

**MINUTES OF
NORFOLK ISLAND REGIONAL COUNCIL MEETING
WEDNESDAY 17 AUGUST 2016**

MINUTES OF THE **Ordinary Council Meeting** OF NORFOLK ISLAND held at the Council Chambers on Wednesday, 17 August 2016 commencing at 2.00 pm.

ATTENDANCE
Councillor Robin Adams
Councillor Rod Buffett
Councillor John McCoy
Councillor Lisle Snell

ALSO IN ATTENDANCE
General Manager (Lotta Jackson)
Group Manager – Services (Bruce Taylor)
Group Manager – Commercial Hub (John Van Gaalen)

WELCOME

The Mayor welcomed Councillors, Officers and the community to the third meeting of the Norfolk Island Regional Council.

STATEMENT OF RESPECT

The Norfolk Island Regional Council promotes a climate of respect for all. We will endeavour to inspire in our community shared civic pride by valuing and protecting our unique culture and environment, both natural and built, for the current and future generations. We, the elected members and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.

CONDOLENCES

Cr Adams recorded the passing of –

- John Henry BERGAGNIN
- Edith May MACK
- William John MENZIES
- Baker George William McCOY
- Robert ELVEY

As a mark of respect to the memory of the deceased all Councillors stood in silence.

BUSINESS OF MEETING

APOLOGIES

19/16 Resolved:

That the apology of Cr David Porter be received and noted.

(Rod Buffett/John McCoy)

Motion Carried

DISCLOSURES OF INTEREST

20/16 Resolved:

That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting

NAME	TYPE	ITEM	DISCLOSURE
John McCoy	Less than Significant Non Pecuniary	GS 3/16	Hon Treasurer RSL

(Rod Buffett/Lisle Snell)

Motion Carried

CONFIRMATION OF MINUTES

21/16 Resolved:

That the Minutes of the Ordinary Council meeting held on Wednesday, 20 July 2016, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Rod Buffett/John McCoy)

Amendment

That the mover and seconder of (Item: GM 13/16) Community Strategic Plan 2016-2026 be amended from (Lisle Snell/John McCoy) to (John McCoy/Lisle Snell)

Motion as Amended Carried

PUBLIC ACCESS

Mr Rael Donde, on behalf of the Norfolk Island Accommodation and Tourism Association (ATA), addressed the Regional Council under Section B5.1 of the Code of Meeting Practice on the following agenda items: NM Snell 1/16 Tourist Bureau Strategic Plan 2013-2023; and NM Snell 2/16 Appointment of Tourism Advisory Council, and made the following points:

- Lack of funding by the Commonwealth Government to implement the Plan;
- Insufficient Tourism Budget to implement the Plan and the under resourcing of Norfolk Tourism without the General Manager

- Ensuring Tourism Budget is not diverted to other Council needs.
- The need for the Commonwealth to be a real Stakeholder in the Plan and Advisory Committee.
- Participation in the implementation by Commonwealth agencies such as KAVHA, National Parks Board, Tourism Australia, and state agencies (possibly Destination NSW)
- The need for clear delineation of responsibilities (Administrator, Council Group Management, Norfolk Island Tourism, Destination NSW, Tourism Advisory Committee).
- Ensuring Accommodation Sector is not disadvantaged with higher council rates, which means less capacity to spend on marketing.

MAYORAL MINUTE

22/16 Resolved:

That the Council and all present in the Chamber endorse that the meeting be filmed by Dan Rivers from Independent Television News (ITV) who travelled from the United Kingdom to investigate how Norfolk is dealing with the transition to the new governance arrangements. Mr Rivers was joined by Leslie White who took footage of the proceedings for possible inclusion in a documentary titled 'On Assignment: Norfolk Island.'

(Robin Adams/Rod Buffett)

Motion Carried

REPORTS FROM OFFICERS

(ITEM: GM 14/16) OPERATIONAL PLAN ACTIVITIES

SUMMARY:

The purpose of this report is for Council to consider the adoption of the draft Operational Plan Activities for 2016/17, and also consider placing the plan on public exhibition for 28 days.

23/16 Resolved:

That Council adopts the *Draft Operational Plan for 2016/17*; places the Plan on public exhibition for 28 days; and should Council not receive any submissions, the Plan becomes the adopted Operational Plan 2016/17.

(Rod Buffett/Lisle Snell)

Motion Carried

(ITEM: GM15/16) POLICY: COMMUNITY DONATIONS

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Community Donations* and for Council to adopt specific budget amounts for community donations for the year 2016/17.

24/16 Resolved:

(1) That Council adopts the policy titled "*Community Donations*" as provided in Attachment 2.

- (2) That Council donates the fee of \$90.00 for the hire of Rawson Hall in August 2016, for the public presentation arranged by WAGNI for Ms Rosie Batty to speak on the topic of raising community awareness of family violence.
- (3) That Council allocates the following funds for Community Donations to various projects in the 2016/17 budget with review in 2017/18 financial year:

Program	Budget
Bursaries and scholarships	\$18,000
Army Cadets - donation	\$5,000
Banyan Park Play Centre - donation	\$12,000
Sports Promotion - donation	\$5,000
Youth Sports Fund - donation	\$5,000
Christmas Pageant - donation	\$780
Easter Carnival - donation	\$2,500
New proposed Community Donations Program	\$5,000
Total	\$53,280

(John McCoy/Lisle Snell)

Motion Carried

(ITEM: GM 16/16) POLICY: EXPENDITURE AUTHORITY IN EMERGENCIES

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Expenditure Authority in Emergencies*.

25/16 Resolved:

That Council does not adopt the policy titled "*Expenditure Authority in Emergencies*" provided in Attachment 3.

(Lisle Snell/John McCoy)

Motion Carried

(ITEM: GM 17/16) POLICY: OVERSIGHT OF THE GENERAL MANAGER BY THE MAYOR

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Oversight of the General Manager by the Mayor*.

26/16 Resolved:

That Council adopts the policy titled "*Oversight of the General Manager by the Mayor*" as provided in Attachment 6.

(John McCoy/Rod Buffett)

Motion Carried

(ITEM: GM 18/16) NORFOLK ISLAND REGIONAL COUNCIL - LOGO

SUMMARY:

The purpose of this report is for Council to adopt an official logo for the Norfolk Island Regional Council.

27/16 Resolved:

- (1) That Norfolk Island Regional Council adopts as its official logo, the logo created by Natasha Arnold containing the illustration of the red tailed tropic bird flying sideways.
- (2) That the General Manager arranges for a Certificate of Appreciation for the selected design to be presented to Natasha Arnold.

(Robin Adams/John McCoy)

Motion Carried

(ITEM: GG 01/16) SECONDARY EMPLOYMENT POLICY

SUMMARY:

The purpose of this report is for council to adopt the Secondary Employment Policy.

28/16 Resolved:

That Council adopts the Norfolk Island Regional Council Secondary Employment Policy.

(Rod Buffett/Lisle Snell)

Motion Carried

ITEM: GG 02/16) OBSOLETE POLICIES

REPORT BY: Lisa Jackson, Group Manager Governance

SUMMARY:

The purpose of this report is to inform the council of the intent to make inaccurate and incorrect policies obsolete.

29/16 Resolved:

1. That the policy "2015 2015/03 New Employee Probation" continue to be current until such time that it has been reviewed or replaced.
2. That Council declares the following policies obsolete:

- a) 2015 EI-01-2015 Determining if Employment in the Public Service is to be ongoing, Fixed Period or Casual
- b) 2015 EI-02-2015 Determining the recognition of continuity of service and transfer of leave benefits for Public Service employees between Ongoing, Fixed Period and Casual engagements
- c) 2015 EI-03-2015 Determining the retention of an Employee's ongoing status when te
(John McCoy/Rod Buffett)

Motion Carried

(ITEM: GG 03/16) AUDIT COMMITTEE

SUMMARY:

The purpose of this report is to provide the Councillors with the Draft Audit Committee Charter for adoption and the resolution to source two (2) independent members for the Audit Committee.

30/16 Resolved:

- (1) That Council adopts the Norfolk Island Regional Council Audit Committee Charter.
(Robin Adams/Rod Buffett)

Motion carried

31/16 Resolved:

- (2) That Council nominates Councillor Rod Buffett to be a member of the Audit Committee.
(John McCoy/Lisle Snell)

Motion Carried

32/16 Resolved:

- (3) That Council's Group Manager Governance sources two (2) Independent Audit Committee members through a process of calling for Expressions of Interest.
- (4) That Council adopts the budget for the estimated costs of the Independent Audit Committee members of \$25,000.
(Rod Buffett/John McCoy)

33/16 Amendment

The following amendment was proposed -

THAT the sum "\$25,000" be deleted and the sum "\$15,000" be inserted.
(Lisle Snell/John McCoy)

Motion as Amended Carried

(ITEM GS 03/16) FEES AND CHARGES

SUMMARY

The purpose of this report is for Council to make a schedule of Fees and Charges for 2016/17, as required under Part 10 of the *Local Government Act 1993* (the Act).

34/16 Resolved:

That Council:

- (1) Adopts the attached Schedule of Fees and Charges 2016/17;
- (2) That Council places on public exhibition, Pages 56 to 61 of the Schedule being those general Fees and Charges that are not subject to legislation or regulation, for 28 days as required under section 610F(5) of the Act; and
- (3) If no submissions are received, the Schedule becomes the adopted Fees and Charges for 2016/17 for the Norfolk Island Regional Council.

(Lisle Snell/Rod Buffett)
(John McCoy dissenting)

Motion Carried

NOTICE OF MOTION

(ITEM NM SNELL 1/16) NI GOVERNMENT TOURIST BUREAU STRATEGIC PLAN 2013-2023

Councillor Lisle Snell moved –

- 35/16** That the Norfolk Island Regional Council endorses the Norfolk Island Government Tourist Bureau Strategic Plan 2013-2023

(Lisle Snell/John McCoy)

Motion Carried

NOTICE OF MOTION

(ITEM NM SNELL 2/16) APPOINTMENT OF TOURISM ADVISORY COMMITTEE

Councillor Lisle Snell moved –

- 36/16** That the Norfolk Island Regional Council appoints a 'TOURISM ADVISORY COMMITTEE'

(Lisle Snell/John McCoy)

Motion Carried

NOTICE OF MOTION

(ITEM NM MCCOY 1/16) APPOINTMENT OF A WASTE MANAGEMENT ADVISORY COMMITTEE

Councillor John McCoy moved --

37/16 That –

- (1) The Norfolk Island Regional Council appoints a Waste Management Advisory Committee; and
- (2) The terms of reference for the Waste Management Advisory Committee are –
 - a) Review the Waste Management Strategy;
 - b) Prepare a report on the waste management facilities and assets;
 - c) Prepare a report on management of waste stream;
 - d) Review the cost of waste management; and
 - e) Make recommendations to the Norfolk Island Regional Council.

(John McCoy/Rod Buffett)

Motion Carried

NOTICE OF MOTION

(ITEM NM MCCOY 2/16) APPOINTMENT OF A PUBLIC RESERVES ADVISORY COMMITTEE

Councillor John McCoy moved --

- 38/16**
- (1) The Norfolk Island Regional Council appoints a Public Reserves Advisory Committee; and
 - (2) The terms of reference for the Public Reserves Advisory Committee are –
 - a) Review the public reserves Plans of Management;
 - b) Report on relevance of existing Plans of Management;
 - c) Recommend future management of public reserves; and
 - d) Recommend amendments to the public reserves Plans of Management.

(John McCoy/Lisle Snell)

Motion Carried

NOTICE OF MOTION

(ITEM NM MCCOY 3/16) APPOINTMENT OF A ROCK FEED SOURCE ADVISORY COMMITTEE

Councillor John McCoy moved –

- 39/16**
- (1) The Norfolk Island Regional Council appoints a Rock Feed Source Advisory Committee; and
 - (2) The terms of reference for the Rock Feed Source Advisory Committee are –
 - a) Assess the existing rock stockpile quantity;
 - b) Assess the present demand;
 - c) Assess future demand;
 - d) Determine access to supply; and
 - e) Make recommendations to the Norfolk Island Regional Council.

(John McCoy/Rod Buffett)

Motion Carried

CONFIDENTIAL MATTERS FOR CONSIDERATION

40/16 That Council move into closed Committee

(Rod Buffett/John McCoy)

Motion Carried

The doors were closed to the public and the meeting moved into Committee, at 3.34 pm.

(CONFIDENTIAL ITEM GS 04/16) FUEL CONTRACT

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; OR commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

Deferred Item due to lack of quorum.

(CONFIDENTIAL ITEM: GM 19/16) QUOTATIONS FOR THE PERFORMANCE REVIEWS OF THE GENERAL MANAGER

SUMMARY:

The purpose of this report is for Council to adopt the process for conducting performance reviews for the General Manager, and accepting one of the submitted quotations to engage an independent facilitator to guide this process.

41/16 Resolved:

- (1) That Council forms a Performance Review Panel for the Performance Reviews of the General Manger consisting of all Councillors.
- (2) That Council resolves to appoint Mark Anderson from the NSW Local Government Association, to facilitate the Performance Reviews of the General Manager and Group Managers as per quotation within the body of this report.

(Rod Buffett/Lisle Snell)

Motion Carried

The Group Managers and Executive Assistant left the Chamber, at 3.58 pm.

(URGENT CONFIDENTIAL ITEM GM 20/16) STAFF MATTER

SUMMARY

The purpose of this report is for Council to be consulted on a staff matter.

42/16 Resolved:

That Council adopts the recommendation contained within this report.

(John McCoy/Rod Buffett)

Motion Carried

43/16 That the Council move out of closed Committee.

(Rod Buffett/Lisle Snell)

Motion Carried

QUESTIONS FOR THE NEXT MEETING

Nil

CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 4.02 pm.

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Councillor Robin Adams
Mayor

Dated: August 2016