wish to donate to the auction and remind them to remove those items from their asset lists as required.</p>
Breadfruit Interpretation Board	<p>Council was advised that the new interpretation board, which will be installed Up Ha Tankm for the Aranui breadfruit has arrived. It has been delivered to the Square and held in the old GT office ready to be installed.</p> <p><b>ACTION:</b> Cr S Christian, as DM Operations, will arrange installation.</p>
<b>GENERAL BUSINESS</b>	
Discretionary Fund	<p><b>ACTION:</b> Mayor Warren will approach the PIO to seek account balance with the possibility of supporting the Veterinary Proposal costs if required.</p>



Land Court Date	Land Court will be held on 28 <sup>th</sup> November 2022, 9.00am
Public Hall	<p>Request that the walls of the Public Hall be cleaned and plaques be re-hung. Approved.</p> <p><b>ACTION:</b> A cleaning bee to be arranged.</p>
Empty School Building	<p>Now the school has been closed, possible uses for the empty building were discussed:</p> <ol style="list-style-type: none"> <li>1) Could be used for Integre Glass centre</li> <li>2) Could be used as a Council building</li> <li>3) Could be used for Library</li> <li>4) Could be used for day activities for elders</li> </ol> <p><b>ACTION:</b> Mayor Warren will make a call to the community seeking further input.</p> <p><b>MOTION:</b> Cr K Young / Cr H Menzies</p> <p>“That the initial shed proposed for the Glass project be refitted to house the glass centre once again.”</p> <p>All in favour / Carried</p>
New Settler Home Land Request	<p>The Land Registrar requested clarification as to the process for managing a new settler request for Council held home land.</p> <p>It was clarified that applicant request that the Council applies to the Land Court. The Land Application Title remains held by Council. for the entirety of the applicants two-year (non-consecutive) settlement period. When permanent residency is granted the Council the applies to the Land Court to transfer the Land Application Title of that homeland, to the applicant.</p> <p><b>MOTION:</b> Cr H Menzies / Cr K Young</p> <p>“That Council accept Mr Gould’s request that it makes application to the Land Court for a home land site for his use. Mr Gould’s application will be progressed on his return to Pitcairn in January 2023.”</p> <p>All in Favour / Carried</p> <p><b>ACTION:</b> Council will apply to the Land Court for Home land for Mr Gould’s use upon his return to Pitcairn in January.</p> <p><b>ACTION:</b> Mayor Warren will advise Mr Gould of Council’s decision and proposed time frames. She will also request information about his accommodation plans whilst his application is being processed.</p> <p><b>ACTION:</b> Council appointed Cr Kevin Young as liaison and will keep council informed of developments.</p>



Glynn Christian books	It was agreed that books donated will be housed in the museum and available if others would like to borrow to read.
Over hanging Coconut tree culling	It was noted a coconut that had fallen near a tourist recently. The tree concerned is known and intention was to trim. Council requested that other possibly dangerous coconut trees be assessed and trimmed. <b>ACTION:</b> Cr. S Christian as DM Operations will undertake a review and trim any potentially dangerous trees
Marine Research Building	Cr Heather Menzies suggested the Community be invited to name the Marine Research building by way of inviting engagement.
New Minister for British Overseas Territories	It was noted the new Minister for the OTs is MP Lord Zac Goldsmith.
Grab-a-berth concept	Cr Shawn Christian inquired as to whether it may be possible to get a type of day rate for local travel to Mangareva on the GPI Charter Vessel, <b>ACTION:</b> Cr H Menzies as PI Travel Coordinator, will raise the request with PIO and report back to Council.
<b>Date of Next Meeting</b>	Wednesday 19 <sup>th</sup> December 2022. 9.00am
<b>Date of Next Workshop</b>	Monday 21 <sup>st</sup> November 2022, 8.30am The meeting closed at 1.30pm
<b>Minutes Approved</b> 19/12 2022	Mayor. 

