



# MINUTES

## Ordinary Council Meeting

**18 July 2018**

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*orn 18 Julai 2018*

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS  
ON WEDNESDAY, 18 JULY 2018 AT 2:00PM**

**PRESENT:** Cr Robin Adams (Mayor), Cr Rod Buffett (Councillor), Cr John McCoy (Deputy Mayor), 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), Phillip Wilson (Group Manager Corporate / CFO), Monique Kiernan (Minute Taker)

## **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**

Nil

## **CONDOLENCES**

Cr Adams recorded the passing of:

- Donald Roderick Taylor
- Lorraine Pamela Foster
- Eustace Snell (Plute)
- Wallace (Wally) Metcalfe
- Barbara Craig

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****5.1 MINUTES OF THE COUNCIL MEETING HELD ON 27 JUNE 2018****RESOLUTION 2018/103**

Moved: Cr John McCoy

Seconded: Cr David Porter

That the Minutes of the Council Meeting held on 27 June 2018 be received and the recommendations therein be adopted.

Vote recorded against: Cr Lisle Snell

**CARRIED**

**6 PUBLIC ACCESS**

Nil

**7 MAYORAL MINUTE****RESOLUTION 2018/104**

Council welcomes the approach from King Island Council suggesting the establishment of a mutually supporting relationship with the Norfolk Island Regional Council to share learnings, solutions, contacts etc. and asks the General Manager to discuss with the General Manager of King Island how we might develop this initiative to our mutual advantage; and report back to Council in due course.

**CARRIED**

**RESOLUTION 2018/105**

Noting –

- that the Mayor and the General Manager were both interviewed by KPMG officers as part of the Commonwealth commissioned inquiry by KPMG into the modelling of the Financial Assistance grants for Norfolk Island,

Council asks the General Manager to endeavour to source a copy of the final KPMG Report for Council's consideration

**CARRIED**

**RESOLUTION 2018/106**

Moved: Cr Robin Adams

Seconded: Cr John McCoy

Noting -

- that non-Department of Education (non-DoE) ancillary staff including office support staff and teachers' aides at Norfolk Island Central School who have been engaged since 1979 - initially by the Norfolk Island Administration - and more recently by the Norfolk Island Regional Council; now have new engagement arrangements at the School,

Council, on behalf of the Norfolk Island community, and on its own behalf, puts on record its sincere appreciation to all the non-Department of Education ancillary staff who have been employed at the Norfolk Island Central School under the above arrangements – some for in excess of 30 years – for the valuable service they have performed for the students at the Norfolk Island Central School and for the Norfolk Island community as a whole.

**CARRIED**

**8 STATUS REPORTS****8.1 QUESTION: RETAIL PRICE INDEX**

An answer was provided in the report to the question:

*Who has Council engaged to update the Retail Price Index for Norfolk Island and when can Council expect an updated Price Index to be published?*

**NOTED**

**8.2 QUARTERLY UPDATE ON FIRE SERVICE ACTIVITIES APRIL TO JUNE 2018**

The purpose of this report is for Council and the community to be provided with a status report from Fire Services on their activities undertaken during the quarter April to June 2018.

**NOTED**

**8.3 PLANNING AND BUILDING ACTIVITY SIX MONTHLY REPORT**

This report is for information to advise Council on Planning and Building Applications received between 1 January 2018 and 30 June 2018. It is planned to report to Council on Planning and Building activity each six months.

**NOTED**

**8.4 COMMUNITY GRANTS PROGRAM 2018-2019**

The purpose of this report is for Council to be provided with an update on this year's Community Grants Program.

**NOTED**

**9 REPORTS FROM COMMITTEES****9.1 MINUTES OF THE PUBLIC RESERVES ADVISORY COMMITTEE MEETING HELD ON 5 JUNE 2018****RESOLUTION 2018/107**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That the Minutes of the Public Reserves Advisory Committee Meeting held on 5 June 2018 be received and noted.

**CARRIED**

**9.2 MINUTES OF THE HERITAGE AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 22 JUNE 2018****RESOLUTION 2018/108**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

1. That the Minutes of the Heritage and Culture Advisory Committee Meeting held on 22 June 2018 be received and the recommendations therein be noted;
2. That the draft media release be further reviewed by the Heritage and Culture Advisory Committee and a draft be presented at the following Advisory Committee meeting. When settled approval to be given for the Mayor and General Manager to progress the media release;
3. That:
  - a) Council re-advertise for expressions of interest for the vacant Community Member position (aged 15 to 25 years). The expression of interest to be advertised for a minimum of one month.
  - b) Council to liaise with the Norfolk Island Central School on the possibility of also advertising the vacancy in the School's newsletter; and
4. That the report by the Program Manager in regards to calling for the Heritage and Culture Advisory Committee members to offer ideas to assist Council progressing actions listed in the Heritage and Culture Strategy 2017 – 2020, be received and noted.

**CARRIED**

**9.3 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 5 JULY 2018****RESOLUTION 2018/109**

Moved: Cr Robin Adams

Seconded: Cr David Porter

1. That the Minutes of the Tourism Advisory Committee Meeting held on 5 July 2018 be received and the recommendations therein be noted;
2. That the Tourism and Economic Development Report 2017/18 Summary be noted;
3. That Kyle Czech be approved as a Tourism Operations member of the Tourism Advisory Committee; and
4. That the Tourism Advisory Committee accept the offer of Kerry Grace, RDA Mid North Coast Director to conduct a SWOT analysis of Norfolk Island Tourism Industry in partnership with the Regional Investment Officer Jan Johnson and the Team Leader Tourism and Economic Development Rose Evans to collate data and work in partnership to complete the project.

**CARRIED**

**10 REPORTS FROM GENERAL MANAGER****10.1 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2018**

The purpose of this report is to inform and acquire Council's endorsement for the Mayor's and General Manager's attendance at the Local Government NSW Annual Conference 2018, Sunday 21 October to Tuesday 23 October 2018.

**RESOLUTION 2018/110**

Moved: Cr Robin Adams

Seconded: Cr David Porter

That

1. Council notes and endorses the attendance by the Mayor and the General Manager at the Local Government NSW Annual Conference 2018, Sunday 21 October to Tuesday 23 October 2018;
2. That Council **nominates** Councillor Lisle Snell to join the Mayor and the General Manager to the conference;
3. The expenses are to be in line with the requirements in the policy *Payment of Expenses and Provision of Facilities to Councillors*.

**CARRIED**

**10.2 FUEL AND WASTE MANAGEMENT LEVIES**

The purpose of this report is to inform Council that a separate Ordinance will need to be created for the increases in the Fuel and Waste Management levies as adopted in the Operational Plan 2018-19, fees, and charges.

**RESOLUTION 2018/111**

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That

1. Council notes the delay in the increases in Fuel and Waste Management Levies as adopted in the Operational Plan 2018-19, as per the advice provided by the Commonwealth that these levies require a separate Ordinance to be enacted, and that such an Ordinance is anticipated to commence 1 October 2018.
2. Council notes that the shortfall in revenue, due to the delay of commencement of the increases in the Fuel and Waste Management levies, is estimated at \$40,000 to \$50,000.

**CARRIED**

**Time 2:55pm**

**RESOLUTION 2018/112**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That the meeting be adjourned until 5pm to allow Councillors to attend a funeral.

**CARRIED**

**10.3 WASTE TO ENERGY PROJECT - TENTERFIELD SHIRE COUNCIL**

The purpose of this report is for Council to consider contributing funds to the Waste to Energy Project proposed by Tenterfield Shire Council.

**MOTION**

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That

1. Council contributes \$15,000 towards the project "Waste to Energy" as proposed by Tenterfield Shire Council to provide a feasibility study into the possibility of scaling a Waste to Energy plant to the smallest scale, providing that the feasibility study includes a small-scale stand-alone plant that is not dependent on a national or regional network;
2. Council allocates the contribution from the Electricity budget;
3. Council seeks advice from Hydro Tasmania as to their views on the Project and the potential inclusion into the Energy Solution for Norfolk Island as part of their project.

**AMENDMENT**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That the recommendation be deferred for further consideration.

**CARRIED**

**RESOLUTION 2018/113**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That the recommendation regarding the 'Waste to Energy Project – Tenterfield Shore Council' be deferred for further consideration.

**CARRIED**

**11 REPORTS FROM EXECUTIVE MANAGER GOVERNANCE AND HUMAN RESOURCES**

Nil



**12 REPORTS FROM GROUP MANAGER CORPORATE / CHIEF FINANCIAL OFFICER****12.1 INVESTMENT REPORT**

The purpose of this report is for Council to note investments held at 30 June 2018.

**RESOLUTION 2018/114**

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council notes:

- The Investment Report for June 2018,
- The total deposits held at 30 June 2018 was \$14,531,795, and
- The interest accrued on investments for the month of June was \$25,074.81.

**CARRIED**

## 13 REPORTS FROM GROUP MANAGER SERVICES

## 13.1 RECTIFICATION - FEES AND CHARGES 2018/19

The purpose of this report is to correct and clarify the following in the 2018/19 Schedule of Fees and Charges in the Operational Plan 2018-2019:

- The 'ARFFS Request for Service' commencement date (page 119)
- The 'Reading fee for meters requested to be read on a monthly basis' to \$17, currently showing as \$2 (page 86)
- The 'Private works – Materials' percentage to 42.5%, currently showing as 15% (page 53 and 122).

**RESOLUTION 2018/115**

Moved: Cr John McCoy

Seconded: Cr David Porter

That

1. Council notes the errors in the current fees and charges;
2. That Council adopts the fees and charges in the table below, and for these to commence from 1 August 2018:

SERVICE PROVIDER	DESCRIPTION	PRICING POLICY CATEGORY	2017-18 FEES	2018-19 FEES
	Non ETOPS charge – increase from 1 <sup>st</sup> August 2018			
	Hourly rate to provide ARFFS coverage for Non ETOPS flights during ARFFS core hours (Monday, Tuesday, Friday)	D	\$155.40/hour during core times (MTuF)	\$340
	Hourly rate to provide ARFFS coverage for Non ETOPS flights outside ARFFS core hours (Wednesday, Thursday) – First 2 hours	D	\$233.10 outside of core hours (1.5 x \$155.40)	\$510
	Hourly rate to provide ARFFS coverage for Non ETOPS flights outside ARFFS core hours (Wednesday, Thursday) – Any hours after initial 2 hour coverage	D	\$310.80 @ double time	\$680
Request for Service	Hourly rate to provide ARFFS coverage for Non ETOPS flights on public holidays	D	\$388.50 during P/h	\$850
	Hourly rate to provide ARFFS coverage for Non ETOPS flights on Saturdays	D	\$194.25 on Sat	\$510
	Hourly rate to provide ARFFS coverage for Non ETOPS flights on Sundays	D	\$217.56 on Sun	\$595

3. That Council adopts the correction for the 'Reading fee for meters requested to be read on a monthly basis' from \$2 to \$17; and
4. That Council adopts the correction for the 'Private works – Materials' from 'Cost + 15%' to 'Cost + 42.5%', noting that this correction will also be made on page 53.
5. That the corrections be updated in the Operational Plan 2018-2019.

**CARRIED**

**14 NOTICES OF MOTION****14.1 NOTICE OF MOTION - SUSTAINABLE GROWTH STRATEGY FOR NORFOLK ISLAND**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 18 July 2018, I intend to move the following motion:-

**RESOLUTION 2018/116**

Moved: Cr Robin Adams

Seconded: Cr David Porter

In recognition of Objective 2 in the Community Strategic Plan 2016-2026 that growth of the population is linked to the long term environmental sustainability of the Norfolk Island community, and in acknowledgement of Item 2.2 in the Delivery Program 2016-2020 that a sustainable Population Policy is to be developed, implemented and monitored in the 2018-2019 financial year, Council –

1. Requests the General Manager in consultation with the Commonwealth to commence examination of funding options to undertake the following scientific work as background evidence for discussion of long term population targets:
  - a) Assessment of the land-use capability of the Island examining land forms, their environmental suitability and the extent that existing use is consistent with environmental sustainability;
  - b) Assessment of hydrology, examining the Island's surface and groundwater resources and the existing use and sustainability;
  - c) Assessment of the Island's ecosystem and biodiversity and the requirements for ecological sustainability;
  - d) Assessment of technologies and systems that have applicability on Norfolk Island that could be considered to redress existing unsustainable practices in land use, hydrology or biodiversity management.
2. The Council will include the scientific evidence obtained from the above assessments when engaging the community in discussion on a long term population target based on the scientific evidence and the economic/ social expectations of the community.
3. The Council will have a review of the Norfolk Island Plan undertaken to bring in a system of planning controls that reflects the long term population target and community economic and social expectations.

Vote recorded against: Cr John McCoy

**CARRIED**

**14.2 NOTICE OF MOTION - RE-INSTATEMENT OF AIR SERVICES**

I, Councillor John McCoy, give notice that at the next Ordinary Meeting of Council be held on 18 July 2018, I intend to move the following motion:-

**RESOLUTION 2018/117**

Moved: Cr John McCoy

Seconded: Cr Robin Adams

The Mayor on 27 April 2017 wrote to the Minister for Regional Development, Local Government Territories and Regional Communications (letter attached) requesting that, in order to continue to grow tourism at a conservative rate of 8% growth annually and to achieve 35,000 visitors to the Island by 2020, there be a re-instatement of the Tuesday service ex-Brisbane year around; and permanently locking in the Sydney Sunday service in 2018;

Further the Mayor on 2 February 2018 wrote to the Administrator (letter attached) requesting a 'round table' discussion on the need for further Air New Zealand services ex Australia on the basis that three flights per week in the low season is not sufficient to build the Norfolk Island economy to a sustainable level; and to reach Council's stated target of 35,000 visitors per annum by 2020,

Council requests the General Manager to urgently enter into discussions with the Commonwealth on re-instatement of the Tuesday service ex-Brisbane year around; and permanently locking in the Sydney Sunday service in 2019 to ensure Council can meet its stated target of 35,000 visitors per annum by 2020.

**CARRIED**

**15 URGENT BUSINESS WITHOUT NOTICE**

Nil

**16 CONFIDENTIAL MATTERS FOR CONSIDERATION**

Nil

**17 QUESTIONS FOR THE NEXT MEETING**

COUNCILLOR	QUESTION
Cr Snell	Would the General Manager please advise if any NIRC enterprise is regarded as an 'Essential Service' and if so, what are the conditions or criterion used?

The next Ordinary Meeting of Council will take place on Wednesday 15 August 2018 held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Mayor declared the meeting closed at 6:07pm.

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 July 2018.

Submitted to the Ordinary Meeting of Council held on Wednesday 15 August 2018.

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Mayor Robin Adams

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Date