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**PITCAIRN ISLAND COUNCIL**  
**Minutes of the Regular Council Meeting held at the Public Hall**  
**Commencing at 9.00am 19<sup>th</sup> Dec 2022**

**Present:**

Deputy Mayor Shawn Christian, Cr Michele Christian, Cr Heather Menzies, Cr Torika Christian, Cr Kevin Young, Cr Simon Young, Administrators Steve & Fiona

**Apologies:** Mayor Charlene Warren

**In attendance:**

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

Items	
Welcome extended to new Administrators and returning Councillor Simon Young	<p>The Deputy Mayor invited incoming HMG Administrators Fiona Kilpatrick and Stephen Townsend, who will be job sharing the role, to introduce themselves. Each provided background information noting that they have previously job shared HGM Administrator responsibilities at Tristan da Cunha.</p> <p>They advised their intention is each undertake the role on a rotating, month on / month off, basis and conveyed they are committed to ensuring continuity in the management of the Pitcairn Public Service and the Administrator's role within Council.</p> <p>It was noted both Administrators have been sworn-in for judicial duties associate with the role of HMG Administrator. The welcome concluded with Councillor's introducing themselves.</p>
<b>Actions Undertaken from the Regular Council Meeting of Nov 16<sup>th</sup> 2022</b>	
Veterinary/Training proposal	<b>ACTION:</b> Cr M. Christian will approach Council's FCDO contacts to discuss funding options. <b>Completed</b> <b>ACTION:</b> Cr M. Christian will respond to the applicant to advise next steps. <b>Completed</b>
Improving Communications with PIO and HMG	<b>ACTION:</b> Mayor Warren will send an invitation to the PIO and the Deputy Governor to join Council in future planning meeting. <b>Completed.</b>
Pitcairn Marine Infrastructure Development	<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. <b>Not completed and deferred standing item Action</b>
Covid-19 Ordinance Adjustment	<b>ACTION:</b> The Administrator will forward the approved adjustment to AGs Office <b>Completed</b>
PRC Review of the GPI Immigration Visa & Settlement Information Policy	<b>ACTION:</b> The PRC will progress the review for submission to Council at the next Regular Council Meeting. <b>Completed</b>
PRC Health Policies	<b>ACTION:</b> The PRC will action the addition to GPI Pitcairn Health Centre Operational Policy, as recorded. <b>Completed</b> <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. <b>Completed</b>

	<b>ACTION:</b> The Administrator will advise PIO/Evan that guidelines for off-island medical debit card use are required. <b>Completed</b>
Alcohol Licences Renewals & and a new application	<b>ACTION:</b> The Island Secretary will update the Commercial Sale of Alcohol License Register and share relevant information with the NZ Police Officer. <b>Completed</b> <b>ACTION:</b> The Police Officer will be asked to develop a good host handout for license holders. <b>Completed</b>
Pitcairn Emergency Management Recommendations - Constable Paniora	<b>ACTION:</b> 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. <b>Completed</b> <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. <b>Completed</b> <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 <b>Completed</b> <b>ACTION:</b> The Island Auditor will have access to review all Emergency and all Blue Belt assets including the rib on Silver Supporter. <b>Completed</b>
Community Gym Equipment	<b>ACTION:</b> ISEC will uplift the de humidifier used at the Gym and return it to office of the DM Community Services. <b>Completed</b>
Election of Councillor for 2023	<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. <b>Not Yet Actioned – To be progressed by incoming Mayor</b>
Auction & Disposal of Gifts and Surplus GPI goods	<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. <b>Completed</b>
Breadfruit Interpretation Board Installation	<b>ACTION:</b> Cr S Christian, as DM Operations, will arrange installation. <b>Not Completed</b>
Discretionary Fund	<b>ACTION:</b> Mayor Warren will approach the PIO to seek account balance with the possibility of supporting the Veterinary Proposal costs if required. <b>Completed – no response from the PIO received.</b>
Mayor's recommendation that the Public Hall be cleaned and plaques re-hung	<b>ACTION:</b> A cleaning bee to be arranged. <b>Not Completed</b>
Community in-put about how to make best use of the empty school building.	<b>ACTION:</b> Mayor Warren will make a call to the community seeking further input. <b>Completed</b>
New Settler Home Land Request	<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. <b>Not completed – pending.</b> <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. <b>Completed</b> <b>ACTION:</b> Council appointed Cr Kevin Young as liaison and will keep council informed of developments. <b>Completed</b>
Culling overhanging Coconut trees	<b>ACTION:</b> Cr. S Christian and DM Operations will undertake a review and trim any potentially dangerous trees. <b>Not Completed</b>

Grab-a-berth concept to utilise unsold berths on SS.	<b>ACTION:</b> Cr H Menzies as PI Travel Coordinator, will raise the request with PIO and report back to Council. <b>Completed – no response from PIO received</b>
<b>Matters Arising from the Minutes of the Regular Council Meeting of 16<sup>th</sup> Nov 2022</b>	
	The Island Secretary advised Council of an administrative delay in processing one of the Alcohol License Renewal applications approved Nov 16 <sup>th</sup> 2022. It was agreed the administrative delay was no fault of the applicant and that the renewal will be effective and issued from the date and payment of the initial application, that being 25 <sup>th</sup> Oct 2022.  <b>ACTION</b> The Island Secretary will notify the applicant of Council's decision and issue the licence renewal documentation.
<b>Minutes of the Regular Council Meeting of 16<sup>th</sup> Nov 2022</b>	<b>MOTION:</b> Cr M Christian / Cr T Christian "That the minutes of Nov 16 <sup>th</sup> 2022, as circulated be approved." All in favour / Carried
<b>Standing Items</b>	
Pitcairn Marine Infrastructure Development	Cr S Christian, as DM Operations, advised he is awaiting pricing information for the costed Marine Infrastructure Development proposal and will progress the document for Council's consideration in the new year.
Update on Starlink Trial	It was noted that a letter from the Governor, which provided an overview of the current Starlink Trial, had been circulated to the Mayor and Councillors and posted on the Public Notice Board.  There ensued general discussion, by way of background for the incoming Administrator(s) about Council and the Community voicing dissatisfaction with the lack of consultation involved in planning the Starlink trial. It was noted that there appears to be no plan in place for ensuring that the Government continues to provide reliable internet connectivity for the entire community should the trial be successful. Concern was expressed that good internet connectivity is essential for everyone, not just HMG contracted staff and those can afford to privately use Starlink's commercial equipment and annual subscription service. Council advised Administrator Kilpatrick that, with input from the community, it had submitted a question set to the outgoing Administrator, Simon Bull, for Technical Engineer, Bill Haigh, when he came to the Island to install the Starlink equipment – noting, however, that many of questions were disregarded.  It was agreed there is a great deal of local interest in the trail and its potential for greatly improving the islands internet connectivity. It was agreed that, should the trial be successful, a collaborative, well-conceived implementation plan will be required.  The Administrator noted that we are not at the point yet as the trail is still in play. It was noted that these matters will remain as a standing item on Council's regular monthly meeting agenda and the Administrator agreed to keep Council updated on developments
<b>New Items</b>	





The PRC Chair will amend, reformat and share the Revised Immigration Visa & Settlement Information Policy with Financial Controller, Evan Dunn and the Deputy Governor and seek prompt review.

**MOTION:** Cr H Menzies / Cr S Young

“That the Immigration website will be suspended whilst necessary changes are made to information to the revised Immigration Visa & Settlement Information Policy.

All in Favour/ Carried

**MOTION:** Cr K Young/ Cr M Christian

“That the PRC will adjust the following documents and policies so as to align them with the revised Immigration, Visa & Settlement Information

- The Settlement Applicant Screening Scale – used internally by the PI IO.
- The New Migrant Home Land Application form – currently held by LMO
- Land Management FAQ information - currently held by LMO?
- Settlement FAQ information - currently held by PI IO
- The GPI Freight Policy
- The GPI Subsidised Travel Policy
- The GPI Home Loan Policy & Application form
- The GPI Immigration Website –

All in Favour / Carried

**ACTION**

The PRC will align relevant documents and policies, with the revised Immigration, Visa & Settlement Information policy in preparation for policy feedback from Evan Dunn and Deputy Governor Hamilton. The PRC will finalise formatting, circulate and post the revised policy to the Government website.

Information Request - Status of Feb 2022  
Marine Science Expedition

Cr M Christian as DM ECNR advised Council that the Marine Science Expedition is confirmed to operate from the 4th-16th February 2023. Planning is still being worked out at this stage further developments will be included in the January 2023 ECNR Division’s report to the Administrator, for submission to Council.

Satellite Communications Project – Concept  
Submission

**ACTION**

The Isec will contact the author to advise Council will not require such a proposition at this time

Mayor’s Request for PRC to Draft Cruise Ship  
Trading Policy

It was noted the mayor has requested the PRC to draft a Cruise Ship Traders Policy following her review of past Council decisions which limits eligibility to trading tables onboard cruise ships to those who are normally resident on-island - not visitors. It was agreed there is a need for improved documentation on the matter and Councillors T. Christian and M. Christian will begin consultation and first draft work with the PRC.

**ACTION**

Cr. T. Christian and Cr. M. Christian will develop a draft Cruise Ship Trading Policy for preliminary discussion

**General Business**

Information Only - 2022 Census completed and copy sent to PIO	Noted for the record.
End of year acknowledgement	Deputy Mayor S. Christian thanked Council for the work done over the last year and extended his congratulations to Simon Young who, as Mayor elect, will take office as of Jan 1 <sup>st</sup> 2023.
Council and Divisional Budgets time	It was agreed draft budgets will be ready for submission to Council by 12 <sup>th</sup> Jan 2023.
Recruitment of Pitcairn's FCA	<p>Cr M Christian acknowledged that the recently appointed FCA is positively and actively engaging with the community. However, she noted Council's many requests that HMG ensure that incoming FCAs are well versed skilled in elder care, was ignored by Administrators and HMG in the recruitment process. Given Pitcairn's aging population and that the school has been closed and there are no longer any children residing on Pitcairn – having Child Matters manage recruitment makes no sense.</p> <p>She suggested that elder care training and elder care management skills should be prioritised for the current FCA as soon as possible and that, going forward, this skill set should be a requirement for all incoming FCAs. Administrator Kilpatrick agreed forward planning is important.</p>
Date of next Regular Council Meeting	Wed 18 <sup>th</sup> Jan 2023 9am
Date of next Council Workshop	Goals and Objectives - Wed 11 <sup>th</sup> Jan 2023 9am
Council closed from 20 <sup>th</sup> Dec 2022 to the 4 <sup>th</sup> Jan 2023	<b>ACTION:</b> Deputy Mayor will make public announcement to advise the community of Council closure dates.
Isec Temporary Support	Isec advised Temp Support ceases end of 2022.
Question Set for Governor's Visitors	Council will forward questions for the Governor to the Administrator by 4 <sup>th</sup> Jan 2023. Administrator will invite local input via notice board and radio announce.
GPI PPS Wages for Dec 2022	The Deputy Mayor requested that Council timesheets, for Dec 2022, to be sent by end of day 29 <sup>th</sup> Dec. Any work undertaken between then and the 31 <sup>st</sup> of Dec should be added to Jan 2023 timesheets.
Work permits for pending workforce	<p><b>MOTION:</b> Deputy mayor / Kevin          "That Council provisional approval of works permits for 5 prospective GPI, visitor employees."          All in favour / carried</p> <p><b>ACTION:</b>          The Deputy Mayor will advise prospective employees to visit the Isec office to submit a letter</p>
Meeting Closed – 12:30pm	
Minutes Approved 18 / 1 / 2023	<b>Mayor:</b> 