

Norfolk Island Regional Council

MINUTES

Ordinary Council Meeting

21 December 2016

Menets u daa Ordeneri Kaunsl Miiten

orn 21 Desemba 2016

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 21 DECEMBER 2016 AT 2:00PM**

PRESENT: Cr Robin Adams (Mayor), Cr John McCoy (Deputy Mayor), Cr Rod Buffett, Cr David Porter and Cr Lisle Snell

IN ATTENDANCE: Lotta Jackson (General Manager), Bruce Taylor (Group Manager Services), John van Galeen (Group Manager Commercial Hub), Rebecca Nobbs (Acting Executive Manager Governance & HR)

1 WELCOME

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

2 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.

3 APOLOGIES

Nil.

CONDOLENCES

Cr Adams recorded the passing of:

- Ronald Champion
- Michael David Quantrill
- Odette Gilberte Omblor
- Colin Raymond Knight
- Fred Landesmann
- Jenna Lee Buffett

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

4 DISCLOSURE OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES**RESOLUTION 2016/118**

Moved: Cr Rod Buffett
Seconded: Cr David Porter

That the minutes of the Ordinary Meeting held on 16 November 2016 be confirmed.

CARRIED**6 PUBLIC ACCESS**

Nil.

7 MAYORAL MINUTE**AIR NEW ZEALAND****MOTION****RESOLUTION 2016/119**

Moved: Cr Robin Adams
Seconded: Cr John McCoy

That Council –

1. Notes the willingness of Air New Zealand to meet with Council in February to have meaningful discussion on the development and growing of the services between Australia and Norfolk Island into the future; and
2. Notes the proposal, subject to approvals being obtained, of Norfolk Island Airlines to commence a weekly Sunday Brisbane, Norfolk, Auckland return service in May 2017.

CARRIED**VISITOR OF SENATOR NASH****MOTION****RESOLUTION 2016/120**

Moved: Cr Robin Adams
Seconded: Cr David Porter

That Council requests the Mayor write to Senator Nash accepting her offer for regular discussions with Council through teleconference link ups.

CARRIED

8 REPORTS FROM COMMITTEES**8.1 AUDIT COMMITTEE MEETING HELD ON 23 NOVEMBER 2016****SUMMARY**

The purpose of this report is for Council to adopt the minutes and recommendations from the Audit Committee meeting held on Wednesday 23 November 2016.

RESOLUTION 2016/121

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That:

1. The minutes of the Audit Committee meeting held on Wednesday 23 November 2016 be received and noted.
2. Council adopts the changes made by the Audit Committee to the Audit Committee Charter as described (in the minutes) above at the next ordinary meeting.
3. Council notes the Audit Committee's support of the Responsible Accounting Officers recommendations regarding the "Quarterly Budget Review Statement as at 30 September 2016" and Council undertake those necessary actions to bring the budget to at least a breakeven position as soon as possible, as the existing financial position is not sustainable over the long term.
4. Council consider its strategic risks, identify risks that may be auditable and draft an Internal Audit Plan for delivery in Q3 and Q4 16/17. That Council implement a process by which audit observations could be recorded, considered by management and implementation monitored. That Council develop an Internal Audit Charter as soon as practicable, subject to resource constraints.
5. The Risk Management Framework be developed in conjunction with management and staff.

CARRIED

8.2 ROCK FEED SOURCE ADVISORY COMMITTEE MEETING HELD ON 24 NOVEMBER 2016**SUMMARY**

The purpose of this report is for Council to adopt the minutes from the Rock Feed Source Advisory Committee meeting held on Thursday 24 November 2016 and consider any recommendations therein.

RESOLUTION 2016/122

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That:

1. The minutes of the Rock Feed Source Advisory Committee meeting held on Thursday 24 November 2016 be received and noted.
2. Council investigates the potential for quarrying at Headstone (after the closure of the burning and dumping of rubbish).

CARRIED

8.3 WASTE MANAGEMENT ADVISORY COMMITTEE MEETING HELD ON 05 DECEMBER 2016**SUMMARY**

The purpose of this report is for Council to note the Notes from the Waste Management Advisory Committee meeting held on Monday 5 December 2016.

RESOLUTION 2016/123

Moved: Cr John McCoy

Seconded: Cr David Porter

1. That Council notes the Notes of the Waste Management Advisory Committee meeting held on Monday 5 December 2016.
2. That Mr Neville Bigg be accepted as the new Chamber of Commerce representative.

CARRIED

8.4 PUBLIC RESERVES ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2016**SUMMARY**

The purpose of this report is for Council to adopt the minutes from the Public Reserves Advisory Committee meeting held on Tuesday 6 December 2016.

RESOLUTION 2016/124

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That:

1. The minutes of the Public Reserves Advisory Committee meeting held on Tuesday 6 December 2016 be received and noted.
2. The Public Reserves Advisory Committee meet on a monthly basis whilst Management Plans are being developed with the first meeting to be conducted on 7 February 2017 at 4pm.

CARRIED

8.5 TOURISM ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2016**SUMMARY**

The purpose of this report is for Council to receives and notes the minutes from the Tourism Advisory Committee meeting held on Tuesday 6 December 2016.

RESOLUTION 2016/125

Moved: Cr Robin Adams

Seconded: Cr Rod Buffett

That the minutes of the Tourism Advisory Committee meeting held on Tuesday 6 December 2016 be received and noted.

CARRIED

8.6 HERITAGE AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 09 DECEMBER 2016**SUMMARY**

The purpose of this report is for Council to receive the minutes from the Heritage and Culture Advisory Committee meeting held on Tuesday 6 December 2016 and ratify the Committees' recommendations.

RESOLUTION 2016/126

Moved: Cr Robin Adams

Seconded: Cr John McCoy

That:

1. The minutes of the Heritage and Culture Advisory Committee meeting held on Friday 9 December 2016 be received and noted;
2. Council notes that the Heritage and Culture Advisory Committee immediately commenced a plan of action to achieve Community Consultation on the Norfolk Island Heritage and Culture Strategy;
3. Council notes that the Heritage and Culture Advisory Committee endorsed the proposed program of events for Foundation Day 6 March 2017;
4. A letter be written to the Community Arts Society inviting a representative to be a part of the Heritage and Culture Advisory Committee;
5. A letter be written to Lisa Richards accepting the late application to be a community representative on the Heritage and Culture Advisory Committee.

CARRIED**9 REPORTS FROM GENERAL MANAGER****9.1 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN****SUMMARY**

The purpose of this report is for Council to consider the adoption of the Equal Employment Opportunity (EEO) Management Plan that is contained within the Attachment to this report.

RESOLUTION 2016/127

Moved: Cr John McCoy

Seconded: Cr David Porter

Recorded votes against: Cr John McCoy and Cr Lisle Snell

That Council adopts the Equal Employment Opportunity Management Plan as can be viewed in the Attachment to this report.

CARRIED

9.2 COMMUNITY DONATIONS**SUMMARY**

The purpose of this report is for Council to adopt the results of the assessment of the Community Donations Program for 2016/17.

RESOLUTION 2016/128

Moved: Cr Rod Buffett

Seconded: Cr David Porter

That the following Community Donations be granted:

Organisation	Details	Amount
Norfolk Island Wa'a Outrigger Club Inc	Equipment Requirements	2,000
Community Arts Society Of Norfolk	Traditional Dance & Weaving Workshops	700
Letl Salon Toy Library	Purchase of Toy Library items	800
Econorfolk Foundation Inc	Boomerang Bags	1,410
TOTAL		4,910

CARRIED

9.3 WORKFORCE MANAGEMENT PLAN 2016-2020**SUMMARY**

The purpose of this report is for Council to adopt the draft Workforce Management Plan as part of the Resourcing Strategy for Council's Delivery Program.

MOTION

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council adopts the Workforce Management Plan 2016-2020.

AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That these words be added to motion after '2016-2020' – 'and request that it be reviewed by Council as part of the budget process for the 2017-18 financial year'.

CARRIED

RESOLUTION 2016/129

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council adopts the Workforce Management Plan 2016-2020 and request that it be reviewed by Council as part of the budget process for the 2017-18 financial year.

CARRIED

9.4 CODE OF CONDUCT REVIEWERS**SUMMARY**

The purpose of this report is for Council to adopt the Expressions of Interest received for a Code of Conduct Reviewer.

RESOLUTION 2016/130

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

1. That Council appoints the company *Strategic Risk Solutions* to be one of the panel members for Council's panel of Code of Conduct Reviewers;
2. That the General Manager re-advertise for Expressions of Interest for additional members for the panel Code of Conduct Reviewers in order to be compliant.

CARRIED

10 REPORTS FROM EXECUTIVE MANAGER GOVERNANCE & HUMAN RESOURCES**10.1 POLICY - CREATING AND MAINTAINING COUNCIL POLICIES AND PROCEDURES POLICY****SUMMARY**

The purpose of this report is for Council to consider the adoption of the Draft Creating and Maintaining Council Policies and Procedures Policy.

RESOLUTION 2016/131

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That

1. Council adopts the draft Creating and Maintaining Council Policies and Procedures Policy;
2. Council declares 'Administration Policy and Guidelines' as obsolete which has a release number of 2004/01.

CARRIED

11 REPORTS FROM GROUP MANAGER COMMERCIAL HUB**11.1 POLICY - SPORT GRANT FUNDING****SUMMARY**

The purpose of this report is for Council to adopt the policy titled *Sports Grant Funding*.

RESOLUTION 2016/132

Moved: Cr John McCoy

Seconded: Cr David Porter

That Council adopts the policy titled '*Sports Grant Funding*' as provided in attachment 1.

CARRIED

11.2 POLICY - INVESTMENT POLICY**SUMMARY**

The purpose of this report is for Council to consider the adoption of the *Investment Policy*.

RESOLUTION 2016/133

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council adopts the *Investment Policy*.

Recorded votes against: Cr John McCoy and Cr Lisle Snell

CARRIED**11.3 POLICY - CORPORATE CREDIT CARD****SUMMARY**

The purpose of this report is for Council to consider the adoption of the *Corporate Credit Card Policy*.

RESOLUTION 2016/134

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That the *Corporate Credit Card Policy* be adopted.

CARRIED**11.4 INVESTMENT REPORT NOVEMBER 2016****SUMMARY**

The purpose of this report is to report to Council the balance of investments held as at 30 November 2016.

RESOLUTION 2016/135

Moved: Cr John McCoy

Seconded: Cr David Porter

That the investment report be received and noted.

CARRIED

11.5 RATES ASSESSMENT**SUMMARY**

The purpose of this report is to inform Council of the rating revenue collected to date. The Norfolk Island Regional Council (NIRC) successfully issued the first rates notices in October as per the rating model adopted by Council at the 19th October 2016 meeting. This ensures that the NIRC has met its obligations to comply with the *Local Government Act 1993 (NSW) (NI)*.

RESOLUTION 2016/136

Moved: Cr John McCoy

Seconded: Cr David Porter

That Council notes the information in this report relating to the collection of rates revenue as of 30 November 2016, being \$254,512.85 or 42% of the total rates revenue for 2016/17.

CARRIED

11.6 LONG TERM FINANCIAL PLAN 2017-2026**SUMMARY**

The purpose of this report is for Council to adopt the Long Term Financial Plan (Plan) and endorse the 'Fully Costed Scenario' identified in the Plan.

MOTION

Moved: Cr David Porter

Seconded: Cr John McCoy

1. That Council adopts the Long Term Financial Plan 2017-26.
2. That Council endorses the 'Fully Costed Scenario' contained within the Long Term Financial Plan 2017-26.

Cr John McCoy took the Chair at 3.58pm and Cr Robin Adams came down onto the floor.

AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That the words 'in principle' be inserted after the words 'Council endorses'.

CARRIED

RESOLUTION 2016/137

Moved: Cr David Porter

Seconded: Cr John McCoy

1. That Council adopts the Long Term Financial Plan 2017-26.
2. That Council endorses in principle the 'Fully Costed Scenario' contained within the Long Term Financial Plan 2017-26.

CARRIED

Cr Robin Adams resumed the Chair at 4.10pm.

12 REPORTS FROM GROUP MANAGER SERVICES**12.1 ASSET MANAGEMENT PLANS****SUMMARY**

The purpose of this report is for Council to adopt the Asset Management Plans 2017-2026 for the asset classes of Fleet, Buildings, Infrastructure and Roads.

RESOLUTION 2016/138

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That Council adopts the Asset Management Plans for the asset classes Fleet, Building, Infrastructure and Roads

Recorded vote against: Cr John McCoy

CARRIED

12.2 QUEEN ELIZABETH AVENUE, FOOTPATH AND TAYLORS ROAD RETAINING WALL PROJECT SUMMARY**SUMMARY**

The purpose is to provide a report on the Queen Elizabeth Avenue/Taylors Road footpath and associated roadworks project, to comply with Resolution 2016/114 of the Ordinary Council Meeting of 16 November, 2016.

RESOLUTION 2016/139

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council notes this report on the Queen Elizabeth Avenue/Taylors Road footpath and associated roadworks project.

CARRIED

12.3 RECORDING AND BROADCASTING OF COUNCIL MEETINGS**SUMMARY**

The purpose of this report is to report to Council the costs associated with resolution 2016/113 carried at the Ordinary Meeting of Council on 16 November, 2016.

RESOLUTION 2016/140

Moved: Cr John McCoy

Seconded: Cr David Porter

That the costs associated with recording and broadcasting Council meetings be noted.

CARRIED**12.4 DIGITISING PLANNING RECORDS****SUMMARY**

The purpose of this report is to inform Council and the community of the progress of the project plan to digitise all planning records.

RESOLUTION 2016/141

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council notes:-

1. The completion of the Digitalised Planning Records project in November 2016;
2. The Annual Planning Application numbers for the years 2004 to 2016 as presented in the graph on the attachment.

CARRIED**12.5 SUSTAINABLE ENERGY STRATEGIC REPORTS****SUMMARY**

The purpose of this report is for Council to endorse the review of the listed sustainable energy reports, by the Sustainable Energy Advisory Committee.

RESOLUTION 2016/142

Moved: Cr Rod Buffett

Seconded: Cr David Porter

That Council endorse the listed report for review by the Sustainable Energy Advisory Committee.

CARRIED

12.6 ROCK FEED SOURCE STRATEGIC REPORTS**SUMMARY**

The purpose of this report is to comply with the Action Item from the Rock Source Advisory Committee meeting of 24 November 2016 which states:-

“Group Manager Services to present the Rock Related Reports to the Ordinary Meeting of Council to be held on 21 December 2016 for endorsement.”

RESOLUTION 2016/143

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council endorse the listed reports for review by the Rock Feed Source Advisory Committee:

- Future Supply of Rock Report – A McNeil 2010
- Cascade Cliff – Central West Drilling and Blasting 2009
- Headstone Point 3rd Landing Facility 2009
- Rock Study – D Porter 2014
- Rock Supply Report – D Porter 2014

CARRIED**13 NOTICES OF MOTION**

Nil

14 URGENT BUSINESS WITHOUT NOTICE

Nil.

15 CONFIDENTIAL MATTERS FOR CONSIDERATION

Nil.

16 QUESTIONS FOR THE NEXT MEETING

Nil.

17 CLOSE OF COUNCIL MEETING

Councillors took the opportunity to share short Christmas messages.

The next Ordinary Meeting of Council will take place on Wednesday 15 February 2017 held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Mayor declared the meeting closed at 4:40pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on Wednesday 21 December 2016.

Submitted to the Ordinary Meeting of Council held on Wednesday 15 February 2017.

Mayor Robin Adams

Date