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**PITCAIRN ISLAND COUNCIL**  
**Minutes of the Special Council Meeting held at the Public Hall**  
**Commencing at 9.00am, 3<sup>rd</sup> May 2020**

**Present:**

Mayor Charlene Warren-Peu, Deputy Mayor Kevin Young, Cr Ariel Harding, Cr Shawn Christian, Cr L Jaques Cr Michele Christian, Cr Lea Brown & Isec Heather Menzies.

**Apologies:** Administrator Nick Kennedy

**In attendance:** None

**Welcome:** The Mayor welcomed Council to the table and Cr L Jaques opened with a prayer.

Agenda Item	
Revisiting Council Guiding Principles, Order & Conduct following a public incident involving Councillors, a DM, the Administrator and a member of the community.	<p>Mayor Warren-Peu advised the meeting that the Deputy Governor sent his regards noting he had offered to attend the meeting, via teleconference, in the absence in the Administrator, who is on medical leave. She advised the Deputy Governor that there was no need for him to attend the meeting and that she will keep him informed of developments.</p> <p>The Mayor stated that the purpose of the meeting, following an incident (on Tuesday 28<sup>th</sup> April) involving Councillors, a Division Manager, the Administrator and a member of the community, was to remind Council of its roles and responsibilities under the Pitcairn Island Council's Guiding Principles, Order &amp; Conduct.</p> <p>She reminded Councillors that they must make greater effort to adhere to the guidelines and be more vigilant and respectful when addressing each other, colleagues, members of public, the Administrator and contracted staff. She said there has been an increasing carelessness in this regard and Council is required to comply with the Guidelines – checking their language, attitudes and being respectful.</p> <p>She added that Councillors should also take care to notice whether persistent verbal complaints and comments are coming from any one particular person and, if this is the case, they should be aware that this behaviour could signal that the person needs additional support, in that it could be a need for attention. She said that Council is generally doing well but there is a need to improve some behaviours and the Principles, Orders and Conduct document is there to guide that behaviour.</p> <p>In response to the what had preceded the incident in question, the Mayor formally apologised to Cr A Harding for her part in attempting to silence and shut-down Cr. Harding's enquiry at the regular 'Tuesday Check-in' meeting at the Council Office – (Tuesday 28<sup>th</sup> April), about the condition of the Longboats.</p> <p>She said it is important that all Councillors feel free to ask questions, make enquiries and be heard, when bringing matters pertaining to the well-being of the community, to Council's attention without fear of being silenced or shut down. If those matters need to be dealt with by Divisions, Council can pass them on to the Administrator to follow-up with the Divisions concerned.</p>

	<p>Councillor L Jaques added that as elected representatives Councillors all have a right to be heard and respected at all times.</p>
<p>The function of Tuesday Check-in Meetings.</p>	<p>Deputy Mayor K Young noted that his concern is that the regular Tuesday Check-in Meetings, which were established as an informal mechanism for information sharing, debate and discussion between the Administrator and Council, have increasingly become pseudo Council meetings whereby decisions are being made with little or no prior information or discussion. This has resulted in meeting notes, having to be done, so as to ensure decisions and actions are kept track of and formally recorded at Regular Council Meetings.</p> <p>There was general agreement that the Tuesday check-in remain but as intended, i.e. an informal forum for general discussion and sharing of information and ideas rather than a forum for short notice, potentially ill-informed decision making and predetermined outcomes.</p> <p>He added that he sees there is no need for the Administrator to have isolated and separate meetings with the Mayor, or any other individual Council member, rather information should be shared with the full Council as a matter of course, in an open and transparent manner. There was general agreement that separate meetings tend to create unnecessary barriers to information sharing and were not conducive to cohesion with in Council.</p> <p>Deputy Mayor K Young added that under the Orders there should be an agenda for every meeting and 3 days' notice for items for discussion. The informal nature of the Tuesday Check-in Meetings does not allow for this yet the Administrator continues to bring short notice information and decision-making requests to the table.</p> <p>There ensued general discussion it was agreed that if there is a need to hold more frequent formal Council meetings the Mayor will do so.</p> <p>It was agreed the function of the Tuesday check-in Meetings must be more formally clarified.</p> <p><b>ACTION</b> The function of the regular and scope of the Tuesday Check-in Meetings will be clarified at the next SPD workshop and included in a revision of the Island Council Guiding Principles, Order &amp; Conduct policy.</p>
<p>Council's SDP and Reporting Mechanisms for Good Governance</p>	<p>Beyond the function and purpose of the Tuesday Check-in meetings there ensued more general discussion about how Council can best engage with Divisional matters pertaining to both the well-being of the community and Council being able to meeting its over-arching strategic objectives.</p> <p>It was agreed that finalising the SDP is necessary and that this should be prioritised. It was noted that the SDP, Council's governance activities, its procedures, principles, orders and conduct are fundamental to Council being able to achieve its goals and respond to the changing needs of the community going forward.</p> <p>As such it was agreed that reporting structures for improving the ways in which Council and the Community engages with and supports Divisions must be more formally stipulated, so as to avoid misunderstanding and to guide best practice and good Governance.</p>



	<p>It was noted by Crs M Christian, S Christian and L Jaques added that these measures are equally important for Division Managers, who are working hard, to be formally acknowledged as much as for tasks well done as much for those not done and still in process. Cr M Christian advised she consistently provides the Administrator with verbal reports as required.</p> <p>Cr Jaques noted he longer submits monthly written reports to the Administrator, as he been required to do in the past as there appeared little interest in reading them and they were no longer tabled at Council. He also provides regular verbal reports to the Administrator on Divisional Matters and fully supported the reinstatement of written Monthly reports.</p> <p>Cr. L Brown advised Council she has consistently submitted monthly reports to Administrators, regardless of whether or not it is requested, because it is a requirement within her Job Description. She reminded Council that all Division Managers that they are employed by GPI.</p> <p>Cr M Christian suggested that a documented procedure for members of the Community and Councillors to access information directly from Divisions be developed and implemented.</p> <p>Deputy Mayor K Young agreed adding that a documented procedure for community member to request services from Divisions should be developed and implemented.</p> <p>There was general discussion that documents like these have been in play previously so it may only be a matter of reinstating them.</p> <p>It was agreed there is a general need for improved and more effective structures to be in place so that Council and more effectively aspire to the principles of good governance and best practice. This includes how the Administrator addresses formal communications between Council and Divisions.</p> <p>It was agreed that Council will recommend that the Administrator reinstate holding regular weekly or bi-weekly meetings with Divisions, individually and collectively.</p> <p>It was agreed that Council will recommend that Division Managers submit regular written monthly reports the Administrator.</p> <p>It was agreed that the Council will require the Administrator to submit a regular monthly written report, using an agreed upon template, to Council providing Divisional progress toward SDP goals and a broad overview of contracted staff activities.</p>
	<p>There was general discussion about people being able to access information from Division Managers, seeking services and /or registering complaints and way in which these processes might be better managed.</p> <p>It was noted there is proven complaints procedure for matters relating to Council which, though effective, is due for review. Additionally, it was agreed that improved procedures for the general public to seek information</p>

	<p>and services from Division should be developed and implemented going forward.</p> <p>ACTION - It was agreed Council will expand discuss and include the above recommendations and requirements in its new Communications Policy activities and a reviewed Island Council Guiding Principles, Order &amp; Conduct policy both of which sit with Governance in the SDP.</p>
Division Manager's apology to Council.	The DM Operations advised Council he had apologised to both the Mayor and Administrator and offered a formal apology to Council regarding his part in the incident in question. He stated that his response related to Divisional matters and not Council. He said he wanted to make it clear that his actions were not intended to victimise any particular Councillor.
Meeting Recorded as Special Council.	<p>Cr L Brown questioned the purpose of today's meeting given the Councillor concerned stated he was acting as a Division Manager not a Councillor.</p> <p>The was further discussion about the challenges associated with Division Managers also being Councillors and the capacity of both bodies to appropriately respond to enquiries and criticisms.</p> <p>Cr L Brown added that given the nature of today's discussion today's meeting, she sees no reason for it to be recorded as a Closed Council Meeting, as had been intended. She added that the general community is aware of the incident in question and it is appropriate that they are kept informed of Council's deliberations.</p> <p>There was general agreement with this suggestion and the Mayor instructed the Island Secretary to record the meeting as Special Council meeting for usual distribution.</p> <p>ACTION -The Island Secretary will record the minutes as a Special Council Meeting and circulate accordingly.</p>
Roles and responsibilities of Councillors and Division Managers	<p>Cr S Christian raised discussion about the roles, responsibilities and accountabilities associated with being Councillors and Division Managers There ensued general discussion about what might constitute a breach of these dual roles and noted that the guidelines within the Island Council Guiding Principles, Order &amp; Conduct, JDs and the GPI Employment Code of conduct provide the guidelines for these roles.</p> <p>The Ordinance covering the roles and responsibilities of Administrator was also discussed and it was noted that Administrator is not only the head of the Public Service but also has the authority to override Council at any time.</p> <p>There was general discussion as to what circumstances might require such action and it was agreed that consultative, respectful engagement the Administrator on matters relating to best practice and good governance would not warrant an undue or negative response.</p>

Meeting Closed: 10.30am  
SDP Meeting: 9.00am Wednesday 5<sup>th</sup> May.

Mayor Charlene Warren-Peu: *Warren* .....

Date: *9* / *6* / *2020*

