



PITCAIRN ISLAND COUNCIL

**Minutes of the Regular Council Meeting held at the Public Hall
Commencing at 9.00am, Wednesday August 21st 2019**

Present:

Mayor Shawn Christian, Cr Michele Christian, Deputy Mayor Charlene Warren-Peu, temp Cr Lea Brown, Cr Kevin Young, Cr Sue O’Keefe, Cr L Jaques, Isec Heather Menzies, & Administrator Nick Kennedy

In attendance:

Apologies:

Welcome: The Mayor welcomed Council to the table and the Deputy Mayor opened with a prayer.

Agenda Item	Tabled by
Matters/Actions Arising from Minutes of June 26 th & July 31 st 2019	<ol style="list-style-type: none"> 1) Cr Young advised that the IAU has acknowledge receipt of the Pitcairn Island Exoworld naming proposal. 2) Council met on July 7th 2019 to tease out positive activities from the Facilitators report which will be developed further at the next Strategic Development Plan workshop 3) The Administrator advised that he and the DM ECNR have implemented procedures for the Silver Supporter to have its rubbish and recycling needs dealt with on-island. 4) The DM ECNR advised that the CRIOBE scientist reports are submitted to the ECNR office and are also available on line. 5) The EDF 10 & 11 Implementation Group met on Aug 12th 2019 to discuss and action requirements for meeting the EDF11 Performance Indicators and targets for variable tranche disbursement (see below). The outcomes from the EDF 10 & 11 Implementation group meeting were shared with Council on Tuesday 13th Aug. 6) The Administrator advised he discussed exchange rate increases with FC, Evan Dunn, which resulted in an increase being implemented last week. 7) The Deputy Mayor advised that the Facilitators report was made available to the Community and feedback will be invited prior to the Council workshop on 7th July. 8) The Mayor will review current freight costs for water tanks and report back to Council - Deferred until next meeting.

Approval of Minutes, of the Regular Council Meeting of July 31st 2019 as previously circulated.	MOTION: Deputy Mayor Warren-Peu / Cr S O'Keefe "That the Regular Council meeting minutes of the July 31 st , as previously circulated, be accepted." All in favour / Carried
Recommendations for community spend of US\$3000 gift from Bounty Club - Switzerland	<p>The Deputy Mayor reported that two individuals from the Bounty Club in Switzerland, who were on-board the Aranui earlier this year, donated US\$3000 to the community. They requested that it be used for the benefit of all.</p> <p>There ensued general discussion about donated funds and their location and it was agreed a list of available funds will be requested from the Financial Controller.</p> <p>ACTION: The Administrator will contact PIO to get a list of donated funds and report back to Council.</p> <p>It was agreed the Bounty Club donation will be discussed at the next public meeting for community in-put. Additionally, it was agreed that a date for the surplus gift public auction will coincide with the forthcoming deceased estate auction.</p> <p>ACTION: The Deputy Mayor will contact the Bounty Club Switzerland to thank them and acknowledge the gift.</p>
Guiding Principles Order & Conduct Doc – Circulation to Nominees	MOTION: Cr S O'Keefe / Cr K Young "It was agreed that the Guiding Principles Order & Conduct Council Document will made available to those who are nominated to run for office at the next elections." All in Favour
Pacific Games -Update	Cr S O'Keefe reported there is no further information from the previous Pacific Games contact.
Exoplanet Naming - Update	Cr K Young advised that receipt of Pitcairn's Exo-planet naming proposal has been acknowledged by the IAU. He will report on progress accordingly.
Finalise Dates for next Public Meeting/ Community Consultation	It was decided that the next EDF Community Consultation meeting will take place on Monday 26 th Aug 9.00am. The more general Public meeting will take place on September 17 th 10.30am
EDF Performance Indicators for Disbursement Update See Appendix 1 – As previously circulated.	<p>It was noted that the EDF 10 & 11 Implementation Group met on Aug 12th and 19th to initiate immediate outputs for the new EDF11 deadlines (see Appendix 1), predicated by the proposed Oct 31st, with or without a deal, BREXIT and the VT 1 – 4 procurement procedures. These changes bring the EDF11 procurement criteria deadline forward to Sept 20th 2019.</p> <p>At the EDF 10 & 11 IG meetings of the 12th & 19th Aug a revised EDF11 work plan and timetable, which will meet the EU's</p>

procurement criteria and enable Pitcairn to access the remaining EDF11 funds this calendar year, was agreed upon.

Additionally, actions to speak with the EU to confirm that the proposed work plan meets their criteria were agreed. This entailed the Deputy Governor (DG) and Financial Controller (FC) liaising directly with EU to clarify time lines should the UK leave the EU without deal by Oct 31st. They also sought clarification about deadline requirements as stated within the EU criteria, as previously, circulated.

It was noted that procuring and landing aggregate in sufficient quantities to complete EU project work must be prioritised. The Operations Manager agreed to immediately gain a minimum of 3 quotes for the necessary aggregate, as per EU procurement policy requirements. The first instalment will be delivered to the island on the next supply ship (arriving Pitcairn approximately 8th Oct).

Additionally, given the need for immediate work to focus on the EDF11 procurement criteria, the EDF 10 & 11 IG agreed that draft plans/models for all remaining the EDF-10 builds will be ready to present to Council and the community for consultation by mid-September.

At the EDF 10 & 11 IG Meeting of Aug 12th it was noted that Token & Taylor, who have considerable experience of Pitcairn's engineering requirements could be contacted with the possibility of engagement so as to assist in meeting the engineering report requirements for the EDF11 procurement criteria.

Pitcairn received a note from the EU asking for a bid for a share of the final funds from EDF 11, last month. This is a Euro's 2 Million allocation to be used for Technical Assistance i.e. evaluations, expertise, etc. It was suggested that an application might be made for funding for Technical Support for Bounty Bay improvements including the boat shed.

The EDF 10 & 11 Disbursement timing for these funds would be pivotal however, given the Sept 20th deadlines, so it was agreed the DG and FC will discuss this with the EU and also explore the possibility of making a single source justification to the EU for engaging Token & Taylor. This was successful and the process for accessing funds for engaging Token & Taylor is underway.

	<p>It was noted that the DM Operation has scheduled a work force consultation meeting and work on meeting the EDF11 procurement criteria will be underway by the end of week.</p> <p>It was agreed, at the EDF 10 & 11 IG meeting of the 19th, that the IG will recommend to Council that an EDF 11 Projects Recorder JD be developed and a job advertised for a short-term contractor to assist PIO in gathering evidence of progress for PIO's reports to the EU re the EDF 11 procurement criteria (see Appendix 2)</p>
JD for EU Projects Recorder (see Appendix 2)	<p>Motion: Cr O'Keefe / Cr L Jaques "That Council approve the EDF 11 Projects Recorder JD, as submitted. The position will be advertised 21st August 2019."</p> <p>All in Favour / Carried</p>
General Business	
Renewable Energy Project Update	Cr Jaques reported the renewable energy remains active though it was acknowledged the Oct 31 st BREXIT deadline may well impact timing and funding. The next step entails advertising for tenders.
Tahiti Supply Run - Local Passenger Travel	<p>There was general discussion about fares for locals intending to travel to Tahiti with the planned supply run 2020. It was agreed cost and requirements need to be clarified as soon as possible so as to ensure the community is well informed.</p> <p>ACTION The Administrator gain clarification of cost and requirements for local travel to Tahiti on the 2020 Supply Run and report back to Council.</p>
Fire Engine	Cr S O' Keefe raised the topic about fire-fighting equipment and risk management. The DM Operations advised that all homes have government water tanks on their properties and the DM Community Development noted that the elderly are offered fire blankets and extinguishes.
EDF 11 Project Preparation VT4	<p>The DM Operations reported that he had met with the current resident Doctor on the 20th August to further clarify requirements for the additional consolation room and improved service entry.</p> <p>The building plan will now be finalised and work scheduled. Site preparation will begin following the work force consultation meeting scheduled for 11.00am 21st Aug.</p>

Meeting Closed: 10: 30am

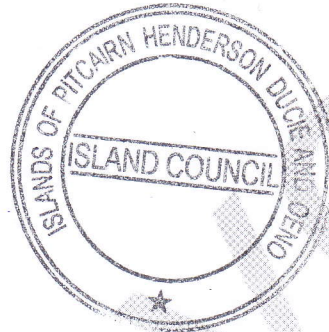
Date of Next Regular Council Meeting: TBC

Special Council / Public Meetings: EDF 11 Public Consultation Aug 26th 2019 9.00am
General Public September 17th 10.30am

Dates of Next workshop(s): EDF Implementation Group Meeting 26th August 1.30pm
SDP Planning Workshop 28th August 2019.

Mayor Shawn Christian: 

Date: 27 / 8 / 2019



Approved

APPENDIX 1

Table D: Performance indicators and targets for variable tranche disbursement

Policy/contract objective	Indicator	Baseline - 2017	Target – Year 2019
Objective 1 To increase tourist arrivals and encourage more tourists to stay on the island, thereby increasing tourism revenue and stimulating Pitcairn's local economy	<i>VT Indicator 1:</i> Initiation of construction of safe facilities for passenger craft and tourist facilities	No work undertaken	Target: 0 - No significant progress in construction 0.5 - Construction 50% completed or less 1 - Construction of more than 50% completed Source of verification: as per Table C Weight: 25%
Objective 2 To promote and protect Pitcairn's history, culture and heritage, thereby establishing sound foundations for sustainable island heritage tourism	<i>VT Indicator 2:</i> Start of physical works for construction of a new Arts & Culture Centre; and access to historic and scenic sights.	No work undertaken	Target: 0 - No planning completed or physical works started 0.5 - Planning completed but no physical works initiated 1 - Physical construction is underway and foundations completed Source of verification: as per Table C Weight: 25%
Objective 3 To improve Pitcairn's telecommunications and medical centre, to reduce isolation and improve health provision and resilience as visitor numbers increase	<i>VT Indicator 3:</i> Upgrade communication systems with greater bandwidth and capacity and cell service.	Expressions of interest received. No work undertaken	Target: 0 - Neither the Feasibility study has been completed nor have steps been initiated with respect to procurement 0.5 - Feasibility study completed but no procurement process initiated 1 - Feasibility study for upgrade completed and procurement process initiated Source of verification: as per Table C

APPENDIX 2

Government of PITCAIRN ISLANDS



Job Description Form p.1

Division/Departme	International Relations Advisor – Cr L. Jaques		
Location	Pitcairn Island		
Job Title	EDF 11 Projects Recorder – short term contract 28 th Aug – Sept 20 th 2019		
Reports to	Administrator/Council/ PIO	Appointe	Division
Salary	\$10 hourly rate		
Level/Grade	Type of position: Contract <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Trainee As required (max 100 hours in total)		
General Description			
The EDF 11 Projects Recorder role is to create accessible, chronological, visual and textual records of progress made in achieving the EDF Performance Indicators by Sept 20 th 2019:			
<ul style="list-style-type: none"> • The Projects Recorder will document the day to day and/or week to week progress on EDF 11 outcomes VT 1, 2, & 4 (see annex 1). • The Projects Recorder will liaise and consult with the EDF Projects Manager, Administrator and Division Manager Finance & Economics to access documents and scheduling and arrange times for photo opportunities. • The Projects Recorder will respond, in a timely and efficient manner, to text and photographic requests made by PIO so as to meet reporting responsibilities as required. 			
Education & SKILL requirements / work experience			
Excellent interpersonal and communication skills Strong computing and time management skills Honesty, integrity, impartiality			



Job Description Form p.2

EDF11 PROJECTS RECORDER

Specific duties

- To liaise with the Administrator and Project Manager(s) to access work schedules and proposed timelines
- To take photos of before, progress and after scenarios, as they evolve, for each of the 3 on-island projects.
- To liaise with Isec & EDF Implementation Group to access relevant Council & EDF Implementation Group Minutes and Meeting notes for inclusion in records.
- To take responsibility for document compilation, as required by PIO, and submit as required.
- To adhere to agreed language conventions and reporting templates as supplied.

KEY PERFORMANCE INDICATOR 1	Consistently demonstrates initiative and responsibility when delivering all aspects of this job description
KEY PERFORMANCE INDICATOR 2	Provides International Relations Advisor – Cr L. Jaques with weekly progress reports
KEY PERFORMANCE INDICATOR 3	All work compiled and submitted accurately and on-time.