



MINUTES

Ordinary Council Meeting 24 June 2020

Menets

f daa Ordeneri Kaunsl Miiten

orn 24 Juun 2020

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 24 JUNE 2020 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: Andrew Roach (General Manager), Alan Hollway (Manager People and Culture), 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:

- June Anona RICHARDS – 20 May 2020
- Bernard Edwin CHRISTIAN-BAILEY – 15 June 2020
- William Ormond Harry JUDD – 19 June 2020

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

4 DISCLOSURE OF INTEREST

Officer	Agenda Item	Type	Nature of Interest
Councillor David Porter	16.3 Tourist Accommodation Legislation – Discussion Paper	Pecuniary Interest	Own and operate accommodation property.

Officer	Agenda Item	Type	Nature of Interest
Councillor David Porter	16.4 Application to modify Development Approval DA.BA 26/2019-2	Pecuniary Interest	Own and operate accommodation property.

5 PUBLIC ACCESS

NIL

6 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 MAY 2020

RESOLUTION 2020/82

Moved: Cr Rod Buffett

Seconded: Cr David Porter

1. That the Minutes of the Council Meeting held on 20 May 2020 be received and the recommendations therein be adopted.

CARRIED

UNANIMOUS

5.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 JUNE 2020

RESOLUTION 2020/83

Moved: Cr David Porter

Seconded: Cr Rod Buffett

1. That the Minutes of the Extraordinary Council Meeting held on 1 June 2020 be received and the recommendations therein be adopted.

CARRIED

UNANIMOUS

7 MAYORAL MINUTE**7.1 MAYORAL MINUTE - INDEPENDENT GOVERNANCE AND FINANCIAL AUDIT OF NIRC OPERATIONS****RESOLUTION 2020/84**

Moved: Cr Robin Adams

Seconded: Cr John McCoy

BACKGROUND

Council for some months now has been addressing financial challenges in developing the 2020/21 Operational Plan primarily resulting from decisions by previous management and which have been further magnified by the effects of the COVID-19 pandemic. Whilst the Council is still receiving community submissions on the Operational Plan, recently highlighted financial exigencies now require Council to take decisive action to ensure Council is able to continue to deliver services; and to adopt a “reduced business as usual” plan on 30 June. Whilst this will allow Council to continue in a reduced capacity during these times of austerity, I believe it is imperative that this elected Council provide a newly elected Council with a list of recommendations to allow them to start their term on the best possible footing.

To recap. This, the first Norfolk Island Regional Council, has had to address many challenges throughout its term, and in particular the following challenges in the past 6 months:

- Council has been provided poor information in many of their decision making processes by previous management.
- The ‘State Disconnect’ and the resulting systemic and structural deficiencies in the arrangements between NIRC and the Commonwealth as our “State”.
- Existing contractual obligations will exhaust NIRC’s entire cash position and our financial position for 30 June 2021 will be zero cash in reserve.
- NIRC’s revenue streams are so reliant on the Tourism economy; and a review must be undertaken to improve resilience and sustainability.
- Existing NIRC governance systems are inadequate, and financially unsustainable.
- NIRC employees require training and support to make sure our systems are operationally efficient.

Unless substantial change is achieved in our operational program, and the Islands economy recovers sufficiently, NIRC’s future remains uncertain.

Councillors and I as Mayor believe it is now time to act, and to provide an incoming Council with a clear pathway to success, allowing them an opportunity to either drive change or accept what we have.

With that in mind, I now propose the following:

RECOMMENDATION

THAT –

1. Council instructs the General Manager as a matter of priority to bring to Council for its endorsement terms of reference for the engagement of an appropriate consultant to conduct a full independent governance and financial audit of NIRC operations; and that

the General Manager request the Commonwealth Government to meet the audit cost.

2. The terms of reference include legislative, regulatory and policy framework amendments to improve the operation of NIRC, with an underlying principle of reduction of service delivery cost and red tape.
3. In calling for this review/audit, Council acknowledges that these actions have been taken to ensure a stronger future for the Island through sustainable revenue sources, expenditure management and a pathway towards less reliance on Commonwealth funding.
4. Council lead the communication locally as this must be an Island driven initiative.
5. Notwithstanding Council resolution 2020/56 of 20 May 2020 Council now requests the election be delayed by two months or to a later date if deemed necessary by the Commonwealth to allow for the review/audit to be undertaken and a report received and adopted by the existing Council to allow the newly elected Council to enter their term unburdened by this process.

CARRIED

UNANIMOUS

8 STATUS REPORTS**8.1 QUESTION FROM PREVIOUS MEETING - ACCOUNTABLE RECONCILIATION PROCEDURE****SUMMARY**

The General Manager was asked to advise what procedures are in place to ensure an accountable reconciliation procedure is conducted on cargo arriving by sea to Norfolk Island.

Question:

Would the General Manager please advise what procedures are in place to ensure an accountable reconciliation procedure is conducted on cargo arriving by sea to Norfolk Island. EG is the manifest checked against actual items received covering description, weight and value and how is this performed and are you satisfied that the methodology is accurate.

EXPLANATION

Member, we have been advised this afternoon that Waste Management charges (new Waste Disposal Levy) could be increased. However, NIRC, as I understand, cannot verify with absolute certainty that all goods imported into NI is as claimed on invoice and ships manifest. This is also important in our current FAG with the Commonwealth in relation to Lighterage and other related services.

Response:

Reconciliation of actual cargo received on Norfolk against a vessel's manifest, is the responsibility of the shipping agent. Advice received from the shipping agent is that they have a representative (tally clerk) on board each vessel, but the ultimate check is performed by the importer when they check the cargo they have received, against their order. If there is a discrepancy the shipping agent will investigate and make a determination as to the validity of the importers claim. The manifest checked and approved at the port of departure is generally considered correct.

Any Council charges relating to the import of cargo are derived from information detailed in the manifest provided by the Shipping agent, and any subsequent amendments provided by the shipping agent.

NOTED

8.2 PLANNING AND ENVIRONMENT UPDATE**SUMMARY****Argentine Ant Eradication Program Update**

The Argentine Ant Eradication Program team continue to work according to the strategic eradication program developed by Dr Ben Hoffman (CSIRO) and is updated regularly.

The team is currently working through program milestones set out by Dr Ben Hoffman in order of priority.

The team recently completed baiting in Zones 3 and 14 from the ground and are now searching for remaining ants within the other areas recently baited by drone and from the ground - zones 4, 5, 7, 10 and 11 (Figure 1).

Monitoring has so far shown that there has been a significant reduction in Argentine Ant numbers within treated areas when compared to areas that have not been treated.



Figure 1. Argentine Ant zones as of March 2020

As expected, there are still some small pockets of ants present within some of the areas previously treated by sugar bait and hydrogels, but these areas are small and most are easily treated.

The remaining pockets of Argentine Ants are being baited from a tractor or truck with a motorised

blower attached to distribute dry sugar containing a small amount of Fipronil.

Fipronil is an insecticide with very little potential activity in vertebrates. It is a standard chemical used widely globally within agriculture, but it is being used at less than 1000th the rate of typical applications.

No bait or insecticides are being applied in gas form or as a mist that could be blown off target or inhaled by people or livestock.

All products and methods are approved by Australia's chemical authority, the APVMA. A major component of the approval process is that the products and treatments meet health requirements in that they do not pose a risk to people or livestock.

The hydrogel bait and the dry sugar bait are safe for use around bees. Monitoring by NIRC staff has found that bees are not attracted to any of the ant baits and do not feed from the baits. This corroborates research conducted by other teams throughout the world also using sugar-based baits for ant eradication who have also found that bees are not attracted to, and do not feed from, sugar-based ant baits.

Planning for the treatment of other zones is underway, and the work plan for the drone in 2020-21 will depend upon travel restrictions due to Covid-19 and the impact of this on the ability of the Yamaha drone crew to travel to and from Norfolk Island.

The Argentine Ant Field Officer Position is currently vacant and we are relying on experienced contractors and casual staff to keep the program running effectively.

An expression of interest call went out for the kennelling and handling of Bella the Argentine Ant Detector dog and the Kennelling contract has been awarded.

There is no current contract for handling Bella and we are looking at options to engage a trainee dog handler as a council employee or a contractor as soon as possible in 2020-21.

Four (4) media releases were prepared in Quarter 3 with updates on the Argentine Ant Eradication Program and information for the community about limiting/stopping the spread of Argentine Ants, bringing the total up until the end of quarter 3 of 2019-20 to 15 media releases.

The schedule for Argentine Ant Eradication Program Steering Committee meeting is on track. Meetings have so far been scheduled for when Dr Ben Hoffman is on Island. Another Argentine Ant Steering Committee meeting will be scheduled for late June – early July 2020. Steering Committee Meetings are attended by NIRC and Parks Staff, Invasive Species Council staff and members of the community.

Pest Animal Control

Targeted feral cat and rat control is continuing within Public Reserves on Norfolk Island and a contractor has been targeting feral chickens, Red Parrots and Tarler Birds in council Reserves during early 2020.

The total number of pest animals eradicated from Public Reserves to date for 2019-20 is 728 feral chickens, 45 feral cats, 244 Red Parrots and 18 Tarler birds. Final achievements for pests and noxious weeds in 2019-20 will be provided at the July Council meeting.

Pest plant and animal control activities will now be planned and targeted to high priority areas according to actions within the Draft Norfolk Island Regional Council Pest Management Plan and final plans of management for public reserves.

Habitat restoration and enhancement

The restoration and maintenance of native vegetation within Public Reserves is being considered as part of the current update of the Plans of Management.

All Plans of Management contain high priority actions to ensure the protection and enhancement of native vegetation within Public Reserves.

The Norfolk Island native vegetation mapping project is now complete and information from this report can be used to ensure we are planting the correct plant species in the right areas.

Native seedlings have been ordered from the Parks Nursery for restoration work and planning is underway for revegetation in early 2020-21.

Fencing at Cascade Reserve has been replaced and/or repaired to protect native vegetation and allow better management of stock grazing within the Reserve.

We have obtained funding from DITCRD for follow up weed control within Cascade Reserve, and revegetation activities are planned for quarter 4 of 2019-20.

Reserve Management

A safety audit was undertaken in March within Public Reserves with Council's Insurance Company to identify areas where visitor safety could be an issue, and plans are being developed for the installation of signage and barriers in priority locations. This work is detailed within Final Plans of Management.

Planning is underway to install three gas BBQ's and small shelters/pergolas within high visitor use areas in public reserves before December 2020.

Planning is underway for the replacement of existing carpark safety barriers and the construction of cliff-top safety barriers in dangerous areas that were identified during the safety audit in Anson Bay, Headstone and Selwyn Reserves.

Planning is underway to install a waterless composting public toilet within Hundred Acres Reserve and the maintenance of Reserve facilities continues.

Progress with Plans of Management for Public Reserves

Final Plans of Management are now complete for the following Public Reserves. These Final Plans have been endorsed by Council and will now be forwarded to the Commonwealth for Ministerial Approval. **Anson Bay, Ball Bay, Bumbora, Headstone, Hundred Acres, Point Ross, Two Chimneys, Stock and Middleridge.**

Work is expected to commence on Draft Plans of Management for the following Reserves in early 2020-21 in order of priority. 1). **Quarantine Reserve**, 2). One Plan of Management (covering biodiversity conservation) for the (6) Kingston/KAVHA Reserves (**Cemetery, Government House Domain Reserve, Kingston Common Reserve, Kingston Recreation Reserve, Point Hunter Reserve, War Memorial Reserve**); and 3). The overarching Plan of Management (or Part A).

The Draft Plan of Management for **Selwyn Reserve** is complete and the community consultation process finished on 14th March. Once again, feedback from the community was supportive of the proposed actions within the Draft Plan.

We have commenced discussions with Department of Infrastructure, Transport, Regional Development and Communications about funding and responsibilities for the ongoing management of **Selwyn Reserve** and **Cascade Reserve**, and if Council should proceed with Plans of

Management for these Commonwealth Reserves.

Pest and Noxious Weeds Management Plan

The first draft of the Norfolk Island Pest Management Plan is complete and will be presented to the Public Reserves Advisory Committee at the June meeting so we can finalise this important document.

Waste Management

Waste Management Staff have cleaned, organised and packed legacy waste into containers ready for export.

The waste is spread across 44 containers including two 40ft high cube and three 40ft flat rack containers.

The tally of waste that is ready to be exported is shown in Table 1.

Table 1. Waste packed and ready for export.

Waste Stream	Tonnage	Pallets
Asbestos	121.17	141
Waste Oil	56	56
Residual Waste	8	20
Ewaste	9.7	41
Aluminium Cans	10.9	61
Steel Cans	13	39
PET	15.1	41
Total	233.87	399

In addition to this there will also be the three disused cummins generators, two forklifts and a grader

Public Health

Sale of Food Licence (SOF)

2 Food safety inspection were conducted in May. Premises used for the preparation of food for sale or in which sale of food operations are based are inspected to ensure that food safety risks are being controlled.

Premises are encouraged to follow EMNI advice regarding COVID-19, such as provide hand washing facilities and hand sanitizer for staff and patrons, ensure social distancing, remove serve-yourself food service to avoid cutlery sharing, clean frequently touched surfaces, put signs up to remind staff and patrons of COVID-19 measures etc.

Animal importation Licence

1 dog was imported to Norfolk Island from Australia in May. Breed: Red Heeler.

Water/Wastewater Monitoring

Testing of water samples from creeks/streams/dams/bores and wastewater samples from the wastewater treatment plant is continuing to be analysed for multiple parameters weekly. Parameters include pH, conductivity, TDS, OD, turbidity, alkalinity, NO₃, NH₄, total nitrogen, total phosphorus, COD.

Water quality and wastewater monitoring are fundamental tools in the management of water resources. They provide essential information characterizing the physical, chemical and/or

biological status of water resources, determining trends and changes over time, and identifying emerging water quality issues.

NOTED

8.3 SERVICES UPDATE

SUMMARY

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

Building Maintenance

In addition to the ongoing maintenance duties, works included rebuilding Puppies Point toilets, constructing three coffins and dismantling rusted play equipment at Lions Park.

Mechanical Section

In addition to the ongoing maintenance duties, the department received and registered the 60t mobile crane and other vehicles received on the barge, and prepared old equipment for export.

Roads

Again, in addition to the never-ending maintenance work, this department built a biosecurity inspection pad at Ball Bay and are involved in the roundabout construction at Cascade Road/Queen Elizabeth Avenue. Culvert work continues in preparation for the asphalt resealing in coming months.

Employees from these departments also assisted in the cartage of goods from the barge, and the preparation of goods to be back-loaded.

Service Delivery Agreement

In addition to providing the services as required under the agreement, work has been completed on estimated final expenditure for 2019/20. The SDA extension for 2020/21 and associated budget are currently being developed.

NOTED

8.4 COMMERCIAL SERVICES UPDATE

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

A tender has been advertised seeking a design and construct contractor to supply and install a new Battery Energy Storage System (BESS) at the Norfolk Island Powerhouse. The tender closes 6 July 2020. A consultant with technical expertise has been engaged to assist Electricity staff and the Evaluation panel in assessing tenders that are received. The Evaluation Panel recommendation will be presented for consideration at the August Council meeting.

Quotes have been sought from Cummins Generators for smaller generators, that in combination with the BESS, will result in more efficient, environmentally friendly, and cost-effective power generation.

Actions recommended in a report by DeltaPearl Partners (DPP) have been incorporated in the Operational Plan for 2020/21. As reported in May, DPP reviewed the conclusions of the Hydro Tasmania (HT) Plan and Frontier Economics analysis (a transition to ~45 – 50% renewables) and considered these in the context of achieving the objective of 100% renewable energy by 2024, outlined in Target 2 on Renewable Energy for the Nine Point Strategic Action Plan, approved by Council.

Norfolk Telecom

Installation of the external 3G/4G telecommunications hardware (antennas, poles and base stations) is largely completed. Work is continuing on configuring the network, and preparing the systems that sit in the background, and support the operation of the network, such as the billing and reporting modules.

Norfolk Telecom was also very proud to be able to provide access to the 4G network enabling the Baunti Day celebrations to be streamed live on social media for the first time. This was a good, albeit small, example of some of the benefits that will accrue to the Island because of having a 3G/4G network.

At this stage there is no change to achieving the Mobile Network “Ready for Service” (RFS) milestone, and subsequent “Go-live” date, being the end of September and October 2020, respectively. Training and system fine tuning will be conducted in the month between RFS and Go-live.

The evaluation of tenders to provide commercial satellite bandwidth and support services for Norfolk Telecom has been completed. The Evaluation Panel’s recommendations are being finalised and will be presented at the next Council meeting.

Airport

The manufacturers of new Body Scanning and Multi-View (EDS) X-Ray Cabin Baggage & Goods equipment, to be installed at the Airport Terminal, have advised that the equipment will be available for installation sometime in September 2020. This is subject to the travel restrictions, and freight options, available and in place at that time. It will also depend on whether structural alterations required to accommodate the new equipment at the Terminal have been completed.

Due to current funding challenges facing the Council the proposed alterations have had to be delayed. The Commonwealth have approved an extension to the deadline to install the equipment, from 31 December 2020 to 31 July 2021. Other sources of funding are being investigated.

Leading Edge Aviation Planning Professionals Pty Ltd (LEAPP), the consultancy engaged to develop a Norfolk Island Airport Master Plan (AMP), prepared an Options Paper for Council's consideration at the May Council Meeting. The paper provided three (3) distinct alternatives to address future congestion and capacity issues at the Norfolk Island Airport. A preferred Redevelopment option was identified, and the General Manager authorised to (i) develop and submit a Development Application for a new Terminal, and (ii) approach the Commonwealth to seek funding for the new terminal.

LEAPP will provide the draft Airport Master Plan Report in mid-June. The final Report will be presented to the Council at the July Council Meeting.

A separate report on the Airport Resurfacing Project is also provided in this Business Paper.

NOTED

8.5 AIRPORT PAVEMENT REPAIR AND RESURFACING PROJECT UPDATE**SUMMARY**

The purpose of this report is to provide an update on the progress of the Airport Pavement Repair and Resurfacing Project.

As previously reported many project activities have been and continue to be impacted by the State of Emergency on Norfolk, specifically the travel restrictions, and isolation requirements for contractors travelling to the Island.

Despite these issues Boral, with Council support, have endeavoured to maintain momentum on the works, and remain on target to complete the airfield scope of works by the end of August 2020. The projected practical completion date for the whole project, including demobilisation is the end of September 2020. Achievement of these dates remain subject to weather conditions, and essential material supply.

Specific outcomes to date include;

- The two concrete pads for the Regular Public Transport (RPT) apron parking bays 1 & 2 had been placed, and temporary parking positions 3 & 4 were in operation.
- Asphalt placement on primary runway 11/29 was completed excluding corrective actions.
- Asphalt placement on the apron adjoining the concrete bays had commenced.
- Runway flanking(verge) placement trials had been tweaked, utilising recycled asphalt from the existing airport runway combined with topsoil won from airport land.
- Construction of the upgrade to the Airfield Lighting system is underway with 98% of all pit and duct installation now complete. Installation of primary lighting cabling is 85% complete and new lights and control system are to follow.
- Concrete footings for the new Apron floodlight towers had been installed.
- Council has received the permit to install the Desalination unit at Cascade pier. The Desalination plant will provide water for multiple project activities, reducing demand on local supplies and providing an ongoing resource for the community once the project is completed. Boral have developed a commissioning plan for the plant, in conjunction with the installers who due to COVID-19 restrictions in Australia, and Norfolk, have been unable to come to do the install onsite.
- Boral staff also continue to directly contribute to the local economy (\$1M+) through the provision of accommodation, car hire, locally sourced materials, local labour and equipment hire, and meals for, and by their staff.
- Boral have been providing valuable knowledge transfer to Council employees and local labour hire in construction techniques, familiarisation with equipment to be handed over to Council at project conclusion.
- The project had supplied concrete to school roundabout works being constructed.

NOTED

8.6 PEOPLE AND CULTURE UPDATE**SUMMARY**

The purpose of this report is to provide an update to the elected officials on the activities of the People and Culture Department.

1. Workplace Health and Safety

- One major workplace safety incident to talk about is the injuries sustained to Hans Bender at Waste Disposal. Hans was getting out of the works vehicle and stumbled and fell into the burning embers suffering burns to the lower part of his body. The matter is still be investigated and the employee is still off work recovering from his injuries.
- A new Workplace Health and Safety System has been approved for the organisation. A request for tender was sent out and the successful bidder is Centum Systems. The greater proportion of the cost of this system is paid through the SDA.

2. Employee Relations

It is with considerable regret that Council implemented workplace redundancies on Tuesday the 2nd of June. This followed consultation with the Council in an extraordinary general meeting and consultation with the Staff Consultative Committee. The General Manager addressed the financial issues causing the need for redundancies with both Council and the SCC.

A further staff consultative committee meeting has been called for Thursday the 18th of June to allow committee members to discuss the process.

3. Performance Management

Managers have begun to create their personal plans and department business plans cascading priorities from the General Managers strategic plan and operational plan in time for the commencement of the new performance management system on 1 July 2020.

4. Recruitment

Council is currently recruiting for only 3 positions considered essential for the financial operations of Council and for good governance. They include:-

- Financial Accountant
- Management Accountant
- Payroll Officer

NOTED

8.7 TOURISM & ECONOMIC DEVELOPMENT UPDATE

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.



LOCALLY PRODUCED TOURISM VIDEOS

Norfolk Island Tourism has recently shared six locally produced business videos (The Hilli Goat Farm, The Homestead Restaurant, Cumberland Resort & Spa, Pinetree Tours, Norfolk Art, and Island Explorer Tours) on the Norfolk Island Tourism Facebook Page. The business videos showcase the many exciting activities and facilities we have available on island. Additionally the Tourism staff have

created four short videos to interpret the message that our destination is ready and waiting until the time when the border opens and it is safe for visitors to travel to the island. Additionally, Norfolk Island Tourism staff have developed a new destination video highlighting Norfolk’s language and uniqueness. The video was designed to feature in a digital campaign launch.

FACEBOOK FRAME

To expand destination awareness during the COVID-19 pandemic, Norfolk Island Tourism staff researched inexpensive and free ways to utilise Facebook as a platform to reach a vast audience. They came up with a fantastic idea and created a Facebook Frame titled Norfolk Island Ready & Waiting. The Frame can be added to the profile picture of any Facebook user. So far the post has reached approximately 12,000 people, had 1,300 Engagements, 45 Comments and over 100 Shares. The post launching the release of the frame was Norfolk Island Tourism’s best performing social media post for the month of May.



WEBSITE STORIES

Norfolk Island Tourism has utilised the down time during the pandemic to increase the stock of marketing content. Creative writing skills have been developed and all staff have actively contributed to building a year’s supply of stories for the destination website. Not only will the stories be included on the destination website, they will also feature in the monthly email newsletters distributed to the database of approximately 22,000 people.

TOURISM AUSTRALIA

In a project initiated by the Office of the Administrator, funding has now been approved enabling

a team from Tourism Australia to travel to Norfolk Island for a famil. The proposed Tourism Australia team will potentially include the following representatives: Investment Attraction; Global Social Media; Global PR; Broadcast and Advocacy; Industry Relations.

Norfolk Island Tourism has formatted a draft itinerary for the team to highlight the many attributes the island has on offer. The Tourism Australia team have agreed to facilitate two workshops on island for the local tourism industry operators, and additionally will meet with core local tourism industry representatives.

NOTED

8.8 MUSEUM & RESEARCH CENTRE UPDATE

SUMMARY

The purpose of this report is for the Heritage and Culture Advisory Committee to receive monthly updates on the activities on the Norfolk Island Museums and Research Centre.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

This report aligns with Norfolk Island Regional Council Community Strategic Direction 2, Objective 3 – Cultural expression is maintained and built heritage is protected.

It also aligns with the ‘Heritage and Culture Strategy 2017-2020, 4.2 - What the community said’.

DISCUSSION

Visitation

Totals for Jan-May 2020						
Month	Museum Passes Presented	Museum Passes Sold	Single Passes Sold	Paid Research Queries	Cemetery	Local Visitors
January	1031	251	251	62	57	285 (school holidays)
February	1205	374	284	16	55	69
March	1332	246	190	32	32	66
April	0	0	0	2	0	0
May	0	0	0	0	0	0

Income

Monthly	Monthly total	Research Income
Jan	\$25685.30	\$506
Feb	\$27305.80	\$425
March	\$26419.30	\$985
April	\$120	\$50
May	\$319.35	\$0

The museum remains closed to the public (since 25 March 2020), however a number of behind the scenes projects still ongoing. Projects included conservation of the international significant crank-wheel pieces displayed in the Commissariat Store as well as updating exhibition labelling, and in-depth cleaning of cases at the Commissariat, No. 9 and the REO. The remaining loan items from the Longest Paddock Temporary Exhibition were returned and a temporary showing of ‘Convict Connections Murals’ were placed on display to coincide with the reopening of the REO to locals.

Community Engagement

- Seven interesting items celebrating #MuseumWeek 10-17 May
- Media Release and posts celebrating International Museum Day 18 May.

General

- Three pieces of crank-wheel had corrosion removed and coating reapplied, four pieces still awaiting treatment. One casual worker is aiding Collections Officer in conservation treatment.
- KAVHA has provided funds for the reprinting signage for the KAVHA Collection housed in the Commissariat Store.
- Cleaning of cases and venues continue, currently two casuals working one shift a week
- Research projects recommenced, currently one researcher employed one day a week at the Research Centre.
- Preventative conservation continually completed.

NOTED

9 REPORTS FROM COMMITTEES

9.1 MINUTES OF THE NORFOLK ISLAND YOUTH COUNCIL MEETING HELD ON 2 JUNE 2020

RESOLUTION 2020/85

Moved: Cr John McCoy

Seconded: Cr David Porter

1. That the Minutes of the Norfolk Island Youth Council Meeting held on 2 June 2020 be received and the recommendations therein be adopted:
 - (a) That, the Norfolk Island Youth Council encourages Council to investigate a youth centre or hub.
 - (b) That the Norfolk Island Youth Council:
 - i. Advise the Community Development Officer on the development of a Youth Wellness Plan that supports and fosters active, healthy, informed and empowered youth.
 - ii. Advise the Community Development Officer on feedback on the youth focused actions in the Draft Action Summary Community Health Promotion Plan 2020-21 revised May 2020.

CARRIED

UNANIMOUS

9.2 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 4 JUNE 2020

RESOLUTION 2020/86

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

1. That the Minutes of the Tourism Advisory Committee Meeting held on 4 June 2020 be received and the recommendations therein be adopted.
2. That Council endorse the appointment of Sue-Ellen Quintal in the vacant TAC position of Tourism Operations.
3. That Council endorse the amendment of Elise McCaskie to replace Daniela Cristofaro in the TAC position of reserve ATA representative.
4. That the General Manager organises as a matter of urgency a discussion with Air New Zealand about improvement to the flight schedule servicing Norfolk Island, with intent of achieving a return to regular scheduled flights (prior COVID-19) by the end of August.
5. That the Tourism & Economic Development Report May 2020 be noted, and in particular that Tourism Australia is to travel to Norfolk Island for a famil with possible representation from Investment Attraction, Global Social Media, Global PR, Broadcast and Advocacy and Industry Relations.
6. When visitors are permitted to visit Norfolk Island again, consideration is to be given to existing tourism staff distributing the Visitor Survey Cards to departing visitors at every scheduled plane departure.
7. Committee notes that Glen Jacobs from World Trails has been invited to the island to scope the potential for a mountain bike trail.

CARRIED

UNANIMOUS

10 REPORTS FROM GENERAL MANAGER

10.1 ELECTION 2020

SUMMARY

The Norfolk Island Regional Council (NIRC) Councillor elections are scheduled to be held on Saturday 12 September 2020. The following report provides information in regards to the status of this project.

REPORT WITHDRAWN DUE TO MAYORAL MINUTE – RESOLUTION 2020/84

RECOMMENDATION

That Council note this report.

10.2 OUTSOURCING OF INTERNAL AUDIT FUNCTION**SUMMARY**

Council is proposing to outsource the internal audit function to industry professionals to improve efficiency, save money and have enhanced independent advisors reviewing the audit function.

RESOLUTION 2020/87

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That Council adopts the recommendation to appoint Pacifica Chartered Accountants (Cairns) to conduct internal audit programs.

CARRIED

4 IN FAVOR – CR. ADAMS, CR. MCCOY, CR. PORTER, CR. BUFFETT

1 AGAINST – CR. SNELL

11 REPORTS FROM MANAGER PEOPLE AND CULTURE**11.1 NEW SOCIAL MEDIA POLICY****SUMMARY**

The People and Culture Department have developed a new social media usage policy defining permissible personal conduct and breaches of the code of conduct.

RESOLUTION 2020/88

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council adopt the new Norfolk Island Regional Council Social Media Policy.

CARRIED

UNANIMOUS

12 REPORTS FROM MANAGER CORPORATE AND FINANCE

Nil

13 REPORTS FROM MANAGER COMMERCIAL

Nil

14 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT**EMNI COVID19 – RISK MITIGATION STRATEGY FOR NORFOLK ISLAND****SUMMARY**

The purpose of this report is to consider a recommendation to approve the engagement of Redman Solutions to provide a permitting and licensing solution to manage entry requirements for visitors and residents to Norfolk Island.

RESOLUTION 2020/89

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council approve:

1. that Redman Solutions be awarded the contract to supply and implement permitting and licensing solution for travellers to Norfolk Island;
2. that the Council fee to acquire a permit for non-residents be \$25.

AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That Council approve:

1. that Redman Solutions be awarded the contract to supply and implement permitting and licensing solution for travellers to Norfolk Island;
2. that the Council fee to acquire a permit for all persons be \$25.

CARRIED**4 IN FAVOR – CR. ADAMS, CR. SNELL, CR. BUFFETT, CR. PORTER****1 AGAINST – CR. MCCOY**

15 REPORTS FROM MANAGER SERVICES

Nil

16 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT**16.1 WORKSHOP FOR WASTE MANAGEMENT CENTRE FEE STRUCTURE 2020-21 FINANCIAL YEAR****SUMMARY**

The Waste Management Centre (WMC) Fee Structure 2020-21 report prepared by the Team Leader Waste and Environment was presented to Council at the May Council meeting.

Council discussed the report and a decision was made to hold over the report and defer it to the June meeting:

(Resolution 2020/52 is: that Council defer this report to June 2020 Council Meeting and call upon the General Manager to organise a Workshop between Staff and Councillors to further discuss this Waste Management fee structure before it's return to Council for endorsement at a future date).

It is now evident that more time is required to undertake further research (especially into options for power generation) and to plan and prepare for a workshop with councillors to discuss the 2020-21 WMC fee.

It is therefore recommended that further detailed research be undertaken and more detailed information be presented to Council before a workshop is arranged for a later date.

If any changes to the current WMC fee structure are proposed following the workshop a full community consultation process will be undertaken.

RESOLUTION 2020/90

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That;

1. Council agrees for further research to be undertaken and more detailed information be presented to Council before a workshop is arranged for a later date.

2. A full community consultation process be undertaken if any changes to the current WMC fee structure are proposed following the workshop.

CARRIED

UNANIMOUS

16.2 DEVELOPMENT AND BUILDING APPLICATION DA.BA 12/2020**SUMMARY**

Under Section 44 of the *Planning Act 2002 (NI)* (the Act) development applications for 'permissible (with consent) use or development' are to be referred to the Council together with a copy of any submissions and a report and recommendation on the application. After the application and recommendation has been referred to Council, Council makes a recommendation on the application and refers that recommendation to the Minister.

Accordingly, application DA.BA 12/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*.

DA.BA 16/2019

- Applicant: P A Reeves & L J Quintal
- Subject Land: Portion 124a, 176 Anson Bay Road
- Proposed Use or Development: *Food Premises* (café / bar) and associated *Signage*

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Planning Assessment Report have been viewed by the Councillors and the Application is available for viewing by the public at the Planning Office. The Planning Assessment Report may be viewed by the public after a decision is made (section 48 c) under the *Planning Act 2002 (NI)*.

RESOLUTION 2020/91

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 12/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA.BA 12/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

4 IN FAVOR - CR. ADAMS, CR. SNELL, CR. PORTER, CR. BUFFETT

1 AGAINST – CR. MCCOY

At 16.35pm, Cr David Porter left the meeting.

16.3 DEVELOPMENT APPLICATION DA 4/2020**SUMMARY**

Under Section 44 of the *Planning Act 2002 (NI)* (the Act) development applications for 'permissible (with consent) use or development' are to be referred to the Council together with a copy of any submissions and a report and recommendation on the application. After the application and recommendation has been referred to Council, Council makes a recommendation on the application and refers that recommendation to the Minister.

Accordingly, application DA 4/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA.BA 16/2019

- Applicant: E Christian-Bailey
- Subject Land: Pns 39i1 & 39i2 Sh: 40, 107 Taylors Road
- Proposed Use or Development: *Subdivision Minor*: Boundary adjustment between Portion 39i1 and Portion 39i2, 107 Taylors Road; and Change of Use to allow *Residence - Dual Occupancy* as an additional permitted use of an existing residence class building at proposed Pn 39i4.

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Planning Assessment Report have been viewed by the Councillors and the Application is available for viewing by the public at the Planning Office. The Planning Assessment Report may be viewed by the public after a decision is made (section 48 c) under the *Planning Act 2002 (NI)*.

RESOLUTION 2020/92

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 4/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 4/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

16.4 APPLICATION TO MODIFY DEVELOPMENT APPROVAL DA.BA 26/2019-2**SUMMARY**

Under Section 57 of the *Planning Act 2002 (NI)* (the Act) development applications to modify development approval for 'permissible (with consent) use or development' are to be referred to the Council together with a recommendation on the application. After the application and recommendation has been referred to Council, Council makes a recommendation on the application and refers that recommendation to the Minister.

Accordingly, application DA 26/2019-2 is referred to Council for consideration and a recommendation under section 57 of the *Planning Act 2002 (NI)*:

DA 26/2019-2

- Applicant: Noble Property Trust
- Subject Land: Portion 47c4, 30 Martins Road
- Proposal: Application to Modify Development Approval DA.BA 26/2019 - Change of Use to *Residence – Dwelling House and Residence – Accommodation Unit*; and Construction of one additional *Residence – Accommodation Unit*; and Installation of one *Pole or freestanding advertising structure*.

It is recommended that Council recommends to the Minister's delegate that the Application to Modify development approval, is approved to the extent described in the Notice of Decision.

The Application and Planning Assessment Report have been viewed by the Councillors and the Application is available for viewing by the public at the Planning Office.

RESOLUTION 2020/93

Moved: Cr Rod Buffett
Seconded: Cr John McCoy

That

1. The Norfolk Island Regional Council, pursuant to section 57(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 26/2019-2 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 57(4) of the *Planning Act 2002 (NI)*, refers DA.BA 26/2019-2 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

At 16:43pm, Cr David Porter returned to the meeting.

17 REPORTS FROM MANAGER CUSTOMER SERVICE

Nil

18 NOTICES OF MOTION**18.1 NOTICE OF MOTION - MEDIA RELEASE NORFOLK ISLAND LOCAL GOVERNMENT ELECTION**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 24 June 2020, I intend to move the following motion:-

RESOLUTION 2020/94

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That Council acknowledges the media release titled Norfolk Island Local Government Election dated 11 June 2020 (attached) issued by the Australian Government Department of Infrastructure, Transport, Regional Development and Communications and requests the General Manager to issue a media release to the community with a definition of “who is a Norfolk Island resident” for the purposes of the electoral legislation applicable to Norfolk Island.

CARRIED**UNANIMOUS****18.2 NOTICE OF MOTION - NORFOLK ISLAND 2030: SUSTAINING OUR FUTURE**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 24 June 2020, I intend to move the following motion:-

RESOLUTION 2020/95

Moved: Cr Robin Adams

Seconded: Cr David Porter

That Council at its meeting on 20 May 2020 unanimously endorsed resolution 2020/50 titled “*Recover and Renew: Norfolk Island Community Engagement*” (see attached) and agreed –

The Mayor and the Administrator working together to understand how the COVID-19 pandemic has impacted on the Norfolk Island community and what steps can be taken towards recovery and renewal of Norfolk Island.

Council acknowledges the release by the Office of the Administrator of a Survey titled “*Norfolk Island 2030: Sustaining Our Future*” (see attached); the responses to which will assist the Commonwealth, Council and the residents of Norfolk Island to identify the Community’s immediate priorities; and to outline what the community feels are the essential elements | works | projects needed to stimulate and rebuild the Norfolk Island economy post COVID-19.

CARRIED**UNANIMOUS**

19 URGENT BUSINESS WITHOUT NOTICE**Addressed in:****i. ITEM 7.1****ii. ITEM 14.1****20 CONFIDENTIAL MATTERS FOR CONSIDERATION**

NIL

21 QUESTIONS FOR THE NEXT MEETING**21.1 QUESTION FOR NEXT MEETING - COMPOSTER AT WASTE MANAGEMENT**

Cr John McCoy asked:

When will the NIRC Composter at the Waste Management Centre be in full operation?

21.2 QUESTION FOR NEXT MEETING - MARKETING INITIATIVES TO KICK START NORFOLK ISLAND TOURISM

Cr John McCoy asked:

What Marketing initiatives does the NIRC tourism marketing contractor Universal Tourism Collection UTC has in place to kickstart the Norfolk Island tourism industry on 10 July 2020?

21.3 QUESTION FOR NEXT MEETING - STATE DELIVERY AGREEMENT

Cr Robin Adams asked:

The current State Delivery Agreement (the current agreement) between the Commonwealth and the Norfolk Island Regional Council is due to end on 30 June 2020 and it is understood it is again intended to extend the current agreement for 12 months (the extended agreement).

Will the General Manager -

- 1) Please take into account when he is negotiating the extended agreement on behalf of the Norfolk Island People the concerns expressed by the Museum Trust, the Heritage and Culture Advisory Committee and Council in respect of the museum collections, in particular the Norfolk Island collection, and the functions, services, standards and KPIs for KAVHA; and
- 2) In his report to Council at the July Ordinary Council meeting please advise what amendments, if any, have been made to the current agreement in the last 12 months.



The next Ordinary Meeting of Council will take place on Wednesday 15 July 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 16:52pm.

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 24 June 2020.

Submitted to the Ordinary Meeting of Council held on Wednesday 15 July 2020.

Mayor Robin Adams

Date