

## PITCAIRN ISLAND COUNCIL MEETING: 22 AUGUST 2023

### Administrator's Report

1. **Internet:** The Mayor and we have been in further contact with Starlink about their potential roll-out, and we are waiting for clarity on a couple of legal and technical issues including telephones. Speedcast are offering to send out a technical visit to look at the current system and work out how it can be improved.
2. **E-Mail:** We have been working with Kerry on getting better clarification from All Systems Go on the transfer of e-mails. The process has proved to be more complicated than we had hoped. We have asked for a meeting with All Systems Go in week beginning 19 August, so may be able to verbally up-date Council. All Systems Go have also offered to send out a technical expert.
3. **Infrastructure:** following the last Council meeting we are seeking costings for an expert visit to inspect the marine infrastructure and the longboats. We have reached out to contacts from our previous posting, and have drawn up initial Terms of Reference. It is now probable that we will not be able to start work on the slipway until the New Year, as it will have to be done when the Silver Supporter is on a New Zealand rotation.
4. **Governor's visit:** Iona Thomas will be visiting Pitcairn 21-24 September. A draft programme has been circulated as a separate agenda item.
5. **Legislation:** The draft **Biosecurity Ordinance** has been circulated to Council. The draft before Council has been discussed fully with DM ENCR and the Biosecurity team on-island. We are working together to draw up an operational manual which will sit alongside the Ordinance, and will provide guidance for the community, biosecurity team and importers.
6. **Policies:** The draft revised **health policy** has been circulated to the PRC, following discussion with health professionals and budget holders. Fiona will answer any questions on that from Council. The revised **Child Safeguarding** policy has also been circulated to Council, following consultation with experts here and in the UK. We will continue the cooperation on the **Procurement** policy.
7. **Shipping contract:** PIO are continuing their negotiations with Silversea on the shipping contract for the Silver Supporter. An independent expert looked at other options for shipping and recommended that the Silver Supporter was the most suitable for the island's specific requirements. We continue to negotiate with Silversea about a solution to deliver the goods to the quayside, but there has been little progress this month as the Deputy Governor has been away.
8. **Longboats:** we are exploring options and costings for an engineer's visit to assess all the boats. Icon boats, who were the original company approached,

have already said that this is something they are not able to do. I am approaching other boat surveyors based in New Zealand to get a quote.

9. **UPU:** I have been following this up with London and Geneva to try to find out how we can get our own barcodes. On a separate tack, I have also been chasing up on the non-recognition by some websites of the Pitcairn website. I have also been in contact with other OTs, some of whom have similar issues.

## **Head of Pitcairn Public Service Report**

### **General Points**

10. **Budgets:** All DMs have their spend to date for the first quarter. At the end of Q1, total departmental spend was 25.68% of original budgets. I will continue to have individual discussions with DMs on how their budgets are holding and what major expenditure elements are still to come through the year.
11. Council held partnership meeting with PIO on 15 August, which clarified some of the budget issues. Follow-up meeting next month once the Deputy-Governor is back in New Zealand.
12. DMs have also expressed concern about **debt levels** and the impact on overall budget availability. We are waiting to meet with Council representatives to discuss this separately and aim to have proposals for Council by September 2023.

### **Departments**

13. Detailed reports from Divisional Managers are in the Annex.

### **14. Finance and Economics**

- a. **Post Office** –following the reply from the UPU, we have been following up with our representative in Geneva, as well as with the Royal Mail and UK Government Departments.
- b. We have also asked Royal Mail to investigate why the Pitcairn postcode is not being recognized.
- c. **Store**–further meetings between the DM and shop staff have clarified the way forward, and a new shop notice will be issued shortly. Spare keys for the store are now held by the Administrator.
- d. **Tourism S & M** – the cancellation of the Mangareva-Papeete flight in early August demonstrated the vulnerability of the service. The passengers were stranded on Mangareva for over a week.

- e. **Miscellany** trial is going well and is sitting within the S&M team.

### **Natural Resources**

- f. **MPA** – MPA Communications Officer has been recruited, and has started work. Officer is on a leave of absence for 2 weeks as it is a short duration the role will not be advertised and the DM will fulfil any requirements. An MPA Communications Officer has been recruited and will start soon.
- g. **Biosecurity** – The draft new Biosecurity Ordinance has been sent to Council. ECNR and the Biosecurity team have been closely involved in the various iterations. Once it is passed, the next step will be to produce an operational manual. We have already started work on this.
- h. **Visitors:** Terry Dawson and his team visited the island this month, and Katy McCoy is still here working on the project. There are a number of visitors due over the next couple of months from Blue Belt, SPREP, RSPB and Protect Blue, and the Division has been organizing the visits.

### **15. Operations**

- a. **Marine Science Base:** almost completed, and the final work is being done. All utilities have been plumbed in.
- b. **EDF Solar farm:** the final details from the call to tender have been issued, and the tender should now be published.

### **16. Communities**

- a. **Health Policy:** part of the discussion of the draft revised policy, and the implications of the existing policy in specific cases.

Fiona Kilpatrick/Stephen Townsend  
Joint Administrators  
17 August 2023

## Departmental Reports

### F&E

Regular meetings with Shop, Tourism and Post Office staff to discuss any issues.

Careful management of budgets to ensure spend in line with forecasts.

Specific points during the month:

- **Post Office** – UPU. Waiting follow-up from the Administrator on next steps following their investigations in London and Geneva. Confirmation now that every parcel sent from Pitcairn must have a barcode on, that is paid for recorded delivery. The community have been informed and this system is working ok.
- Post Office also experienced rain coming in from the West with the severe storm, there is no flashing on the West side of the Store building. No permanent damage sustained.
- **Store.** Further meetings with Store Manager to clarify what is policy and how this should be communicated to the public. Misleading store notice withdrawn. Spare store keys are now held by Administrator.
- **Miscellany** – now sitting with S&M team. Working upon the terms of reference for the Fee for Service contract for writing content and photos.
- Gallery: covered for staff absence. All artisan purchase orders dispatched.

Tourism

### **Tourism Sales and Marketing Report – July 2023 - Submitted by H. Menzies**

#### **General**

- Passenger Service Relaunch initiated July 2022. Campaign roll-out continues - Banners/Socials/ PRs/Outbrain/Contacts & Specialist groups/ Agents / Trade Newsletters. 2024/25 SS shipping schedule roll-out planned for implementation as soon as publication green light received.
- July 2023 Cruise Call Schedules updated and circulated
- Accommodation provider data base active & maintained.
- Management Travel Trade Reps & Tourism Web Manager
- All FPC for Agents maintained / SS sales & liaison with PIO for billing.
- On/Off Passenger Schedule active and maintained
- Heather Menzies invited to present at the SPCA 2023 Cruise Forum in Papeete  
Oct 18<sup>th</sup> and 19<sup>th</sup> - details submitted to DM

#### **Miscellany:**

- Following Council decision Miscellany publication continues.
- July Subs: 172

- Casual Content Fee for Service Contract created for advertising early Aug.
- Mailchimp blocking has worked through with new IT provider and .pn sub offer reissued.
- Use of MPA comms media submitted ECNR Manager and PPS Head-approved by PPS Head.

### **Dark Sky Sanctuary / Conservation**

- A monetary donation for Mata ki te Rangi development is being held at the GT Discussion with DM required for submission at Aug regular Council meeting
- Awaiting input for PIO/PPS as to what funds are available across divisions for T&D
- Comms with Emily Hardman & Joe Peters (Blue Belt) re draft collaboration on the MPA/Visitor Experience Survey continues. 2022/ 23 Visitor data analysis initiated
- Request to meet with DM ECNR and newly appointed Comms Officer for collaboration submitted – no response.

### **Silver Supporter Passenger Service**

- All marketing / All first-point-of-contact pax comms
- All Booking & Agent Enquiries, Sales, Pax Scheduling and Ticketing
- All accommodation bookings & support for new and existing Registered Accommodation Provider Group
- SS Pax List submissions – Pax management for failed Air Tahiti Flight
- Silver Support Berth Sales Invoices for July 2023: NZ\$47,520.00

### **Pitkern Artisan Gallery Sales & Marketing:**

- Insta/FB/Web Banners / Weekly Featured Products
- Last Chance Mail Ship promo / GPI and Tourism sites
- GPI & Tourism site campaigns
- Data base management
- Monthly Artisan Payment Summary and Individual statements actioned for July
- July Artisan Gallery parcels tracked via newly implemented NZ Post/Pitcairn tracking system
- Shopify Artisan Gallery established Sept 2020: Sales to March 31<sup>st</sup> 2023 NZ\$74,587.43
 

Sales April 1 <sup>st</sup> - 30 <sup>th</sup> 2023:	\$2,334.60
Sales May 1 <sup>st</sup> - 31 <sup>st</sup> 2023:	\$6,240.25
Sales June 1 <sup>st</sup> - 30 <sup>th</sup> 2023:	\$6,124.88
Sales July 1 <sup>st</sup> - 31 <sup>st</sup> 2023:	\$4,892.01

### **Meetings:**

- Travel Trade Reps Zoom x 1
- Miscellany Zoom x 1
- SPCA & SPTO Cruise Forum x 1

## **ENCR**

**All departments and DM carried out their normal objectives within their job roles.**

### **MPA Department**

- Comms Officer and DM met to discuss content planning, frequency of tweets etc. The aim is to follow a similar theme as the MPA Management Plan key values.
- Zoom meeting between Blue belt Comms team, MPA Comms and DM as an introduction, cross collaboration and sharing resources. We asked Blue Belt if it was possible for them to reach out to other OT's to obtain a copy of their communications plan rather than us reinventing the wheel.
- MPA Officer has returned to work after a temporary leave of absence.
- Blue belt, Emily and Joe plan to conduct community awareness workshops, MPA officer training, survey etc.
- DM reviewed draft socio-economic survey, feedback was provided. Survey will be conducted during Blue belts visit.

### **Bio Security Department**

- Final review of the Bio Security Ordinance and Explanatory Note was carried out and is now submitted to the Island Council for review.
- Draft Bio Security Operational manual is currently being reviewed by the department, DM and Administrator. The manual has all the requirements that are under the legislation.
- The department and DM are reaching out to suppliers around bio security border protection practises.
- The department has sent a reminder to the Silver Supporter Captain to ensure that all pax on board receive and complete the arrivals cards prior to disembarking the vessel. It was suggested that they do this during the safety talk.

### **Land Management Department**

- LMO continues to work with the Land Court Registrar with regards to individual leaseholder files.
- DM and Mayor caught up to discuss land issues.

## **Projects**

### **Darwin - Humpback Whale Survey**

- Sound recording drops continue. Recorders are in the water for a three day period. Currently there is 216hrs of recordings to be analysed.
- ECNR has also loaned its sound recorder. Katy is seeking advice from a colleague who is familiar with this type of recording and will provide instructions.
- Whale photos were taken and go towards building up a catalogue. So far 10 individuals have been identified and the sighting of the mother and calf.

### **Protect Blue**

- Protect Blue are liaising with Blue belt to enhance objectives within the MPA Management Plan.
- Planning for September trip is in progress and will align with Blue belts visit by Emily and Joe. The combined visit of parties gives an opportunity to work collaboratively and ensure there's no overlap in objectives.
- During the visit Protect Blue will carry out community workshops, training for the Comms Officer, public dinner/presentation, plastics/equipment presentation.

### **EDF Regional - Invasive Species**

- Planning is underway for the pending visit of SPREP the project lead is currently liaising with Tourism for bookings and accommodation. Booking is 28th September - 8th October.
- Monica Gruber, from Wellington Uni-Ventures to complete the TISSAP development and provide Biosecurity assessment.
- Josef Pisi, SPREP. to provide invasive weed management action plan and estimate costing
- Quentin Paynter, from Manaki Whenua LandCare Research, to provide Natural Enemies-Natural Solutions action plan and assist with insect identification.
- Gregory Sherley, independent consultant, to provide funding concept (based on action plans) and insect identification (he is an entomologist). Experience in beekeeping.
- Myself, SPREP, to provide overall logistics coordination and support.

Tentative at this stage:

- Island Conservation, specialised in introduced mammal eradications and management. They conduct a lot of our rat eradications. They would provide input to the action plans and estimate costings for future funding.

### **RSPB - Rat Eradication**

- Planning is underway for the visit of RSPB. Booking is 19th October - 29th October. During this visit community presentation/consultation will be conducted as well as a brief visit to Henderson.

## Operations Division Summary

### C.A.C DEPARTMENT

- Regular monthly Grounds maintenance and cleaning was carried out during the month.

### COMTECH DEPARTMENT

- Reboot LTE tower and switches.
- Replace LTE antenna on residential building
- Connect LTE service to residential building
- Reconfigure phone service.

### ELECTRICAL DEPARTMENT/ POWER GENERATION

- Power meter reading.
- Connect power meter at Marine Science base to mains grid.
- Replaced faulty residential power meter.
- Install new power meter at on GPI building
- Reprogrammed GPI solar systems sequences
- Pitcairn Island renewable energy – Procurement process set to progress to the next tender phase.

### ENGINEERING DEPARTMENT

- Service and maintenance work on Power generators.
- Repair stop linkage on 24 hour power generator.
- Maintenance work on plant machinery.

### LANDING DEPARTMENT

- Load empty containers, mail container and LPG bottles onto Silver Supporter.
- Silver Supporter passenger transfers.
- Stack lifejackets away after each trip to Silver Supporter.
- Clean jetty.

### R.A.M DEPARTMENT

- Regular road maintenance was carried out during the month.
- Clear and clean fallen debris, bananas and tree branches caused by hard winds.

### WORKS DEPARTMENT

- Install new appliance at Administrators residence.
- Replace hot water unit at Emergency housing.
- Replace water pump and tap fittings at Emergency housing.
- Marine Science Base
  - Finalise all wall and ceiling lining.
  - Complete plumbing and electrical.
  - Setup all furniture in bedrooms.



- Install floor tiles.
- Connect main power to grid

## **Community**

- Due to council raising elder care issue went back and re read Elder Care paper 2021 and other policies that were mentioned in the public meeting by the doctor and social worker.
- Discussions had with the Doctor on off island health care, and meeting held to tidy up Health policy with stakeholders before this goes back to council for sign off.
- Meetings held throughout the month to ensure division running smoothly.