



PITCAIRN ISLAND
OFFICE OF THE ADMINISTRATOR

Administrator's Monthly Report to Council for January 2023

In my first month on Pitcairn Island, my focus has been on the following priorities:

- Getting to know DMs and some Heads of Department, and understanding the functioning of GPI;
- Discussing draft budgets with DMs;
- Supporting work on the 2023-4 MPA Management Plan and planning work for Expedition Red Fish in February;
- Preparation to send the longboat O'Leary off-island for repair;
- Advising the Governor on her proposed (and now postponed) visit;
- Full details of wider work is below in the DM updates.

Looking ahead, the next month is focussed on supporting cruise ship visits; helping Doctor Kevin who will provide locum care when Dr Bruce leaves until a longer-term replacement is appointed. I am sure you will all want to join me in thanking Dr Bruce for his work here, and wish him a safe journey and a speedy recovery.

I will continue discussions on budgets with DMs and PIO, and expect these to be finalised before the next Council meeting. I will also be participating fully in the establishment of strategic objectives for Council, following the recent workshop, and SMART objectives for DMs and Divisions. I will also be looking for early priorities on unfinished projects.

Lastly, in partnership with the FCA and DM Communities, I will be looking at the future role of the FCA in supporting the community.

The following sections cover divisional updates:

DM Communities

- Discussions with new Administrator;
- Budget preparation
- Worked with policy review group on Health policy and related papers;

DM Environment/ Nature

MPA

- MPA Officer continues to work with Blue Belt on various activities and liaises with DM when required.



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- A community presentation, poster and leaflet on the marine conservation regulations is on hold until the Permit Officer and Committee members have been appointed as they will form part of the presentation.
- Marine Science Expedition February (approx 6th-16th). Expressions of interest for the science expedition will be advertised. The marine science expedition team will consist of 4 scientists from CEFAS, 2 scientists from Edinburgh University and 6 locals. The expedition will visit the 40mile reef, Henderson and Oeno.
- CEFAS - Simeon is in the process of drafting an expedition plan which will be forwards to Council for information on what scientific work will be carried out.
- Blue belt requested community engagement in naming the expedition, five fish names were received and one has been randomly chosen which is "Red Fish".
- Expressions of Interest for a scientific study into Fishery life cycles will be advertised at the same time as the expedition. Those that are interested will be trained by CEFAS during their visit in February. The study is to help us understand the breeding cycle of certain species.

Marine Conservation Regulations

• Next Steps - Permit Officer & Committee Members Appointments

Email from Danielle

Now that the regulations have been passed we need to make the appointments to the roles of Marine Permit Officer and Committee. As you know, under the Regulations these appointments are to be made by the Governor after consultation with the Council. So, the immediate next step is that the Governor (usually through the Administrator) must consult Council on these appointments. The timing for the appointments is therefore really in the hands of the Governor and Council.

After the MPO and Committee are appointed, there are a few things to work through with those appointees before the second part of the regulations are brought into force. This includes prescribing forms and fees for permits, setting up a process for recording permits, and preparing public information (which it sounds like you are already on top of). We can help work those through with the Committee and MPO, but the first step is to make the appointments so that the correct body can approve the forms.

Land Management

- Land Management officer assisted the Island Secretary around land files/documents and the last Land Court sitting.
- Work continues with land holder files, scanning of files etc.

Bio Security

- As per Councils request seeking a cost for the disposal of batteries/hazardous waste into New Zealand by Shuttle. A follow up is required.
- Department vacancy was advertised. In the meantime the HoD will be fulfilling quarantine requirements.
- Now that the Administrator is on-island the aim for January is to review the Bio Security draft legislation.

Projects



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- Protect Blue short film project, an asset mapping exercise is in its final stages next steps is a community questionnaire, a report on work carried from commencement of project up to the end of the year will be provided by Protect Blue in due course.
- Darwin Plus RSPB project: planning is underway. During Andy Schofields visit he will be conducting a house to house survey as part of the consultation process as well as holding a community presentation'.
- Darwin Plus Whale project: planning is underway - Terry Dawson has recruited a PhD student, Katy McCoy who will be leading on the Darwin humpback whale research on Pitcairn Island over the next couple of years. Terry and team will be arriving in July and Katy will be staying for 2-3 month duration.
- Invasives Species project - SPREP team (possibly 7) have engaged with Heather and are planning their 2023 trip to Pitcairn.

Proposed Veterinary Visit

Division will utilise some of its underspend within the budget allocation under training.

As requested by Council to reach out to Aniket Sardana to ascertain suitable travel timeframes.

"At present I'm quite flexible and don't have many solid commitments for this year although I will stay in the UK for the coronation on the 6th May. Generally my preference is to work away in the UK winter (October - April although Jan - March is the best period) as I tend to have a lot more going on here in the summer. However a shorter visit in our summer is also possible".

Aniket has suggested a minimum of 3 weeks, but up to 6-8 would enable more to be done.

Attached Documents

- Expression of Interest - Marine Science Expedition - Operation Red Fish.
- Expression of Interest - Scientific study into fishery life cycles.

General Information

- A presentation will be held in the hall with Nik and Andy updating the community on the findings from start to finish of the Reed Warbler field study.

Finance and Economics Division

Another busy month for the division.

The Post Office dispatched a number of parcels and general mail on the departing supply ship. Honey and the Artisan Gallery are the biggest customers.

There have been global delivery problems caused by covid-19 which has impacted on customer relationships on and off Island.

We are awaiting confirmation from HMG on Pitcairn's application to become members of UPS. Universal Postal Union which should give access to appropriate mail tracking systems.



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As a temporary measure the PO has secured bar codes and has initiated a system whereby parcels can be tracked if they are joining the normal NZ post office system.

Regarding receiving stocks of new stamps and coins, the post office now has a complete breakdown of all stamps and coins that have been produced via Tower Mint. Post office is now considering costings, and what quantities to purchase in consultation with Evan PIO.

The internal audit process has moved from a monthly to three monthly cycles with staff exception reporting as required.

Sales are picking up with the arrival of cruise ships and is anticipated to continue to climb with more ships scheduled to call in 2023.

The Store has experienced some supply chain problems with orders not being fulfilled and some empty shelves. Generally, there has also been a push to reduce stock levels in some areas.

New staff are fitting in well.

Following the recent audit, a number of changes have been introduced. These are working well.

All Audit recommendations have been actioned, with the exception of the CCTV. This arrived with a small essential component missing. It is anticipated to arrive in January.

Work continues to move forward with the drafted changes to the Store Policy, responding to both audit and community concerns. Anticipated that the Store Policy will return to council for approval in January council.

Miscellany Nadine Christian finished her 5-month fee for service contract while Simon Young was away. All went very well during that time. Simon has returned to the role, and December's issue was published on time.

Tourism continues to be the mainstay of Pitcairn's income generation. Tourism Co-Ordinator Heather Menzies produces a monthly report on behalf of the department. Heathers comprehensive report is included here:

Tourism Sales and Marketing Report – Dec 22 - Submitted by H. Menzies

General

- Passenger Service Relaunch initiated July 2022. Campaign roll-out continues: Banners/Socials/ PRs/Outbrain/Contacts & Specialist groups/ Agents / Newsletters
- All transfers/cancellation associated with inclusion of the Marine Science Expedition complete
- Nov/Dec Cruise Call Schedules updated and circulated
- Accommodation provider data base active & maintained
- Marketing revised 2023/24, passengers shipping initiated and continuing
- Planning for 2023 SPCA Seatrade & SPTO NZ trade shows underway



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- Management Travel Trade Reps
- Sales liaison for Billing PIO
- On/Off Passenger schedule active and maintained

MPA & Conservation Marketing Activities

- Prep for IDSA Annual Report – Submission due 13th Jan 2023

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 PI Registered Accom providers
- SS Pax List submissions
- Post relaunch Sales, from July 2022, to Oct 2022: NZ\$88,000

Note: Cannot provide update to Dec 31st 2022 - PIO is closed. Will update Jan S&M Report

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
- Established Sept 2020: Sales to Dec 31st 2022: NZ\$67,280.42

External Meetings

- Travel Trade Reps x 2
- PI Web Management x 2
- IDSA x 1

Operations Division

C.A.C DEPARTMENT

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

COMTECH DEPARTMENT

- Restore phone and internet services to local residence.
- Telecommunications Satellite dish BUC unit over heating due to faulty cooling fan. Make shift cooling box with air conditioning unit have been constructed and the service restored temporarily until replacement BUC unit arrives on island. Replacement BUC is due on the supply ship on the 21st or 26th January.
- Starlink connection at the Square will be relocated to the Administrators residence.



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ELECTRICAL DEPARTMENT

- Power meter reading.
- Install local solar system.

ENGINEERING DEPARTMENT

- Service and maintenance work on Power generators.
- Maintenance work on plant machinery.
- Service and test longboat fuel system.

LANDING DEPARTMENT

- Unload Supply ship
- Silver Supporter passenger transfer
- Provided transfer service from ship to shore for French Navy
- Local ship to shore service for visiting cruise ship Adamar.

R.A.M DEPARTMENT

- Regular monthly road maintenance was carried out during the month.

WORKS DEPARTMENT

- Maintenance work at FCA residence.

PROJECTS

- Marine Science Base cladding completed. Internal wall and ceiling linings being installed.
- Awaiting costing from New Zealand Boat and Crane Company to finalise Marine Infrastructure proposal.

A handwritten signature in black ink, appearing to read 'Fiona Kilpatrick'.

Fiona Kilpatrick
Administrator of the Pitcairn Islands

15 January 2023