



MINUTES

Ordinary Council Meeting

18 October 2017

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**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 18 OCTOBER 2017 AT 2:00PM**

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

IN ATTENDANCE: Lotta Jackson (General Manager), Bruce Taylor (Group Manager Services), Joy Walker (Executive Manager Governance and Human Resources), Rob Carlesso (Group Manager Corporate / Chief Financial Officer)

1 WELCOME

The Mayor welcomed Councillors, Officers and the community to the meeting of the Norfolk Island Regional Council and opened the meeting at 2:00pm.

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

APOLOGY

RESOLUTION 2017/161

Moved: Cr Rod Buffett

Seconded: Cr Lisle Snell

That the apology received from Cr Porter be accepted and leave of absence granted.

CARRIED

CONDOLENCES

Cr Adams recorded the passing of:

- Dyann Fay Fitzpatrick

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

4 DISCLOSURE OF INTEREST

Councillor	Agenda Item	Type	Nature of Interest
Cr John McCoy	10.2 Bookeasy Commission Report	Non Pecuniary Significant	Leasee of Tourist Accommodation on Norfolk Island.
Cr John McCoy	14.2 Travel to New Zealand	Non Pecuniary Significant	Leasee of Tourist Accommodation on Norfolk Island.
GM Lotta Jackson	16.3 General Manager's Performance Review	Perceived Pecuniary Interest, will leave the Chamber / meeting.	The formal result of the General Manager's Performance review following the Performance Review Committee's review of the General Manager, facilitated on 13 September 2017 by Mr Mark Anderson from the Local Government Association NSW.

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 20 SEPTEMBER 2017****RESOLUTION 2017/162**

Moved: Cr Rod Buffett

Seconded: Cr Lisle Snell

That the Minutes of the Extraordinary Council Meeting held on 20 September 2017 be confirmed.

CARRIED

5.2 MINUTES OF THE COUNCIL MEETING HELD ON 20 SEPTEMBER 2017**RESOLUTION 2017/163**

Moved: Cr Rod Buffett

Seconded: Cr Lisle Snell

That the Minutes of the Council Meeting held on 20 September 2017 be confirmed.

CARRIED

Cr John McCoy noted a correction in the 20 September 2017 Ordinary Council Meeting minutes which listed Councillor Porter as a 'Leasee of Tourist Accommodation on Norfolk Island'.

Correction: 'Operates Tourist Accommodation on Norfolk Island'.

6 PUBLIC ACCESS

Cr Robin Adams welcomed Travis Bates, Mat Goddard and Neville Forman from the Hindle Enterprise Group (HEG) to present to Council further progress on their implementation of economic activities on the island.

An update was provided on the first workshop held that had a focus around collaboration and 'Transition Town' and it was very productive, resulting in a number of new meetings arranged. There will be two more workshops held, one with a focus on small business (retail) and the other with a focus on business marketing.

HEG are continuing one on one meetings and working on strategic projects, also continuing to explore a number of Airline Operators that may be interested in flying to Norfolk Island. A private operator is hoping to commence a 'Twin Island Hop' service flying from Port Macquarie to Lord Howe and Norfolk Island in 2018.

HEG have also been in touch with the University of Newcastle for innovation opportunities and believe Norfolk has the potential to become a world example for sustainable economy.

Cr Robin Adams thanked the Hindle Enterprise Group for their address.

7 MAYORAL MINUTE**RESOLUTION 2017/164**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

ACKNOWLEDGING RESIDENTS WHO REACH THEIR CENTENARY MILESTONE

Council –

- Extends its warmest congratulations to Norfolk Islander Mrs Audrey Scott nee Robinson who on the 20th of October 2017 celebrates her 100th birthday – a magnificent achievement; and
- Agrees to investigate the planting of a grove of 100 trees to be dedicated in acknowledgement of this grand achievement on a site to be determined by Council in consultation with the family of Mrs Scott.

Furthermore Council requests the General Manager bring to Council a proposal for its consideration on how under the NSW Local Government Act 1993 land owned by Council can be categorised for use for community purposes such as the planting of trees or building memorial structures to mark milestones achieved by the Norfolk Island community.

CARRIED

8 STATUS REPORTS**8.1 WASTE AND ENVIRONMENT**

Noted.

8.2 QUARTERLY UPDATE ON FIRE SERVICE ACTIVITIES JULY TO SEPTEMBER 2017

Noted.

8.3 SIGNIFICANT DEVELOPMENT – OUTCOMES OF INVITATION FOR COMMUNITY COMMENT ON PROPOSED PLANNING ACT 2002 (NI) AMENDMENTS

Noted.

9 REPORTS FROM COMMITTEES**9.1 MINUTES OF THE PUBLIC RESERVES ADVISORY COMMITTEE MEETING HELD ON 3 OCTOBER 2017****MOTION**

Moved: Cr Lisle Snell

Seconded: Cr John McCoy

That:

1. The Minutes of the Public Reserves Advisory Committee Meeting held on 3 October 2017 be received and noted.
2. That the Acting Manager Local Services report be noted.

AMENDMENT

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

That these words be added to the motion after 'be noted' – '3. That the Mayor write on behalf of Council to Mr Derek Ball of Wild Mob thanking him for the generous offer for Wild Mob to undertake the installation of rat bait stations, collect data and monitor this work in 100 Acres Reserve at no cost to the Norfolk Island Regional Council; noting that the information collected would be supplied to Council for future use in the control and eradication of rats with the Reserve.'

CARRIED

RESOLUTION 2017/165

Moved: Cr Lisle Snell

Seconded: Cr John McCoy

That:

1. The Minutes of the Public Reserves Advisory Committee Meeting held on 3 October 2017 be received and noted.
2. That the Acting Manager Local Services report be noted.
3. That the Mayor write on behalf of Council to Mr Derek Ball of Wild Mob thanking him for the generous offer for Wild Mob to undertake the installation of rat bait stations, collect data and monitor this work in 100 Acres Reserve at no cost to the Norfolk Island Regional Council; noting that the information collected would be supplied to Council for future use in the control and eradication of rats with the Reserve.

CARRIED

10 REPORTS FROM GENERAL MANAGER**10.1 DISCLOSURE OF INTEREST RETURNS**

This report has been prepared to allow the tabling of the Disclosure of Interest Returns lodged by 30 September 2017.

RESOLUTION 2017/166

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

1. That the General Manager's Report 'Disclosure of Interest Returns' be received and noted; and further
2. That Council notes the tabling of the Disclosure of Interest Returns lodged by 30 September 2017.

CARRIED

10.2 BOOKEASY COMMISSION REPORT

The purpose of this report is to inform Council of a proposed increase in Norfolk Island Tourism's Bookeasy Commission and for it to be placed on public exhibition for 28 days.

RESOLUTION 2017/167

Moved: Cr Rod Buffett

Seconded: Cr Lisle Snell

That Council places the proposed 15% commission for Bookeasy, administrated through the Norfolk Island Tourism Visitor Information Centre, on public exhibition for 28 days for community consultation, and if no reasonable submissions are received, Council adopts for the Bookeasy commission to be increased from 11% to 15% at the end of the exhibition period.

CARRIED

11 REPORTS FROM EXECUTIVE MANAGER GOVERNANCE AND HUMAN RESOURCES**11.1 COMMUNITY GRANTS COMMITTEE**

The purpose of this report is for Council to set up a Community Grants Committee for the assessment of the Community Grant Programs.

MOTION

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council adopts the establishment of a Community Grants Committee consisting of the Mayor and Councillor, the General Manager and two (2) staff positions as delegated by the General Manager (Grants Officer and Program Manager), to assess the Community Grants Program applications against the set criterion and with the recommendations considered by Council at the Ordinary Council meeting in August each year (with the exception of this inaugural year where the recommendations will be presented at the November 2017 Ordinary Council meeting).

AMENDMENT

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Councillor Buffett be the nominated Councillor.

CARRIED

RESOLUTION 2017/168

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council adopts the establishment of a Community Grants Committee consisting of the Mayor and Councillor Buffett, the General Manager and two (2) staff positions as delegated by the General Manager (Grants Officer and Program Manager), to assess the Community Grants Program applications against the set criterion and with the recommendations considered by Council at the Ordinary Council meeting in August each year (with the exception of this inaugural year where the recommendations will be presented at the November 2017 Ordinary Council meeting).

CARRIED

12 REPORTS FROM GROUP MANAGER CORPORATE / CHIEF FINANCIAL OFFICER**12.1 TIME ZONE SURVEY REPORT**

The results of the survey show that 85% of the respondents strongly support a change to the current Norfolk Island time zone. Of the 85% who indicated a preference for a change, the most common reason was the distribution of daylight hours to enable more hours of daylight in the evening after work for recreation, health and well-being as well as more time for tourist activities.

MOTION

Moved: Cr Rod Buffett
Seconded: Cr John McCoy

As a result of the community survey on time zones which supported preference for daylight savings time:

That Council requests the Minister to prepare an Ordinance to enable a change to the Norfolk Island Time to UTC +11.00 plus daylight saving time to commence on the first Sunday of October each year and ending first Sunday of April each year.

AMENDMENT

Moved: Cr Robin Adams
Seconded: Cr Lisle Snell

That these words be added to the motion after 'each year.' – 'In acknowledgement that the community and key tourism industry representatives would require a period to adjust to any time change, Council endorses the intention highlighted in the 'Social Implications' section of the Report to Council that well planned communication take place with key tourism industry representatives including travel providers and airlines 'to ensure that the change does not negatively impact travel to Norfolk Island'.

CARRIED**RESOLUTION 2017/169**

Moved: Cr Rod Buffett
Seconded: Cr John McCoy

That Council requests the Minister to prepare an Ordinance to enable a change to the Norfolk Island Time to UTC +11.00 plus daylight saving time to commence on the first Sunday of October each year and ending first Sunday of April each year. In acknowledgement that the community and key tourism industry representatives would require a period to adjust to any time change, Council endorses the intention highlighted in the 'Social Implications' section of the Report to Council that well planned communication take place with key tourism industry representatives including travel providers and airlines 'to ensure that the change does not negatively impact travel to Norfolk Island

Casting Vote: Cr Robin Adams

Recorded Against: Crs Rod Buffett and John McCoy

CARRIED

12.2 INVESTMENT REPORT

The purpose of this report is to report to Council the balance of investments held as at 30 September 2017.

RESOLUTION 2017/170

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

That the investment report be received and noted, with the Interest accrued on investments during the month of September 2017 being \$22,798 and the total deposits held being \$12,830,982. Total investments of \$125,000 are regarded as externally restricted for specific projects. A further \$6,025,000 is restricted being allocated to Capital Projects and employee leave. The balance remains unrestricted.

Recorded Against: Cr John McCoy

CARRIED

12.3 POLICY: POLICY TO BE MADE OBSOLETE - 2004/02 INTERNET AND EMAIL USAGE POLICY

The purpose of this report is to make recommendation that a transitioned Information Technology policy be made obsolete.

RESOLUTION 2017/171

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That the below transitioned policy from the Administration of Norfolk Island be made obsolete:

1. 2004/02 Internet and Email Usage

CARRIED

13 REPORTS FROM GROUP MANAGER SERVICES**13.1 POLICY: POLICY TO BE MADE OBSOLETE - 2015/10 - NORFOLK TELECOM MAKING CALLS USING THE ALTERNATE TELEPHONE NUMBER RANGE**

The purpose of this report is to make a transitioned policy obsolete.

RESOLUTION 2017/172

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That the below transitioned policy from the Administration of Norfolk Island be made obsolete:

1. 2015/10 - Norfolk Telecom - Making Calls Using the Alternate Telephone Number Range.

CARRIED

13.2 POLICY: PLASTIC BAGS NORFOLK ISLAND POLICY

The purpose of this report is for Council to consider the adoption of a plastic bag policy for Norfolk Island.

MOTION

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council adopts the Council Plastic Bags Norfolk Island Policy.

AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That these words be added to the motion after 'Policy' – ' , the objective of which is –

- a) To reduce the amount of single use plastic shopping bags issued by retailers; and
- b) To move behaviour away from single use plastic shopping bags and towards reusable alternatives that do not have the same environmental and wildlife impacts if littered.'

CARRIED

RESOLUTION 2017/173

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council adopts the Council Plastic Bags Norfolk Island Policy, the objective of which is –

- a) To reduce the amount of single use plastic shopping bags issued by retailers; and
- b) To move behaviour away from single use plastic shopping bags and towards reusable alternatives that do not have the same environmental and wildlife impacts if littered.

Casting Vote: Cr Robin Adams

Recorded Against: Crs Rod Buffett and John McCoy

CARRIED

14 NOTICES OF MOTION**14.1 NOTICE OF MOTION - ENGAGEMENT BY COUNCIL WITH THE COMMUNITY**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 18 October 2017, I intend to move the following motion:-

RESOLUTION 2017/174

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

Acknowledging that -

1. The October 2016 Councillor Handbook published by the Office of Local Government in NSW states that 'the community engagement process needs to be robust, collaborative, inclusive and sustainable' and provides 'Tips for Effective Community Engagement at Appendix 6;
2. People should have a say in matters that affect their lives, and that community engagement results in better planning outcomes;
3. Councils Community Strategic Plan 2016-2026 - Objective 9 - has the goal there be increased stakeholder participation in decision—making; and
4. The Community Engagement Strategy inherited by Council on 1 July 2016 states the following:

'The Norfolk Island Regional Council promises to engage the community in an open, transparent and equitable way to make sure it understands the views and feelings of all community segments before it makes planning, funding or strategic decisions',

Council agrees that the Mayor in consultation with Councillors, the General Manager and the community –

1. Review the Community Engagement Strategy and how Council currently communicates with the community to assess whether Council's community engagement process is robust, collaborative, inclusive and sustainable; and
2. Provide a Report and recommendations for consideration by Council on or before the December 2017 Council meeting.

CARRIED

14.2 NOTICE OF MOTION - TRAVEL TO NEW ZEALAND

I, Councillor John McCoy, give notice that at the next Ordinary Meeting of Council be held on 18 October 2017, I intend to move the following motion:-

RESOLUTION 2017/175

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That the Mayor and General Manager convene a meeting of relevant stakeholders including, Norfolk Island Airlines, Air Nauru, Air New Zealand, Norfolk Island Regional Council and Councillors, Eric Hutchinson (Administrator), Accommodation and Tourism Association, Chamber of Commerce and representatives of the travel wholesale industry, to discuss present and future air services between Norfolk Island and New Zealand.

CARRIED

15 URGENT BUSINESS WITHOUT NOTICE

Nil.

16 CONFIDENTIAL MATTERS FOR CONSIDERATION**RESOLUTION 2017/176**

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

16.1 Telecom Capital Requirements - Mobile Platform

This matter is considered to be confidential under Section 10A(2) - dii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

16.2 Tender - Fabrication of Two New Lighters

This matter is considered to be confidential under Section 10A(2) - c and di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

16.3 General Manager's Performance Review

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

The meeting was closed to the public at 4:29pm with members of the Gallery vacating the Chamber and Broadcasting being suspended.

CARRIED

16.1 TELECOM CAPITAL REQUIREMENTS - MOBILE PLATFORM

The purpose of this report is to update Council on the current situation with Telecommunications on Norfolk Island and seek confirmation of Council's Direction to '*... fund the anticipated losses for the remaining years of the O3b contract.*'

RESOLUTION 2017/177

Moved: Cr Rod Buffett

Seconded: Cr Robin Adams

Council confirm the strategy of going to tender for a 3G/4G mobile network to "*... fund the anticipated losses for the remaining years of the O3b contract.*"

CARRIED

16.2 TENDER - FABRICATION OF TWO NEW LIGHTERS

The purpose of this report is for Council to approve the contracting of a single source supplier, at a fixed price, for the provision of experienced labour for the construction of two new lighters.

RESOLUTION 2017/178

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

Council approve the contracting of JCB Cabinets at a fixed price of \$134,400, for the provision of experienced labour for the construction of two new lighters.

CARRIED

The General Manager, Group Manager Services and Group Manager Corporate / Chief Financial Officer left the meeting at 4:55pm.

16.3 GENERAL MANAGER'S PERFORMANCE REVIEW

The purpose of this report is for Council's Performance Review Committee, comprising of Mayor Cr Robin Adams and the full Council, to formally endorse the outcome of the General Manager's Annual Performance Review that was rated as 'More than meets Expectations' (3.67) for the period 1 July 2016 to 30 June 2017.

RESOLUTION 2017/179

Moved: Cr Robin Adams

Seconded: Cr Rod Buffett

Council's Performance Review Committee comprising of Mayor Cr Robin Adams and the full Council conducted the annual review of the General Manager's performance on Wednesday 13 September 2017 at the Council Chambers. The review was facilitated by Mark Anderson, Manager - Management Solutions from the Local Government Association in NSW.

The Performance Review Committee assessed the General Manager's 2016-17 Annual Review as 'More than meets expectations' (3.67). The scores out of a total of 23 Key Performance Objectives were as follows: 'Outstanding' 1, 'Exceeds Expectations' 13, 'Meets Expectations' 9. There were no Key Performance Objectives that were scored 'Improvements Required' or 'Unsatisfactory'.

Accordingly, the Performance Review Committee recommends that Council agrees with the offer of the General Manager that in lieu of any increase in remuneration, to which she is eligible, that she be provided with one week extra annual leave to be taken during the next 12 months in a period agreed to by the Mayor and General Manager.

CARRIED

RESOLUTION 2017/180

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council moves out of Closed Session at 5:12pm and resumes the Ordinary Council meeting. The Gallery was opened to the public with Broadcasting continuing.

CARRIED

The General Manager, Group Manager Services and Group Manager Corporate / Chief Financial Officer returned to the meeting at 5:12pm.

17 QUESTIONS FOR THE NEXT MEETING

Nil.

The next Ordinary Meeting of Council will take place on Wednesday 15 November 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 5:15pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held on Wednesday 18 October 2017.

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

Mayor Robin Adams

Date