



MINUTES

Ordinary Council Meeting

Menets

f daa Ordeneri Kaunsl Miiten

orn 18 Desemba 2019

18 December 2019

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 18 DECEMBER 2019 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: Bruce Taylor (Interim General Manager), Alan Hollway (Executive Manager Organisational Development), Meliame Plant (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:

- Gabrielle Camille BEAUMONT
- Doreen OLSSON
- George Cameron CHRISTIAN

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

4 DISCLOSURE OF INTEREST

NIL

5 PUBLIC ACCESS

NIL

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 NOVEMBER 2019****RESOLUTION 2019/247**

Moved: Cr Rod Buffett
Seconded: Cr David Porter

1. That the Minutes of the Council Meeting held on 20 November 2019 be received and the recommendations therein be adopted.

CARRIED**UNANIMOUS****7 MAYORAL MINUTE****7.1 MAYORAL MINUTE – EXEMPTION FROM LEVY OF WATER TANKS****RESOLUTION 2019/248**

Moved: Cr Robin Adams
Seconded: Cr John McCoy

Council requests, as a matter of priority, the Waste Management Regulations 2004 (NI) (the regulations) be amended to exempt tanks imported for storage of water from the requirement to pay the levy imposed under the regulations upon all goods imported into Norfolk Island; and the funding of this initiative be negotiated with the Department of Infrastructure, Transport, Cities and Regional Development under the State Service Delivery Agreement.

CARRIED**UNANIMOUS**

8 STATUS REPORTS**8.1 MONITORING THE NORFOLK ISLAND ECONOMY - RETAIL PRICE INDEX.****SUMMARY**

The purpose of this report is to address Resolution 2019/224 of 20 November 2019 which states:-
“Noting KPMG in their 26 August 2019 Report “Monitoring the Norfolk Island Economy” recommend restarting the Retail Price Index to provide both government and the community with a better understanding of the monetary conditions on the Island, Council asks that a report be provided at the December Council meeting on how the Retail Price Index can be restarted”.

Australian Bureau of Statistics (ABS) staff were on island in November 2019 for initial discussions regarding the 2021 Census. At a meeting on 13 November, operational staff took the opportunity to discuss the possibility of the ABS reinvigorating an RPI, or providing a separate index specifically for Norfolk Island under the CPI.

At that meeting ABS staff committed to have the relevant ABS department investigate that possibility. Additional information has since been provided to the ABS to assist in their deliberations.

The ABS response is attached and they have indicated they will be happy to hold further discussions on their return to Norfolk Island in April 2020.

NOTED

8.2 MONITORING THE NORFOLK ISLAND ECONOMY - HOUSEHOLD INCOME AND EXPENDITURE SURVEY**SUMMARY**

The purpose of this report is to address Resolution 2019/225 of 20 November 2019 which states:-

Council supports in principle the recommendation by KPMG in their 26 August 2019 Report “Monitoring the Norfolk Island Economy” of continuing conducting the Household Income and Expenditure Survey potentially every two years to provide sufficient information on any changes in income and/or consumption patterns in the community.

A request has been sent to the Department of Infrastructure, Transport, Cities and Regional Development (DITCRD), suggesting the Household Income and Expenditure Survey (HIES) be conducted by DITCRD, or alternatively included in the 2020/21 and future Service Delivery Agreements. As the last HIES was conducted in July 2014, and the Census is scheduled for August 2021 the suggested dates for HIES is August 2020 and thence every 2 years.

NOTED

8.3 COUNCIL ROAD PROGRAM REPORT

SUMMARY

The purpose of this report is provide an update of the current activities of Road Maintenance and Culvert Replacement Program within the Infrastructure Services Branch of Council.

UPDATE / PROGRESS

Council at its meeting of 17 May 2017 resolved (Resolution 2017/85) to engage Local Government Engineering Services (LEGS) to consult with the community, develop a 10-year capital works program for maintenance and rehabilitation including four potential “blackspot intersections” to provide a Road Asset Management Plan and a Rehabilitation Report.

The Road Maintenance Program is included in the *Road Asset Management Plan 2020 – 2029*. The culvert replacement is ongoing and planned to be conducted over four (4) stages tabled in LEGS Report and shown below:

Stage 1 – FY 2019 / 2020	\$900,000	(Replace at least 18 culverts)
Stage 2 – FY 2023 / 2024	\$900,000	(Replace at least 17 culverts)
Stage 3 - FY 2029 / 2030	\$900,000	(Replace at least 17 culverts)
Stage 4 – FY 2035 / 2036	\$900,000	(Replace at least 18 culverts)

The works program is for the replacement of 99 culverts with 70 having general repairs and maintenance.

WORKS COMPLETED and FINDINGS

There were three (3) Culverts to date that were not shown on the current Local Government Engineering Services and Council Roads Assets Register, hence not on the replacement program. These three (3) were replaced early following an analysis for *risk* assessment, resulting in a *high-risk* classification. The main findings were erosion into the sealed pavement and or collapsed culverts (44 gallon drums). Council has completed 11 culverts (excluding the unregistered 3) of the program of the 99 culverts as described in LEGS’ Road Asset Management Plan Report. This equates to 16% of the overall Culvert Replacement Program.

This a joint program between Council and one (1) local contractor who is making good installation progress, compared to the culvert replacement program timeframe. With current challenges now resolved the methodology of culvert replacement rate has increased and estimate twenty (20) to twenty-five plus (25+) will be fully installed by June 2020.

Roads Section staff are maintaining other regular Repair and Maintenance on the road infrastructure works as potholes, street signs, guide posts, verge/trees clearing. As well as attending plant equipment and safety induction (Boral) training and some private work requests.

NOTED

8.4 TOURISM & ECONOMIC DEVELOPMENT REPORT NOVEMBER & DECEMBER 2019

SUMMARY

The purpose of this report is for the Team Leader Tourism and Economic Development to provide a monthly update of industry news to Council, the Tourism Advisory Committee and the Community.

MARKETING

With a total audience reach of almost 4 million, Better Homes & Gardens is Australia’s original and most successful multi-platform brand, combining a TV show, power-house print magazine, thriving digital and social platforms and dedicated e-commerce vertical, bhgshop.com.au. Australians have a love affair with their homes and Better Homes & Gardens, since 1978, has catered to this passion like no other.

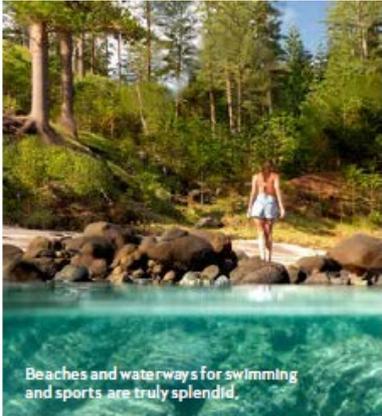
With a unique blend of practical ideas, expert advice and seasonal inspiration, Better Homes & Gardens offers new ways to improve Australian homes and lives, every day.

Better Homes and Gardens’ November issue features a magazine editorial about Norfolk Island titled ‘It’s a gem of an Island’. A digital story ‘Australia’s hidden historical gem that’s also picture perfect’ is available on their website.

<https://www.bhg.com.au/australia-s-hidden-historical-gem-that-s-also-picture-perfect>

BETTER TRAVEL

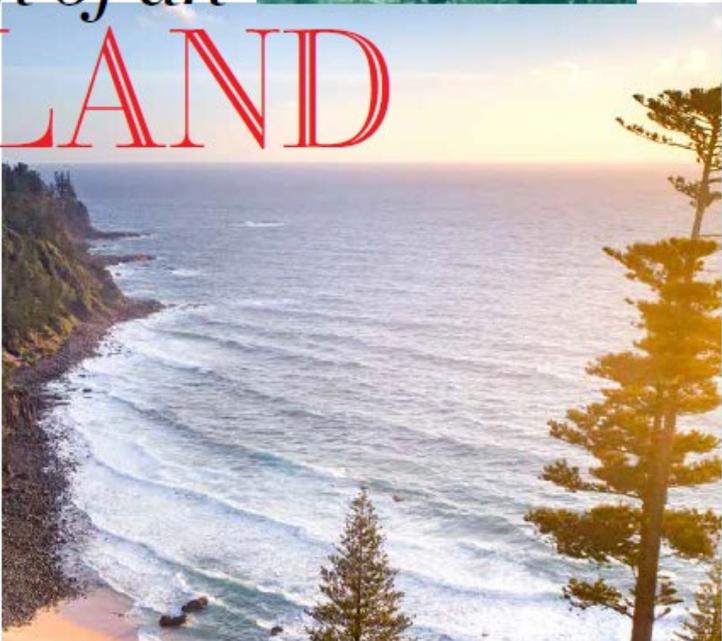
WHEN YOU WANT,
TRANQUIL, EXCITING,
AND SURPRISING ALL AT
ONCE COME ON OVER



Beaches and waterways for swimming and sports are truly splendid.

It's a gem of an
ISLAND

Norfolk Island? It's an oasis with fascinating stories to tell, amazing history and culture, stunning landscapes of rolling hills and curling roads, seascapes of rugged grandeur and the famous and heartwarming Norfolk pines showing off at every turn. You'll feast on fabulous paddock-to-plate dining experiences, thrill to activities and adventures and enjoy delightful shopping to satisfy any visitor's needs. Add in festivals of all manner, sports, walks and of course the resident cows roaming free like they own the island, and with a trip just over two hours from Sydney and Brisbane, this special island paradise awaits.



TRADE EVENT AT MUSEUM OF SYDNEY

On Wednesday 9 October Norfolk Island Tourism hosted a tourism trade event at the Museum of Sydney. Approximately 50 travel agents attended the event for a destination update and to hear the latest news from Norfolk Island. Ray Martin, our tourism ambassador was guest speaker.

A networking session with wholesalers and local industry partners was included as part of the Norfolk Island Trade Expo where the agents met and networked over drinks and canapés before the formal presentation by Ray Martin. Norfolk Island Tourism and UTC thank the agencies and local industry partners who exhibited (Air New Zealand, Oxley Travel, Norfolk Select, Trade Travel, and Paradise Hotel & Resort).



DECEMBER TOURISM FAMILS

3-7 Dec – Australian Product Manager Famil (Infinity Holidays, Flight Centre Travel Group, Travel Associates)

6-9 Dec – New Zealand Product Manager Famil (Our Pacific)

6-9 Dec – Media Famil (GQ Magazine - Jeremy Drake)

VISITOR SURVEY RESULTS OCTOBER & NOVEMBER

During the month of October 2019, 542 visitor survey cards were completed compared to 215 cards from October 2018. This amounts to approximately 21% of the October 2019 visitors completing cards.

During the month of November 2019, 310 visitor survey cards were completed compared to 114 cards from November 2018. This amounts to approximately 11% of the November 2019 visitors completing cards.

Some of the October and November comments included:

- *“A fantastic week. I would recommend to anyone. Great local people who have a passion for their culture. A top week. We will be back.”*
- *“Impressed by the natural scenery, but also the cleanliness of the island and the respect that people have for it (no rubbish or graffiti)”*
- *“It is wonderful to see how proud everyone is of their history and island. It's a very special place, and I will be back.”*
- *“Amazing people and a great vibe. A very relaxing holiday. Be proud of your home.”*
- *“Beautiful Island and beautiful people. The honesty is awesome and overwhelming. Hat's off to Norfolk Island.”*
- *“Fascinated by the whole experience and do hope the island retains its character including*

language and culture.”

CUSTOMER SERVICE TRAINING

On 23 and 24 October all Norfolk Island Tourism staff completed a Customer Service Training course run by Norfolk Island Regional Council. Kylee Cowgill from Walan Miya vocational training conducted the course to educate staff in providing more awareness, more confidence, more understanding and more knowledge. Norfolk Island Tourism staff pride themselves on offering great customer service.

The most recent Tripadvisor reviews for the Visitor Information Centre include the following comments:

- *“Called in here today on first full day of our trip and staff were able to answer a variety of questions from weather / tides to tours and restaurants and did bookings on the spot. Also gave good advice and details. Very helpful.”*
- *“My friend and I went in to enquire about a couple of things and the staff were very helpful.” “The staff were very friendly and exceptionally helpful and accommodating - nothing was too much trouble. We were in and out a few times and primarily dealt with Sandra who was exceptional!!!”*
- *“We were made to feel welcome at the Information Centre and the ladies there were helpful with our enquiry.”*
- *“If you are not on a pre-set tour then check in with the Visitor centre early in your visit and they will ensure you have a great trip.”*

DIGITAL MARKETING INSIGHTS FOR OCTOBER & NOVEMBER

Website October

106,107 Page Views
561,440 Impressions
11,955 Users



Website November

107,958 Page Views
600,094 Impressions
13,201 Users



Top Post October

Facebook Image
Queen Eliz Lookout
12,423 Reach
16,446 Impressions
199 Reactions
23 Shares



Top Post November

Facebook Image Emily Bay
7,304 Reach
7,577 Impressions
623 Reactions
31 Shares



Facebook October

27,852 Followers
288,312 Impressions
188,687 Reach
6.65% Average engagement on reach post



Facebook November

27,937 Followers
91,512 Impressions
73,189 Reach
9.61% Average engagement on reach post



Instagram October

8,644 Followers
 75,035 Impressions
 43,927 Reach
 9.63% Average engagement on reach per post



Instagram November

8,698 Followers
 86,385 Impressions
 46,019 Reach
 10.35% Average engagement on reach per post



TOURISM GROSS SALES - OCTOBER & NOVEMBER

Tourism gross sales include Tours, Accommodation, Car Hire, and Retail sales.
 Sales transactions are from the destination website and Visitor Information Centre.

GROSS SALES	COMPARISON to Oct Last Year	COMPARISON to Nov Last Year	COMPARISON Year to Date
Retail Sales	⬆️ UP 12%	⬇️ Down 6%	⬆️ Up 6%
Accommodation Sales	⬆️ UP 24%	⬆️ UP 6%	⬆️ Up 13%
Tour Sales	⬆️ UP 68%	⬆️ UP 18%	⬆️ Up 17%
TOTAL SALES	⬆️ UP 41%	⬆️ UP 9%	⬆️ UP 13%

SUMMARY Tourism Gross Sales: Best October on record & Best November on record



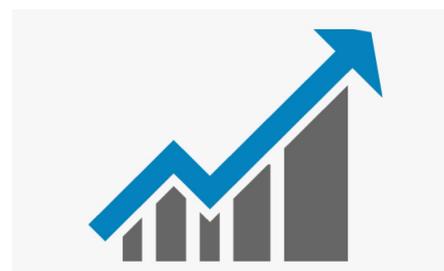
AIRLINE PASSENGER STATISTICS

LAST YEAR	Incoming Flights	Seats Available	Incoming Passengers	Visitors	Load Capacity	Visitor % of PAX
Jul 2018	13	1950	1773	1359	91%	77%
Aug 2018	15	2250	2005	1645	89%	82%
Sep 2018	19	2850	2741	2411	88%	88%
Oct 2018	23	3345	3092	2631	92%	85%
Nov 2018	21	3330	2904	2481	87%	85%
2018 Year to date	91	13725	12515	10527	89.40%	83.40%

THIS YEAR	Incoming Flights	Seats Available	Incoming Passengers	Visitors	Load Capacity	Visitor % of PAX
Jul 2019	18	2700	1934	1427	72%	74%
Aug 2019	20	2778	2378	1911	86%	80%
Sep 2019	23	2998	2682	2366	89%	88%
Oct 2019	25	3298	3041	2596	92%	85%
Nov 2019	27	3485	3207	2773	92%	86%
2019 Year to date	113	15259	13242	11073	86.20%	82.60%

COMPARISON to Last Year

	Visitors	Passengers
Jul	⬆️ UP 5%	⬆️ UP 9%
Aug	⬆️ UP 16%	⬆️ UP 19%
Sep	⬇️ DOWN 2%	⬇️ DOWN 2%
Oct	⬇️ DOWN 1%	⬇️ DOWN 2%
Nov	⬆️ UP 10%	⬆️ UP 10%
Year to Date	⬆️ Up 5%	⬆️ Up 6%



Recently there have been inaccurate rumours regarding the 2018/2019 visitor numbers.

Below is a list of the accurate data provided by Border Security as listed on the Council website.
<http://www.norfolkisland.gov.nf/scheduled-airline-incoming-passenger-statistics>

2018/2019 Incoming Airline Passengers

Visitors 26,096

Passengers 30,644

Percentage of visitors from total passengers 85%

NOTED

8.5 PLANNING AND ENVIRONMENTAL SERVICES REPORT**SUMMARY****Composting Site Preparation**

Global Composting Solutions were on island from the 15th of November to commission the Hotrot composting facility. The team, assisted by Council's fabricator, building inspector, electricity department and external contractors, reassembled the two 12m long composting units and associated equipment.

Unfortunately, the control board was found to have significant water damage. The team from Global Composting solutions were unable to repair the infrastructure. This means that the equipment was unable to be fully commissioned.

Council currently have an insurance claim for the replacement control board which has been ordered and will be airfreighted to the island once completed. This process is anticipated to take 4-6 weeks.

Global Composting Solutions will then need to return to the island sometime in January for full commissioning and training.

The trip wasn't wasted however, as all of the equipment was fully installed and all of the gear boxes have been tested and are fully functional.

Car Baler

The car baler has now been shipped from China and is due into Brisbane in December. Council are still working through options to have the car baler delivered via a barge to the Ball Bay Groyne and a number of Council departments are working together to ship a range of capital items that have been purchased and a range of legacy waste streams to mainland Australia.

Upgrade of the Wastewater Treatment Plant

Balmoral Group Australia were on island on the 2nd & 3rd of December to present the draft business case for the upgrade of the Wastewater Treatment Plant. They hosted 5 targeted focus groups that were attended by 19 residents.

The final report with comments from the community incorporated is being presented to this December Council meeting for adoption.

Total Fire Ban

Following the declaration of a Total Fire Ban by the Administrator on the 3rd of December 2019 the burning of waste at headstone has had to cease. The staff at Waste Management are doing their best to manage this situation. Pallets are being stock piled, and all cardboard is being shredded to reduce the volume and currently being stored in the bunkers that have been installed for compost.

Hard plastic items are also being shredded and boxed in recycled post boxes. These can then be exported for recycling. This could be a positive move for waste management as it will mean that another waste stream has been diverted from headstone.

In addition, the receipt of large bulky items and builders waste has been stopped. This will be reviewed on the 17th of December when the ban is due to be lifted. Council would like to thank the community for their

patience during this time.

PUBLIC HEALTH

Pools and spas

Public pool and spa inspections have started and 10 inspections have been conducted so far. The pools and spas are being tested for pH, Chlorine, Bromine, Cyanuric acid and Alkalinity. Other parameters can be assessed if needed. The Accommodation and Tourism Association (ATA) was very helpful with informing their members about the inspections. Public pool and spa owners are being encouraged to maintain the water quality of their pools to adequate levels at all times.

Sale of Food Licence (SOF)

Food businesses are being encouraged to apply for a 2020 Sale of Food Licence. A Media Release will be out in this week's paper. Businesses are also being advised about the Food Safety Inspections that will be conducted next year. Having hygienic premises and adequate food handling practices is essential to minimize public health risks.

Animal importation Licence

10 animals were imported to Norfolk Island from mainland Australia in November.

Environmental monitoring

The water from streams/dams is monitored in a monthly basis. If unusual measures are found, testing frequency is increased. The parameters analysed are pH, conductivity and TDS. Headstone and Duck Dam pH fluctuated in the previous months but it has been closer to neutral in the past month/weeks. These fluctuations in water quality show how important it is to monitor our waters.

Compost testing

The branch is waiting for quotes from SESL Australia for a composted soil conditioner monitoring program. Ensuring that the compost that will be provided to the public is up to standard is critical for public health.

NOTED

8.6 COMMERCIAL SERVICES REPORT**SUMMARY**

The purpose of this report is to provide an update on project activities in the Commercial Services section of Council.

PROJECT UPDATE BY COMMERCIAL UNIT**Electricity**

Frontier Economics have developed models that will provide for a financial assessment of the Hydro Tasmania Plan. The initial draft Assessment Report with Frontier Economics is nearly complete and ready for review by Council staff.

The evaluation panel for the replacement generator and batteries tender met 4th November to finalise the Tender Evaluation report and recommendation. The Evaluation report and recommendation are to be considered by Council as a confidential report at this meeting.

Norfolk Telecom

Planning for procurement and installation of the new 3G/4G LTE Mobile System and Fixed Network Upgrade services for Norfolk Telecom continues with Speedcast Australia Pty Ltd, the successful tenderer. A planning workshop commences 2 December, with staff attending from Telecom, Speedcast, and Blue Arcus, the principal subcontractor. The 3G/4G mobile system remains on-schedule to go-live at the end of July 2020.

The selective Request for Tender to provide commercial satellite bandwidth and support services for Norfolk Telecom was released 29 November 2019, with a closing date of 15 January 2020.

Airport

Representatives from Leading Edge Aviation Planning Professionals Pty Ltd (LEAPP), the consultancy engaged to develop a Norfolk Island Airport Master Plan (AMP), visited the Island during November. During their visit, the LEAPP representatives spoke to a wide range of community stakeholder groups/individuals, the Administrator, Councillors and Council staff. LEAPP will use the information gathered to develop an Inception Report, due in December 2019. This report will provide details of LEAPP's initial observations, and some guidance where particular emphasis will be required, and where focus must be applied in the development of the Master Plan. The Airport Master Plan is due to be presented to Council in June 2020.

The first Airport Reseal Project bulk cargo vessel arrived Tuesday, 19 November 2019. Unloading of aggregate and other materials was expected to be completed by the end of November, subject to weather. The Bio-Security Requirements Plan for the transport of the aggregate and other materials to the Island was released on the Council website (Q&A 2019_11 No.1 <http://www.norfolkisland.gov.nf/q-201911-no1>)

NIRC received a grant from the Commonwealth to support eligible regional airports to move quickly to implement changes to aviation security screening opportunities. The grant was for \$405,000 and will be used to purchase 1 x body scanner, and 1 x multi-view x-ray for screening Cabin baggage & Goods.

The Airport terminal will need structural alterations to accommodate the new equipment. These costs will be funded by NIRC. The Security equipment must be in place by 31/12/20. NIRC has already approached preferred equipment vendors and will be placing an order for the required equipment early in the new year.

NOTED

8.7 RECRUITMENT REVIEW UPDATE

SUMMARY

The purpose of this report is to advise Council on the recruitment undertaken during the period July to November 2019.

INFORMATION

During these two quarters, Council recruited for 22 vacant positions resulting in 21 appointments comprising of 16 full time, 3 casual, 2 part-time .

One position still remains unfilled in the I.T department and there are a further 2 vacancies in Finance not yet advertised.

Council received a total of 40 applications from candidates of which 30 candidates were from residents on Norfolk Island and 10 candidates from mainland Australia.

NOTED

8.8 ORGANISATIONAL DEVELOPMENT AND WORKFORCE MANAGEMENT PLAN**SUMMARY**

The purpose of this report is for the section, Organisational Development to report on its activities for the quarter October to December 2019.

INFORMATION**1. Workforce Management Plan**

Council first adopted the workforce Management Plan 2016-2020 (plan) by resolution on 21 December 2016. The workforce management plan is part of the resourcing strategy for Council's Delivery program.

The Executive Manager Organisational Development has been reviewing productivity statistics including leave records, absenteeism and has submitted to the Interim General Manager some workforce planning recommendations including a review of Senior Management structures. The review has not been finalised and communication is to be had with the incoming General Manager.

2. Employee Relations

The current Enterprise Agreement for staff expires in May 2020. New negotiations commence with the workforce and union on January 2020. Preparation has begun with developing bargaining strategy and formulating a list of proposals for discussion with the workforce.

3. Code of Conduct

The Executive Manager Organisational Development has had one code of conduct matter to investigate and to resolve which he has done.

4. Organisational Development

The Executive Manager Organisational Development has been developing an internal organisational development program called **TAAPILI** which links all the human resource disciplines and strategies under one program with the objective of turning Norfolk Island Regional Council into an employer of choice. The program provides for a new performance management process linking mission and values into a continuous improvement process known as accomplishment records and establishing staff development centres identifying high potentials and establishing formal succession management plans with the objective of developing home grown Norfolk Island talent and reducing the needs to recruit offshore.

NOTED

8.9 REPORT ON OLD 16T AND 25T KATO CRANES**SUMMARY**

The purpose of this report is to advise Council on the outcomes of investigation undertaken into the old 16T and 25T Kato cranes as requested in Resolution 2019/221.

RESOLUTION 2019/221

At the Extraordinary meeting of 30 October 2019, Council resolved:-

- (b) Council contact Local Government Procurement NSW to seek advice on procurement of the services of a suitably qualified company to advise Council on the viability of refurbishing either of the existing mobile cranes and report back to Council.

Local Government Procurements NSW advised Council to contact the supplier directly.

Council contacted Titan Equipment (the supplier of the old cranes and the new Kato Crane) and requested a report based on their desktop assessment of the 16t and 25t Kato cranes. All relevant information and previous reports were supplied to Titan Equipment.

Following a review of all documentation, Titan Equipment have come back to Council and their professional opinion is "we feel that both of these cranes have no commercial viability and unless a potential buyer is at hand, it may be best to cannibalise them for spare parts. The availability of parts for such old machines could be another issue compounded by the cost factor associated to such major repair work."

NOTED

9 REPORTS FROM COMMITTEES**9.1 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 5 DECEMBER 2019****RESOLUTION 2019/249**

Moved: Cr Lisle Snell

Seconded: Cr David Porter

1. That the Minutes of the Tourism Advisory Committee Meeting held on 5 December 2019 be received and the recommendations therein be adopted.
2. That the Tourism & Economic Development Report November 2019 be noted.
3. That one of the TAC Tourism Operations positions be altered to Tourism Operations/Community Member.
4. That the TAC Terms of Reference be amended to reflect the change of position, from Tourism Operations to Tourism Operations/Community Member.
5. That the application of Paul Porter for the position of Tourism Operations/Community Member be endorsed by Council.
6. Confirmation that the Tourism Action Plan Stage Four (4.1 to 5.4) has been received, reviewed, amended, approved and noted.

CARRIED

UNANIMOUS

9.2 MINUTES OF THE NORFOLK ISLAND YOUTH COUNCIL MEETING HELD ON 3 DECEMBER 2019**RESOLUTION 2019/250**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

1. That the Minutes of the Norfolk Island Youth Council Meeting held on 3 December 2019 be received and the recommendations therein be adopted.
2. That, the Youth Council Mayoral Minute recommendations are adopted. That, the Norfolk Island Youth Council:
 - a) Supports Council's investigation of the possibilities to enable the Norfolk language to be included in street signs on Norfolk Island, including identifying cost.
 - b) Encourages implementation of the proposal as promptly as possible and preferably before 30 June 2020.
 - c) Encourages the use of the phonetic system to write and spell the Norfolk language on the street signs to ensure it is recognised as a separate language.
 - d) Is kept up to date by Council on the Operational Plan target.
3. That, the following additional previous meeting recommendations are adopted. That, the

Youth Council:

- a) Notes the update on the recent ABS 2021 Census visit,
- b) Supports Council to provide advice to support the ABS 2021 Census on Norfolk Island.

CARRIED

UNANIMOUS

9.3 MINUTES OF THE HERITAGE AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 22 NOVEMBER 2019

RESOLUTION 2019/251

Moved: Cr Robin Adams

Seconded: Cr Rod Buffett

That the Minutes of the Heritage and Culture Advisory Committee Meeting held on 22 November 2019 be received and the recommendations therein be adopted, including the following recommendations:

1. That the Minutes of the Heritage and Culture Advisory Committee Meeting held on 27 September 2019 be received and the recommendations therein be adopted.
2. That the report by the Team Leader – Heritage Management in regards to calling for the Heritage and Culture Advisory Committee members to progress the actions dealt with at this meeting as listed in the ‘Heritage and Culture Strategy 2017–2020’, be received and noted.
 - (a) That the actions contained within the table for Item 5.1 be noted in Council, including:
 - (i) Resolution by HCAC that mayor bring to the attention of DCP organisers that no.8 and no.9 action point of the H & C Strategy;
 - (ii) Bring to attention of council of amendment to Action Item 14 (Culture), ‘Allow for continual creation of creative community spaces and festivals.
 - (b) That the remaining action items needing review were deferred until the next meeting.
3. That the Norfolk Island Museums and Research Centre Update report for November 2019 be received and noted.
4. That the following report presented by Mr Don Reynolds on behalf of the Community Arts Society Inc and the Norfolk Ito Kalcha Salan Inc (NIKS) demonstrating their promotion of the Island’s culture be received noted and supported:
 - (a) Norfolk Island Regional Council by resolution of 16 October 2019 supported the application of Norfolk Ito Kalcha Salan Inc. (NIKS) to register involvement in the UN International Year of Indigenous Languages 2019. Registration has been successful – <http://eniyil2019.org>.
 - (b) Acknowledged with thanks funding received from the NIRC Community Grants Programme for cultural activities - \$10,400 and \$6800 of in kind contribution totally \$17,200 for the attached list of activities.
 - (c) Community Arts Society has submitted the attached report on the Regional Cultural Strategy Phase 2 project to the South Pacific Community (SPC) on the second phase of

the regional culture strategy investing in Pacific cultures 2010-2020; and

- (d) Further it was resolved that the Mayor highlight the SPC document for discussion in the next council meeting as it provides a third party review of cultural conditions on Norfolk Island and the results will be used to shape the Regional Culture Strategy: Investing in Pacific Cultures 2010-2020. Part 1, point 5 should also be highlighted to Council for review as it identifies resources needed to support ongoing cultural development.

CARRIED

UNANIMOUS

9.4 MINUTES OF THE ROCK FEED SOURCE ADVISORY COMMITTEE MEETING HELD ON 21 NOVEMBER 2019

RESOLUTION 2019/252

Moved: Cr David Porter

Seconded: Cr Rod Buffett

1. That the Minutes of the Rock Feed Source Advisory Committee Meeting held on 21 November 2019 be received and the recommendations therein be adopted.

CARRIED

UNANIMOUS

9.5 PROCEDURAL MOTION – SUSPEND COUNCIL

RESOLUTION 2019/253

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

That Council Sitting be suspended until 16:15pm.

CARRIED

UNANIMOUS

9.5A COUNCIL MEETING RESUMED - 16:22PM

Alan Hollway (Executive Manager Organisational Development) did not return to the meeting.

9.6 MINUTES OF THE PUBLIC RESERVES ADVISORY COMMITTEE MEETING HELD ON 3 DECEMBER 2019**MOTION**

1. That the Minutes of the Public Reserves Advisory Committee Meeting held on 3 December 2019 be received and the recommendations therein be adopted.
2. That Council Resolution 2019/46 culling of feral chickens in Public Reserves recommence from 1 April 2019, using the survey preferred method of shooting, with the exemption of the months 1 December to 28 February each year be overturned.
3. That instead, there be no shooting of feral chickens in Public Reserves between 15th December – 18th January each year.
4. That the amendments detailed above be made to the Draft Plans of Management for Hundred Acres, Bumbora, Stock, Middleridge, Anson Bay and Ball Bay Reserves to finalise these 6 Plans of Management.
5. That these 6 Final Plans of Management containing these amendments be presented to the February Council Meeting for endorsement, and then be presented for Ministerial approval soon after.
6. That Council take advice from the Insurance Broker (JLT) on the issue of climbing aids and signage being installed in relation to Public Liability Insurance coverage in Public Reserves.
7. That horse riding should not be allowed in Bumbora Reserve, as the Reserve is not suitable for horse riding and access is not currently possible due to the cattle grid and the gate at the entrance to the Reserve.
8. That the level of detail around permit requirements for the construction of the groyne within Ball Bay Reserve (above the high water mark) in the Draft Plan of Management for Ball Bay Reserve is sufficient, and no further restrictions or regulations be added to the Plan. This Recommendation takes into account the fact that the permit for the construction of the groyne below the high water mark is issued by Marine Parks Australia, and contains strict conditions around the construction and maintenance of the groyne.
9. That the Public Reserve Advisory Committee note the information in the report provided by the Senior Environmental Officer.
10. That the Sand Extraction agenda item be carried over to the February Public Reserves Advisory Committee meeting due to time constraints.

AMENDMENT

Moved: Cr Lisle Snell
Seconded: Cr David Porter

That:

Recommendation 7 be amended to read:

That no further actions be taken on access of horses within reserves until further advice is provided in relations to this matter.

AMENDMENT

Moved: Cr Lisle Snell
Seconded: Cr David Porter

That a further recommendation number 11 be added to read:

- a) Consistent with action item 27 in the Heritage and Culture Strategy 2017 – 2020 adopted by Council recognise the practice of cattle grazing on common land is culturally significant;
- b) That no action on exclusion of cattle from the Mission Pool be taken until an alternative water point is established in that area in consultation with the Norfolk Island Cattle Association

AMENDMENT

Moved: Cr David Porter
Seconded: Cr Robin Adams

That Recommendation 7 as amended by Councillor Snell be rescinded and replaced as follows:

Horse-riding may be allowed in Reserves subject to appropriate policy being developed and agreed to by Council.

AMENDMENT

Moved: Cr Robin Adams
Seconded: Cr Lisle Snell

That a further recommendation number 12 be added to read:

The current and traditional culture and heritage of the Norfolk Island people shall be expanded on within the Plans of Management and the overarching Plan of Management.

Resolution 2019/254

Moved: Cr Robin Adams
Seconded: Cr Lisle Snell

1. That the minutes of the Public Reserves Advisory committee meeting held on 3 December 2019 be received and the recommendations therein be adopted.
2. That Council Resolution 2019/46 culling of feral chickens in public reserves recommence from 1 april 2019, using the survey preferred method of shooting, with the exemption of the

months 1 December to 28 February each year be overturned.

3. That instead, there be no shooting of feral chickens in public reserves between 15th December – 18th January each year.
4. That the amendments detailed above be made to the draft plans of management for Hundred Acres, Bumbora, Stock, Middleridge, Anson Bay and Ball Bay reserves to finalise these 6 Plans of Management.
5. That these 6 final Plans of Management containing these amendments be presented to the February council meeting for endorsement, and then be presented for ministerial approval soon after.
6. That council take advice from the insurance broker (JLT) on the issue of climbing aids and signage being installed in relation to public liability insurance coverage in public reserves.
7. That horse riding may be allowed in reserves subject to appropriate policy being developed and agreed to by Council.
8. That the level of detail around permit requirements for the construction of the groyne within Ball Bay Reserve (above the high water mark) in the draft Plan of Management for Ball Bay Reserve is sufficient, and no further restrictions or regulations be added to the Plan. This recommendation takes into account the fact that the permit for the construction of the groyne below the high water mark is issued by Marine Parks Australia, and contains strict conditions around the construction and maintenance of the groyne.
9. That the Public Reserve Advisory Committee note the information in the report provided by the Senior Environmental Officer.
10. That the sand extraction agenda item be carried over to the February Public Reserves Advisory Committee meeting due to time constraints.
11. That a further recommendation number 11 be added to read –
 - a) Consistent with action item 27 in the heritage and culture strategy 2017 – 2020 adopted by council recognise the practice of cattle grazing on common land is culturally significant
 - b) That no action on exclusion of cattle from the mission pool be taken until an alternative water point is established in that area in consultation with the Norfolk Island Cattle Association
12. The current and traditional culture and heritage of the Norfolk Island people shall be expanded on within the Plans of Management and the overarching Plan of Management.

Carried

AMENDMENTS 7 AND 11 – CR MCCOY DISSENTS

AMENDMENT 12 - UNANIMOUS

10 REPORTS FROM GENERAL MANAGER

Nil

11 REPORTS FROM EXECUTIVE MANAGER ORGANISATIONAL DEVELOPMENT

Nil

12 REPORTS FROM GROUP MANAGER CORPORATE / CHIEF FINANCIAL OFFICER**12.1 QUARTERLY FINANCIAL REVIEW REPORT AS AT 30 SEPTEMBER 2019****SUMMARY**

The purpose of this report is to present to Council the Quarterly Financial Review Report as at 30 September 2019, which outlines the financial performance of Council's operations and capital expenditure against budget with recommended variations.

RESOLUTION 2019/255

Moved: Cr Rod Buffett

Seconded: Cr David Porter

That;

1. Council notes the 2019–20 Budget Review Statements for the first quarter from 1 July 2019 to 30 September 2019, consisting of the seven reports, detailing the income and expenditure.
2. Council notes the financial result was \$662,209 surplus for the quarter, consisting of;
 - \$360,280 surplus for NIRC,
 - \$301,929 surplus for State-type delivery services.
3. Council notes the capital expenditure was \$1,556,060 for the quarter, which was 3 per cent of the annual budget of \$52.0 million; and 20% of non-runway capital budget.
4. Council notes the variations to the budget as outlined in Quarterly Budget Review Statement.
5. Council adopts the additional \$97,000 in Capital Works that is offset by the same amount in reductions, having a zero impact on capital expenditure.

CARRIED**CR. SNELL DISSENTS**

12.2 INVESTMENT REPORT - 30 NOVEMBER 2019**SUMMARY**

The purpose of this report is for Council to note investments held as at 30 November 2019

RESOLUTION 2019/256

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council notes;

- the Investment Report for November 2019,
- total deposits held at 30 November were \$31,932,254, and
- accrued interest earned on investments was; \$19,657 for November, and \$119,554 year to date.

CARRIED

UNANIMOUS

13 REPORTS FROM GROUP MANAGER SERVICES

13.1 NORFOLK ISLAND WASTEWATER OPTIONS STUDY

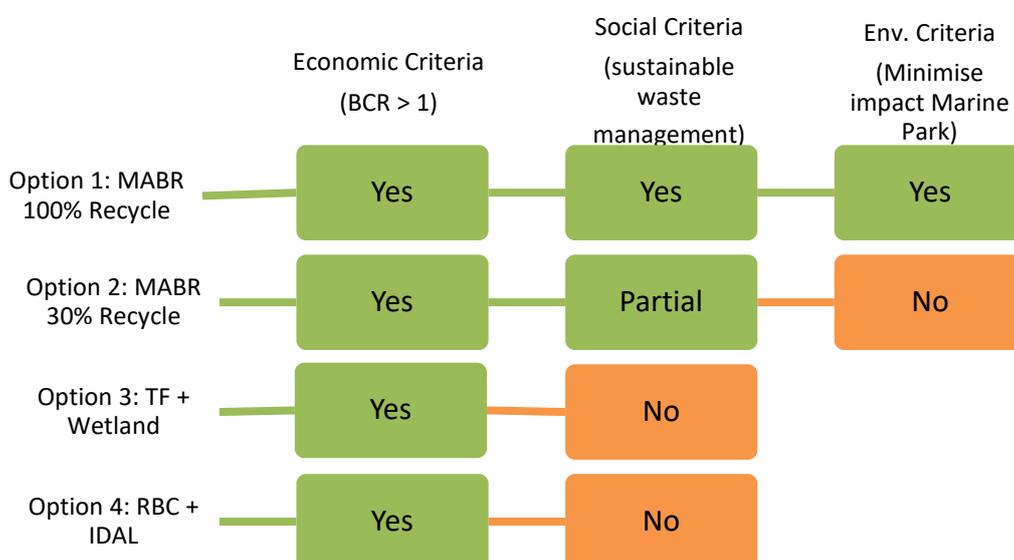
SUMMARY

Norfolk Island Regional Council has asked the community for input into the DRAFT Business Case for the Upgrade of the Norfolk Island Wastewater Treatment Plant. This was the third round of community consultation on the subject and feedback has been incorporated into the final document that is being providing to the December Council meeting.

The business case has outlined a cost benefit analysis of 4 treatment plant and beneficial reuse options. These options are summarised in the following table.

Option	Identification of requirements met
Option 1: Membrane Aerated Biofilm Reactor with water recycled to agriculture and community standpipe.	<ul style="list-style-type: none"> • High quality effluent treatment with low maintenance requirements. • Water storage and distribution network to recycle effluent to agricultural areas and the community via a standpipe. • Inexpensive operating costs to minimise impact on the community.
Option 2: Membrane Activated Bio-reactor with water recycled to community standpipe only.	<ul style="list-style-type: none"> • Same as above without the extensive storage and distribution system required for agricultural recycling of effluent. • Effluent recycling relies on existing infrastructure to transport wastewater for non-potable recycling from standpipe to households.
Option 3: Tricking Filter and Wetlands with indirect potable reuse only.	<ul style="list-style-type: none"> • Pre-treated sewage is spayed over media, minimising power costs. • Wetlands polishing effluent prior to discharge but require 2 hectares of land • Limited to non-potable irrigation of pastures and indirect aquifer recharge due to lower quality effluent.
Option 4: Rotating Biological Contactor and Intermittently Decanted Activated Sludge with indirect potable reuse only.	<ul style="list-style-type: none"> • Reuse existing RBC's as an inexpensive pre-treatment for ammonia and carbon removal before main treatment in the IDAL. Allows for lower sludge age, smaller tanks and reduction in power costs. • Limited to non-potable irrigation of pastures and indirect aquifer recharge due to lower quality effluent.

Of the 4 options outlined above Option 1 is the only treatment plant and reuse option that meets all of the economic, social and environmental needs of Norfolk Island and the community as shown in the following figure.



The preferred option 1 is a total of \$17.6M with the breakdown of costs as follows:

- Membrane Aerated Biofilm Reactor \$11.2M
- Recycling infrastructure \$5.5M
- extension of sewers to Longridge and Little Cutters Corn \$1M

This option will allow NIRC to:

- recycle 90-100% of the water for agricultural purposes and passive aquifer recharge.
- achieve compliance with the *Temperate East Commonwealth Marine Reserves Network Management Plan*
- make 55 million litres of water available to the NI community for agricultural production per year (before additional connections)
- create a rainfall independent supply of water
- create water and food security per the community strategic plan
- replace aged and inefficient infrastructure that has been identified by NSW Public Advisory to fail within the next 5 years.
- protect and enhance Norfolk Island's groundwater supply

RESOLUTION 2019/257

Moved: Cr David Porter

Seconded: Cr Rod Buffett

1. That Council adopt the report "*Upgrade of the Norfolk Island's Sewerage Treatment Plant*" written by Balmoral Group Australia and Public Works Advisory
2. That the General Manager provides the business case to the Department of Infrastructure, Transport, Cities and Regional Development to seek avenues for external funding.

CARRIED

UNANIMOUS

14 NOTICES OF MOTION

14.1 NOTICE OF MOTION -

I, Councillor David Porter, give notice that at the next Ordinary Meeting of Council be held on 18 December 2019, I intend to move the following motion:-

RESOLUTION 2019/258

Moved: Cr David Porter

Seconded: Cr John McCoy

That:

1. I, Councillor David Porter move that Council investigate the funding opportunities to allow us to incorporate our crushed glass into our road making effort both in the base and the seal.

CARRIED

UNANIMOUS

14.2 NOTICE OF MOTION - ANNUAL REPORT 2018-2019 MAYORS MESSAGE - WAN MESEJ FROM AA MEYA

I, Councillor Robin Adams JP, give notice that at the next Ordinary Meeting of Council be held on 18 December 2019, I intend to move the following motion:-

RESOLUTION 2019/259

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That:

In acknowledgement that Council at its 16 October 2019 meeting supported the application of Norfuk Ito Kalcha Salan Inc. to register involvement in the UN International Year of Indigenous Languages 2019 and that their application was successful (see attached), Council supports that the attached translation into Norf'k of the Mayor's Message in the 2018-2019 Annual Report be included in the Annual Report section of Council's website.

CARRIED

UNANIMOUS

15 URGENT BUSINESS WITHOUT NOTICE

PROCEDURAL MOTION

RESOLUTION 2019/260

Moved: Cr David Porter

Seconded: Cr John McCo

That Council moves from Open Council to Closed Council at 17:50pm.

CARRIED

UNANIMOUS

16 CONFIDENTIAL MATTERS FOR CONSIDERATION**RESOLUTION 2019/261**

Moved: Cr David Porter

Seconded: Cr John McCoy

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 Tender Evaluation Generator and Battery

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.

CARRIED

UNANIMOUS

RESOLUTION 2019/262

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council moves out of Closed Council into Open Council at 18:05pm.

CARRIED

UNANIMOUS

16.1 TENDER EVALUATION GENERATOR AND BATTERY**SUMMARY**

The purpose of this report is for Council to consider a recommendation to decline to accept the tenders received in response to the tender SPT701920NIRC for the supply and installation of a Generator and Batteries on Norfolk Island.

RESOLUTION 2019/263

Moved: Cr David Porter

Seconded: Cr John McCoy

With regard to the tender SPT701920NIRC for the supply and installation of a Generator and Batteries on Norfolk Island, Council in accordance with Part 7 Tendering of the Local Government

(General) Regulation 2005 Clause 178 (1)(b), (3)(f) and (4)(a) and (b), Council:

- o As per Clause 178 (1)(b) 'Decline to accept any tenders', and
- o As per Clause 178 (3)(f) 'Carry out the requirements of the proposed contract itself'

CARRIED

UNANIMOUS

17 QUESTIONS FOR THE NEXT MEETING

NIL

The Mayor Cr Adams, followed by Cr Porter, Cr Snell, Cr Buffett and Cr McCoy expressed good wishes for the Norfolk Island Community for a Merry Christmas and a Happy New Year for 2020.

The next Ordinary Meeting of Council will take place on Wednesday 19 February 2020 held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Mayor declared the meeting closed at 18:10pm.

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 December 2019.

Submitted to the Ordinary Meeting of Council held on Wednesday 19 February 2020.

Mayor Robin Adams

Date