



GOVERNMENT of PITCAIRN ISLANDS

## ISLAND COUNCIL GUIDING PRINCIPLES, ORDER & CONDUCT

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The Pitcairn Islands Council is the democratically elected Government of Pitcairn Islands and acts on behalf of the people of Pitcairn.

Members must observe the “**Nolan Principles**”, the accepted guiding principles of good conduct in public office:

- i. **Selflessness**  
Members should make decisions solely in terms of the public interests. They should not so do in order to gain financial or other material benefits for themselves, their family or friends, or their business colleagues; or to secure special treatment for any voluntary or charitable organisation with which they are involved.
- ii. **Integrity**  
Members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.
- iii. **Objectivity**  
In carrying out public business, including involvement in making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Members should make choices on merit.
- iv. **Accountability**  
Members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- v. **Openness**  
Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest, or issues of confidentiality, clearly demand it.
- vi. **Honesty**  
Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii. **Leadership**  
Members should promote and support these principles by leadership and example in order to maintain and strengthen the public’s trust and confidence in the integrity of the Island Council and its Members.

### 1. ISLAND COUNCIL REPRESENTATION

#### (1.1) Council Members

Members must adhere to the following:

- i. Councillors do not have the authority to act or make decisions independently on behalf of Council;



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- ii. Council members must not make improper use of information obtained through Council to gain an advantage for himself, herself or anyone else to cause embarrassment to Council;
- iii. When representing Pitcairn Island on official business overseas, members must be mindful of their representational role and statesmanship. They must adhere to agreed lines and clear statements they are proposing to make with the Island Council and or any government officials concerned before leaving Pitcairn Island;
- iv. Council is accountable to the community in carrying out its functions and achieving agreed objectives specified in the strategic development plan;
  - v. To develop and follow a strategic plan for the current and future requirements of Pitcairn Islands;
  - vi. To take the views of the community into account when decision-making;
  - vii. Attend all scheduled Council meetings, other relevant meetings and designated official functions;
  - viii. Compulsory attendance in the Child Protection training;
  - ix. Attend any training as required;
  - x. Adhere to all GPI policies and procedures.

### **(1.2) The Deputy Mayor shall, in addition, have the following duties:**

- i. support the Mayor in the conduct of his or her duties;
- ii. be involved in contacting vessels just prior to arrival;
- iii. be involved in the coordination of visiting yachts;
- iv. be the official bell ringer, excluding for public works, and flag flyer.

### **(1.3) Non Council Members**

- i. Individual(s), groups or organisations who have a legitimate interest in representing Pitcairn Islands in any forum must first seek permission from the Government of Pitcairn Islands, in writing, addressed to the Mayor and the Island Council;
- ii. No individual(s), groups or organisations may speak or make representation on behalf of the Island Council unless explicitly authorised to do so by the Island Council;
- iii. Official authorisation granted to individual(s), groups or organisations representing Pitcairn Islands Council, endorsed by the Governor's office, will present an official letter of authorisation and a brief approved by the Island Council, signed by the Mayor of Pitcairn Islands for the specific activity for which they are authorised to act.

## **2. CONFIDENTIALITY**

All Council members are required to protect the confidentiality of information obtained in the course of their duties as Council members.



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### 3. COUNCIL MEETINGS

- i. Council meetings will be held at least once each month as a regular Council meeting and as required and agreed upon by the Mayor and Council members;
- ii. Council meetings in addition to regular Council meetings are known as Special Council meetings;
- iii. Council members may request the Mayor to hold a special Council meeting detailing reasons for the special Council meeting.

#### (3.1) Agenda items

- i. All Council meetings must be accompanied by an agenda;
- ii. Agenda Items for Council meetings should be submitted in accordance with the Local Government Ordinance no less than three days prior to Council meeting where possible;
- iii. Agenda Items for special Council meetings should be submitted in accordance with the Local Government Ordinance as soon as possible prior to Council meeting;
- iv. Agenda items for Council meetings may be considered via CLOUD services in advance of the Council meeting;
- v. Outstanding items on the agenda will take first priority on the next agenda;
- vi. Items which are not on the agenda will only be considered if urgent.

#### (3.2) Minutes

- i. Draft minutes of each Council meeting are circulated to all Council members and approved via CLOUD services;
- ii. Minutes of each Council meeting approved via CLOUD services are recorded at the next scheduled Council meeting;
- iii. All approved Council minutes with the exception of Closed Council meetings are public documents. Council minutes are available to the public via the Island Secretary or on the Pitcairn Island Government website;
- iv. All approved minutes are filed away for safe keeping. Only copies of the originals are made available to the public;
- v. The Island Secretary may use discretion if unsure of any amendments and listen to the audio recording for clarification.

#### (3.3) Voting

Minutes, reports and recommendations, etc are approved/not approved by a Councillor making a motion followed by all other Councillors indicating, first whether their vote is yes, second whether their vote is no, and third whether they wish to abstain.



## **STANDING ORDERS**

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- i. The Mayor shall be responsible for the observance of the rules of Order in the Council and his or her decision on any point of order shall be final.
- ii. All members of Council will show respect to each speaker and the points raised by speakers without interruptions.
- iii. During a sitting, members shall enter or leave the Council Chamber with good manners.
- iv. If a member shows disregard for the authority and integrity of Council, or abuses the rules of the Council by persistently and wilfully obstructing the business, or otherwise, the Mayor shall direct the attention of the Council to the incident and may seek the removal of the offending member for the remainder of the meeting.
- v. If a member persists in disruptive behaviour during Council meetings, that member will be dealt with under the Code of Conduct.
- vi. In the case of serious disorder arising in Council, the Mayor may, if he or she thinks it necessary, adjourn the Council without question.

### **1. ORDER 1 – Record of Proceedings**

Mayor shall ask Council members “That the draft Minutes be confirmed as true and accurate”.

- i. After the Minutes of the Proceedings of any sitting has been so confirmed no alteration may be made to it; confirmation shall be recorded by the Minutes being signed by the Mayor.
- ii. The Island Secretary shall be responsible for the custody of the votes, records, draft Ordinance, Policies and Procedures, and other documents before the Council.

### **2. ORDER 2 - Order of business**

Unless the Mayor otherwise directs, the business of each sitting shall be transacted in the following order:

- i. Welcome - Mayor
- ii. Prayer
- iii. Confirmation of the Minutes
- iv. Matters arising from the Minutes
- v. Messages from Her Majesty the Queen and HMG
- vi. Messages from the Governor
- vii. Messages or report from the Mayor
- viii. Messages or reports from members.
- ix. General business

Messages from Her Majesty or from the Governor shall be read by either the Mayor or the Administrator.



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**3. ORDER 3 - Petitions**

- i. A petition may be presented to the Council only through or by a member.
- ii. Every petition shall be signed at the beginning thereof by the member in charge of it and shall be deposited (at least 72 hours before the sitting at which the Petition is to be presented) with the Island Secretary.
- iii. The Council shall not receive any petition which:
  - a) is not addressed to the Island Council;
  - b) is not respectfully worded;
  - c) has not at least one signature;
  - d) in the opinion of the Mayor does not conform to these Standing Orders.

**4. ORDER 4 – Papers and Reports**

- i. A member who wishes to present a paper or report shall deliver it to the Island Secretary at least 3 days before the date on which it is to be presented, and the Island Secretary will provide a copy to every member;
- ii. A member who presents a paper for debate must be responsible for recording amendments and must display all tracked changes within the document. The document should be titled appropriately using the term “draft” and subsequent drafts numbered ie. *draft 1*.

**5. ORDER 5 – Council General Business**

- i. Issues must comply with the following rules:
  - a) not more than one subject shall be referred to in any one issue.
  - b) an issue shall not contain the names of persons or statements not strictly necessary to render the question intelligible nor contain charges which the member who asks them is not prepared to substantiate;
  - c) an issue may not refer to or imply charges of a personal character or which reflects upon character or conduct except of persons in their official or public capacity;
  - d) references may not be made to any matter on which a judicial decision is pending in such way as to prejudice the interests of the parties thereto;
- ii. The Island Secretary shall keep a record of the issues raised by each member.
- iii. When a response has been given on an issue, any member may ask supplementary questions for the purpose of elucidating any matters of fact regarding which an answer has been given; a supplementary question shall not be used to introduce matters not related to the original question.



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**6. ORDER 6 - Motions**

- i. Subject to the provisions of these Orders, notice shall be given of any motion which it is proposed to make, with the exception of the following:
  - a) a motion for the amendment of any motion;
  - b) a motion for the adjournment of the Council or of a debate;
  - c) a motion for the withdrawal of the Public;
  - d) a motion to amend a draft record, moved in accordance.
- ii. Any member can make a motion following the debate. A motion will need to be seconded after which a vote will then be taken.
- iii. A motion shall be read exactly as it is recorded in the draft Minutes.
- iv. The Island Secretary shall record the motion and the outcome of the vote in the minutes.

**7. ORDER 7 - Members of the Public**

- i. Any member may move a motion that members of the public be excluded from the Council; such a motion shall be made on a point of Order and the question shall be put forthwith, without amendment or debate.
- ii. If any member of the public present during any sitting of the Council, shall behave themselves in a manner disruptive of the proceedings of the Council or otherwise in a disorderly manner, the Mayor, may require that person to leave the Council Chamber.

**8. ORDER 8 – General Provisions as to Behaviour in the Council Chamber**

- i. No person shall use any camera, including any television or video camera, or any device for recording sound, during the proceedings of the Council, without the prior consent of the Mayor.



## **CODE OF CONDUCT**

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The Code of conduct provides guidance to members on standards of conduct expected in the discharge of their duties. All members of the Council are required to comply with the provisions of the Code, and are subject to its disciplinary provisions.

### **1. PUBLIC DUTIES**

- i. The principal duty of a member is to act in the interests of the people of Pitcairn Island. In doing so members have a duty to uphold the *Partnership Values* set out in Part 1 of the Constitution and to act on all occasions in accordance with the public trust placed in them.
- ii. Members must be alert to the fact that the best interests of Pitcairn Islands as a whole may be different from those of vocal minorities or individuals, and may also be different from the member's personal preferences.
- iii. Elected members should be accessible to the Pitcairn Community which they have been elected to serve.
- iv. Members must give priority to attendance at meetings and should be present in Council when meetings are held unless they have compelling reasons not to do so.
- v. Members must be adequately prepared for the meetings they attend, which includes prior reading, discussion and consideration of relevant documents.

### **2. CONFLICT OF INTEREST**

- i. If members experience any conflict between personal interest and the public interest they should declare and resolve it immediately in favour of the public interest.
- ii. Irrespective of any specific sanctions provided by law when an Ordinance is enacted, any lack of complete honesty in relation to actual or apparent conflicts of interest amounts to misconduct.

### **3. MEMBERS' CONDUCT**

In addition to the Nolan Principles, members must adhere to the following:

- i. At all times they will conduct themselves in a manner which will maintain and strengthen trust and confidence in the integrity of the Island Council.
- ii. Treat other members and members of the public with respect and courtesy.

### **4. GIFTS AND HOSPITALITY**

- i. The unauthorised acceptance of gifts and hospitality to influence conduct as a member may amount to misconduct.
- ii. Members should not accept gifts, hospitality or services that might appear to place the recipient under any form of obligation to the giver. In receiving any gift or hospitality members should consider whether they would be prepared to justify acceptance to the public.



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**5. PROCEDURE FOR COMPLAINTS**

If a Council member, or member of the public wishes to make a complaint about the conduct of any Council member the following procedures will apply:

- i. Complaints, whether from Council members or from members of the public, alleging that the conduct of a member is in breach of the Code, should be addressed in writing to the Mayor.
- ii. The Mayor will appoint a panel of 2 councilors and the Administrator to assess the validity of the complaint and recommend appropriate action.
- iii. If the complaint includes the whole Council, the complaint will be dealt with by the Administrator and appropriate action will be taken by the Governor.

**6. DEALING WITH THE MEDIA**

- i. Members do not have the authority to act independently on behalf of the Island Council.
- ii. Members must be mindful of their representational role and must clear lines and or statements they are proposing to make with the Island Council and or any government officials concerned before leaving Pitcairn Island.

**Approved by the Island Council**

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