

ADMINISTRATOR AND HEAD OF PITCAIRN PUBLIC SERVICE REPORT TO
COUNCIL: 13 DECEMBER

1. A wet and rainy month, which has prevented much of the external work being carried out.
2. **Shipping:** Council are aware of the problem that arose over the January run to New Zealand. The Deputy-Governor has now written to the Mayor, who is following up with Councillors.
3. We were informed at very short notice that the FCDO had identified an underspend in one of their **capital** programmes, and we were invited to bid for these funds. Following a rapid process of consultation we put forward a number of bids, including for fire-fighting equipment, medical equipment and a repeater. Unfortunately the only bid which seems to have been successful was the one for the Starlink equipment. Kerry has been working on this proposal, and we have also run the proposal past the team in the UK who deal with remote communities communications. We hope to be able to submit the final proposal once Council have agreed it.
4. We are still pursuing the medical equipment proposal, which we consider to be strong, and have also asked that the other bids be put forward for next FY's capital budget bids.
5. We have held a series of meetings with all the DMs to prepare our **budgets** for next FY. We are working on the assumption that we will have the same envelope for on-island spend as this FY. As we are also factoring in the proposed 45% rise in salaries, we are looking carefully at controlling expenditure.
6. There will be a visit from a **Royal Navy** vessel early next year. They will undertake some patrolling in the MPA, and also some monitoring work. They will also bring in a team who will look at the explosives left over from the alternate harbour project, and advise on how to get rid of them.
7. The **Marine Science Base** governance plan is being developed by the University of St Andrews. This is the functional plan for the base, including Health and Safety etc, and will provide underpinning for its operation. There have been a number of discussions, involving the MSB Base Manager and DM ECNRD and the A-G's Chambers. It is still in draft, but we hope it will be completed soon.
8. DM ECNRD and the MPA Officer have been working with Blue Belt on the **Protected Area Management Effectiveness** exercise (PAME). This exercise

helps us to identify where we can focus our efforts in the future, and completing it will also help us with our bids for funds from London.

9. DM Operations and I have had a number of discussions with SPC and with the potential supplier for the proposed **solar farm**. We had concerns about the initial proposal, but there have been a series of video and telephones in which we provided further information and helped them to refine their offer. The supplier (6Star) will be submitting their final proposal to SPC and we hope it will then be accepted. The rough timeline would be for the installation team to be here in March/April, but that might slip.
10. The **Plastic Odyssey** is hoping to visit in February to clear some of the plastic from Henderson. There is a more detailed proposal as a later agenda item.
11. The new **social worker**, Shirley Wainwright, and her husband are due to arrive on 19 December.
12. As Fiona mentioned at the last meeting, we will be leaving in April. Our successor will be Lindsay Thompson who is currently in Antigua. We have worked it so there will be a ten-day handover.

DM Reports

Operations

- Discussions with SPC around solar farm. Sending additional photos and videos as requested.
- New generators installed and re-configured to provide 24 hour power. Fuel consumption closely monitored.
- General maintenance – weather was too bad for outside projects
- Doors and windows arrived for clinic and community centre

ECNRD

- Discussions with St Andrews University, Blue Belt, A-G's Chambers, on draft MSB Operational Guide.
- Further work on Biosecurity Manual. Monica Gruber, SPREP Biosecurity expert, will be visiting island and will have further discussions with her.
- Regular contact with Cefas about 2024 Science Expedition.
- Working with Tourism about Protect Blue, and staying in contact with Protect Blue.
- PAME workshop with Blue Belt. Identified potential areas of work for next FY.
- Received Blue Belt report of community workshop they held during their visit
- Catch-up meetings with MSB Manager.

Communities

- Preparation of budgets for next FY
- Preparing for arrival of new social worker
- Preparing for returning islander

Finance and Economics

- Post Office – building not sealed so Postmaster having to work from temporary office
- Store – continuing to address debt reduction and preventing further accrual of debt
- Large store order arrived and already on shelves.

- Tourism Sales and Marketing Report – Nov 2023 - Submitted by H. Menzies
- General
- Approved 2024//25 SS passenger shipping schedule roll-out implemented: Banners/Socials/ PRs/Outbrain/Contacts & Specialist groups/Agents /Trade Newsletters & Websites
- Nov Cruise Call Schedules updated and circulated & FPC for PSA agents maintained
- SS sales & liaison with PIO for billing & Management Travel Trade Reps & Tourism Web Manager
- Accommodation provider data base active & maintained & On/Off Passenger Schedule active and maintained
- Round 1 of the Tourism Trivia Competition generated 117 entries from 21 countries and territories.
- Failure to complete Artisan Galley order fulfillment requirements over a busy pre-Christmas campaign has highlighted capacity / management issues. This has been raised with DM F&E.
- A review and reallocation of tasks across Tourism roles and responsibilities in process.
- Government Website Migration
- The migration of the Government website was completed on the 30th. The new site replicates existing content and will go live first week of Dec. Phase 2 will entail:
 - Refreshing and updating copy / Monetizing the products page
 - Merging pages that are duplicating content (i.e., Notices + Situations Vacant
 - The addition of a community notice board & a search component for Policies/Annexes
- Improving contact form to ensure inquiries go the correct FPC.
- Miscellany:
 - Current Subs Count: 253 (up 10 from last month at the new subscription rate of 35/yr.), 23 of 254 are subscribed at the new rate.

- Organic gain via the VisitPitcairn website continues at (1-2 per week) and at \$35/yr. Projections for organics across all websites will increase organics to 5-10.
- Digitizing archives behind the paywall for easy search via keyword, date, topic has been pushed out to Dec due to prioritisation of the Govt. website migration
- S&M team covering all aspects of production, subs and circulation.
- A new, local FFS content provider signed up.
- Dark Sky Sanctuary / Conservation
- The proposal to contract SQM-DLHSC Solar equipment and data interpretation training to ensure the accuracy of the forth coming DSS Annual report has been differed. A request to ensure training and development funding is factored into the 24/25 Tourism budget has been made.
- Meeting with DM ECNR to discuss Protect Blue 2024/25 pitch. Meeting date set to discuss the Blue Belt Survey and community workshop report early Dec.
- Meeting with Protect Blue to discuss integrating MPA Brand with Tourism set for early Dec.
- Silver Supporter Passenger Service
- All marketing / All first-point-of-contact pax comms & Agent Enquiries
- All Sales, Pax Scheduling and Ticketing / SS Pax List submissions
- All accommodation bookings & support for new and existing Registered Accommodation Provider Group
- Invoices for Nov 2023: NZD \$61,480.
- Pitkern Artisan Gallery Sales & Marketing:
- Insta/FB/Web Banners / Weekly Featured Products / Last Chance Mail Ship
- GPI & Tourism site campaigns / Data base management
- Monthly Artisan Payment Summary and Individual statements actioned for Nov
- Shopify Artisan Gallery established Sept 2020: Sales Nov 1st – 30th 2023: \$4,140.57
- The impact of 40 orders having not been fulfilled last month has been dealt with and planning to restructure the Order fulfillment role continue.

Stephen Townsend

Administrator

8 December 2023