



# MINUTES

## Ordinary Council Meeting 15 July 2020

*Menets*

*f daa Ordeneri Kaunsl Miiten  
orn 15 Julai 2020*

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS  
ON WEDNESDAY, 15 JULY 2020 AT 2:00PM**

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

**IN ATTENDANCE:** Andrew Roach (General Manager), Bruce Taylor (Manager Services), Alistair Innes-Walker (Manager Corporate and Finance), 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**

**APOLOGY**

**RESOLUTION 2020/103**

Moved: Cr Rod Buffett  
Seconded: Cr John McCoy

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

**CARRIED  
UNANIMOUS**

**CONDOLENCES**

NIL

**4 DISCLOSURE OF INTEREST**

NIL

**5 PUBLIC ACCESS**

NIL

**6 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE COUNCIL MEETING HELD ON 24 JUNE 2020****RESOLUTION 2020/104**

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

1. That the Minutes of the Council Meeting held on 24 June 2020 be received and the recommendations therein be adopted.

**CARRIED****UNANIMOUS****5.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 3 JULY 2020****RESOLUTION 2020/105**

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

1. *That the Minutes of the Extraordinary Council Meeting held on 3 July 2020 be received and the recommendations therein be adopted.*

**CARRIED****UNANIMOUS****MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 30 JUNE 2020****RESOLUTION 2020/106**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

1. That the Minutes of the Extraordinary Council Meeting held on 30 June 2020 be received and the recommendations therein be adopted.

CARRIED

UNANIMOUS

**7 MAYORAL MINUTE****7.1 NORFOLK ISLAND CELEBRATES 75 YEARS OF PEACE IN THE PACIFIC****RESOLUTION 2020/107**

Moved: Cr Robin Adams

Seconded: Cr John McCoy

Council acknowledges that in the week 8 – 15 August 2020 Norfolk Island will proudly celebrate the 75<sup>th</sup> Anniversary of the end of the war in the Pacific and will honour the strategic role Norfolk Island delivered during World War II.

Council further acknowledges:-

1. That Norfolk Island contributed greatly to World War II, with the highest per capita personnel involvement of any of the Commonwealth of Nations.
2. That under the banner of “Pacific Peace 2020” the event to commemorate 75 years of Peace in the Pacific in August will honour the significant contribution of our island and its people. In the global pandemic circumstances, some commemorative events have needed to be curtailed or postponed, including an Air Show by the Australian Defence Force;
3. That the Norfolk Island Airport was constructed during the war as a strategic base for allied aircraft within the adjoining Pacific Island forces and the New Zealand Army. Norfolk Island provided links in the supply chain to activities happening further north; and was also a hub for radio and radar transmissions thereby assisting the allies with primary intelligence on both aircraft and ship locations, movements and strategies;
4. That the Strategic Plan for the “Pacific Peace 2020” event envisages preparation of a TV quality documentary on the impact of Norfolk’s involvement in the war on the Norfolk Island People over the past 75 years and we have been very fortunate to secure David Bradbury of Frontline Film Foundation – <https://frontlinefilms.com.au> - as the director and producer of the documentary; and
5. That the documentary also presents an opportunity to update the Norfolk narrative and tell the story of the Norfolk Island People – their culture, their heritage, their traditions, their language – and their origins starting with the Mutiny on the Bounty; their survival on Pitcairn and their removal to Norfolk Island by kind favour of Her Majesty Queen Victoria as a race of people in 1856 through to the present day.

Council:-

- Applauds the efforts of the Pacific Peace 2020 Steering Committee in organising this prestigious commemorative event;

- Extends its thanks for the generosity of those who have contributed with funding for the various activities; and
- Encourages the Norfolk Island community to participate in the commemorative activities.

**CARRIED**

**UNANIMOUS**

## **7.2 COVID-19 TESTING OF PASSENGERS TRAVELLING TO AND ARRIVING ON NORFOLK ISLAND**

### **RESOLUTION 2020/108**

Moved: Cr Robin Adams

Strategic Direction 06 of the Community Strategic Plan 2016 – 2026 Plan prescribes that Norfolk Island is a healthy and safe community where we provide as a safe and healthy place to live, work and visit. Council has defined advocacy role under Strategic Direction 06 including coordination of health care services on Norfolk Island and the promotion of consumer protection.

Accordingly, Council supports the Mayor in making representation –

1. To the Commonwealth Government through the Office of the Administrator that NIHRACs be funded by the Commonwealth to enable temperature screening for passengers travelling to or arriving on Norfolk Island; and that staff sufficient to carry out the screening are provided and funded; and
2. To the EMNI Controller that airport arrivals screening be provided for in their Recovery Phase protocols.

**CARRIED**

**UNANIMOUS**

## **7.3 RELOCATION OF COUNCIL CHAMBER TO OLD MILITARY BARRACKS**

### **RESOLUTION 2020/109**

Moved: Cr Robin Adams

Seconded: Cr John McCoy

Historically, the governing body elected by the Norfolk Island People has occupied and held its statutory meetings in Chambers in the Kingston and Arthurs Vale Historic Area.

Notwithstanding recommendation 2020/63 to relocate the Norfolk Island Regional Council offices to the Bicentennial Centre and surrounds, Council –

1. Supports the relocation of the Council Chamber – being the formal meeting place of the Norfolk Island Regional Council – the current duly elected governing body of the Norfolk Island People, - to the building in the Old Military Barracks formally occupied by the Legislative Assembly of Norfolk

Island; and

2. requests the Mayor and the General Manager to discuss with the Administrator how best to progress this initiative.

**CARRIED**

**UNANIMOUS**

#### **7.4 NORFOLK ISLAND POSTCODE**

##### **RESOLUTION 2020/110**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

The Mayor having received several requests that the Norfolk Island postcode should be changed on the grounds that the current postcode continues to cause misunderstanding that Norfolk Island is part of New South Wales, Council agrees to take advice and report back on whether it is in the island's best interests to change the Island's postcode.

**CARRIED**

**CR MCCOY – NOT IN FAVOR**

**8 STATUS REPORTS****8.1 QUESTION FOR THE NEXT MEETING - NIRC COMPOSTER****SUMMARY**

The purpose of this report is to respond to the Question for the Next Meeting from Councillor John McCoy made at the Ordinary Council Meeting of 24 June 2020.

Cr John McCoy asks the following question for the next Council Meeting.

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

**Response:**

We continue to work through the planning approval process for the composting facility as the highest priority. The planning approval process will include an independent assessment of the Development Application by Port Macquarie Hastings Council.

It is very difficult to predict exactly when this process will be complete, but we are working hard to make sure the composter is commissioned and ready to operate at full capacity as soon as possible.

We are pleased to report that the Telcor Chipper is now functional and we will be able to process green waste at the WMC as soon as the planning approval process for the composter is complete.

**NOTED****8.2 QUESTION FOR THE NEXT MEETING - MARKETING INITIATIVES TO KICK-START NORFOLK ISLAND TOURISM**

The following question on notice was received from Councillor John McCoy.

**Question**

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?

**Response**

*UTC in consultation with NIRC has a number of initiatives planned to kick-start the Norfolk Island Tourism industry up to and post 10 July 2020.*

*On 01 July 2020 a flyer was circulated to Norfolk's Tourism Industry partners as per below;*

Dear Norfolk Island Industry Partners

**NORFOLK ISLAND RELAUNCH CAMPAIGN**

Norfolk Island Tourism is delighted to share with local stakeholders and industry partners news of the Relaunch Campaign for Norfolk Island which is reopening its borders from 10 July 2020 and welcoming back visitors - both new and regulars.

The Relaunch Campaign will run over July and August and messaging will encourage consumers to ‘*Holiday Overseas Without Leaving Home*’ showcasing Norfolk Island as a safe, secure, virus prepared domestic destination offering a diversity of adventure and relaxation, nature and outdoors, food and wine, historical, cultural and community experiences and a range of accommodation tailored for all age groups and budgets.

The Campaign will be carried out by Norfolk Island Tourism’s Australian Sales, Marketing and Public Relations representative, The Unique Tourism Collection (UTC). The Campaign will strive to “achieve more with less” given the financial challenges the Norfolk Island Regional Council and the island community as a whole has experienced in recent times.

Air New Zealand’s current scheduling will continue with one return domestic flight per week to Norfolk Island from Sydney on Mondays and Brisbane on Saturdays from the respective International Airports until 24 October 2020, when it’s anticipated additional services will commence.

The Norfolk Island Relaunch Campaign, ‘*Holiday Overseas Without Leaving Home*’ will incorporate the following initiatives:

**Consumer Marketing**

- Launch a digital promotional campaign to create destination awareness, acquire a new database and retarget consumers with special Norfolk Island travel packages. Effective w/c 20 July
- Partner with ‘Starts at 60’ to launch an integrated campaign with a prize to win 7 nights accommodation and flights for 4 lucky winners. Effective w/c 13 July
- Work with Air New Zealand to support promoting Norfolk Island through their channels. Effective w/c 13 July

**Public Relations**

- Host a Virtual Media Event – for 10 top tier media with guest speakers from Norfolk Island. Scheduled Thursday 16 July
- Organise an ABC Radio Cross – Simon Marnie Weekends on 702 Sydney – for Saturday 11 July
- Organise our Norfolk Island Ambassador Media Interviews – leading TV celebrity and personality Ray Martin, and Australia and New Zealand’s favourite comedian, Urzila Carlson. Effective w/c 27 July
- Write and distribute Media Releases.
  - 13 July – *Holiday Overseas Without Leaving Home* - Norfolk Island welcomes back visitors
  - 11 August – Nature and Outdoors, Food and Wine, Wellbeing – myriad Norfolk Island experiences

**Trade**

- Co-operative Wholesaler Targeted Marketing initiative to further stimulate the Norfolk profile and Wholesaler/Retailer booking activity. Effective 10 July
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- Run a Booking Incentive – partnering with wholesalers to promote a sales based incentive from 13 July to 31 August for the top booking agencies to win a place on a November NLK famil. Effective w/c 13 July
- Host monthly Zoom ‘There’s more to Norfolk Island’ Webinars - for Travel Agents, MICE and Corporate Partners with Norfolk Island guest speakers. Effective w/c 27 July
- Organise and run a Travel Daily Campaign. Effective w/c 3 August

Norfolk Island is soon to be open and is now ready for business!

*It’s worth noting at the time of this release (01 July 2020) negotiations were occurring with Air New Zealand as to how they would further proactively support this “Relaunch Campaign”. We have subsequently been advised today (07 July 2020) that there is a travel industry commission based “sales” initiative which sees an increased level of commission paid to agents when they book Norfolk flights and/or packages via wholesalers. Additionally Air NZ has also confirmed additional capacity with one additional flight commencing in August this year from both Brisbane and Sydney. **NB.** Both of these initiatives are “hot off the press” and have not been communicated fully to the market by Air NZ or UTC at this stage.*

NOTED

### 8.3 QUESTION FOR THE NEXT MEETING - STATE DELIVERY AGREEMENT

The following question on notice was received from Councillor Robin Adams at the ordinary meeting of 24 June, 2020.

#### Question

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.

#### Response

The Extension to the Service Delivery Agreement is presented in a separate report to this Council

Meeting. In response to the two directives in this question

- 1) The concerns were taken into account when negotiating the extension to the SDA.
- 2) The amendments have been highlighted in the separate report,

**NOTED**

**8.4 SERVICE DELIVERY AGREEMENT 2020/21 UPDATE****SUMMARY**

The purpose of this report is to advise Council of the content of the 2020/21 Service Delivery Agreement (SDA) Extension and report on the contributions made by the Commonwealth under Service Delivery Agreements since 1 July, 2016.

**2020/21 Service Delivery Agreement Extension**

Attached is the 2020/21 Extension to the Service Delivery Agreement. Council will deliver fifteen distinct services on behalf of the Commonwealth at a cost of \$6,279,115. After receipt of revenues from these services of \$2,259,850, the Commonwealth funding to the Council is \$4,019,265. This figure includes a contribution to overheads of \$823,745 and a service fee of \$211,585.

The revised Schedule 1 to the SDA reflects the maturity of an agreement that is entering its fifth year of operation. Amendments are to the services provided, practices and procedures, reporting methodologies, and reflect the cooperation, collaboration and partnership between the two parties to the agreement. Amendments include:-

- Changing the titles and functions of the Legal Services, Deceased Estates and Probates; and Courts, Tribunals and Boards services to better reflect the functions and priorities of the services provided.
- Improving the quarterly reporting requirements and format for the benefit of both the service provider and the receiver.
- Both parties to the agreement consulting on development of a 1-3 year plan for development of rolling programs for use of the KAVHA site, research facilities and improve opportunities for support and funding.
- Inclusion in the museums service of the recognition “*Commonwealth acknowledges the inalienable nature of the Norfolk Island Museum Trust (NIMT) Collections*”; noting that ‘inalienable’ means “not subject to be taken away from or given away”.
- Administration of the Workers Compensation Fund is budgeted for a maximum of six months as it is expected the outsourcing will be completed in that time period.

**Summary of Funds Received 2016-2021**

The table below summarises funds received under the Service Delivery Agreement over the past five years, noting that Financial Assistance Grants are paid through the SDA system.

Commonwealth Funding - SDA	Actual					Approved Budget	5 Year Total
	2016/17	2017/18	2018/19	2019/20	4 Year Total		
\$'000						2020/21	
SDA	\$2,197	\$2,878	\$2,438	\$3,518	\$11,031	\$4,019	\$15,050
FAGs	\$1,894	\$2,450	\$3,464	\$3,992	\$11,800	\$5,059	\$16,859

Legal Aid	\$0	\$75	\$0	\$108	\$183	\$0	\$183
Tourism Funding	\$0	\$100	\$385	\$391	\$876	\$0	\$876
First Point of Entry Requirements	\$0	\$0	\$100	\$0	\$100	\$0	\$100
Environmental Assessment	\$0	\$0	\$275	\$0	\$275	\$0	\$275
Land Titles System upgrade	\$0	\$0	\$66	\$0	\$66	\$0	\$66
Desalination Plant	\$0	\$0	\$0	\$345	\$345	\$0	\$345
Various Other	\$0	\$0	\$414	\$0	\$414	\$0	\$414
<b>Total</b>	<b>\$4,091</b>	<b>\$5,503</b>	<b>\$7,142</b>	<b>\$8,354</b>	<b>\$25,090</b>	<b>\$9,078</b>	<b>\$34,168</b>

**NOTED**

**8.5 PLANNING AND ENVIRONMENT UPDATE****SUMMARY****WASTE MANAGEMENT REPORT**

The Waste Management Centre is enjoying the new space that is available now that the many years of legacy and operational waste items are now stored in containers ready for export. We now have a total of 50 containers weighing nearly 330t.

The waste streams being exported are as follows:

- Asbestos
- Waste Oils
- Assorted Chemical Waste
- Old Plant items
- PET Plastics
- Residual Waste
- Steel & Aluminium Cans
- Ewaste

The positive spin on the delayed departure of these waste streams has meant that Council can continue to fill the remaining empty containers with operational waste streams which will save the Council money on airfreight in the short term and maximise the payload on the return journey of the barge.

**New Plant and Equipment**

The waste management centre also received a new forklift off the barge. The forklift has clamps to assist with the wrapping and palletising of bales. This new machine is saving a lot time and proving invaluable in the operations of the centre. This machine has improved WH&S outcomes and has meant that a job that once took 3 staff now only takes 1.

We also received a set of new teeth for the old Brentwood Tyre Shredder. We have been unable to use the tyre shredder for a number of months as the old teeth were too worn out and the shredded tyres kept blocking the machine hence the large stockpiles of tyres.

The new teeth are wider than the old set and will be capable of processing large 4WD tyres. This will also be a big time saving process for the staff. The old teeth could only process small tyres and larger 4WD tyres needed to be cut down by hand before they were put through the machine.

Our waste disposal facility in Brisbane has also agreed to accept the tyres unpackaged in a 20ft container. This should be another cost saving for council as the shredded tyres will be loaded directly into the container so we don't have to get crates made.

**Car Baler and Composting Facility**

We continue to work through the planning approval process for the car baler and the composting facility as a priority with assistance with the assessment from Port Macquarie Hastings Council.

We hope to get Waste Initiatives to the island as soon as possible to commission the Car Baler so it is ready to go when planning approvals have been finalised. The timing of this will depend upon

Covid-19 travel restrictions.

The Telcor Chipper has now been repaired and we will now be able to process green waste at the WMC as soon as the planning approval process (including assessment by Port Macquarie Hastings Council) for the composter is complete.

### **Environmental Assessment**

The Environmental Assessment now being conducted by Monash University has also been delayed significantly due to the COVID-19 pandemic. The team have been unable to travel to the island to complete their community consultations and the waste team have been unable to do their preliminary investigation.

The waste team are aiming to come here towards the end of July and Brook Watson has been engaged to conduct the community consultation.

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## **ENVIRONMENT**

### **Request for quotes - Environment**

Requests for quotes for hourly rates for the following environmental services have been advertised and close on Friday 17 July.

### **Quotes for Argentine Ant Detector Dog handling**

1. Use of the Argentine Ant detector dog to:
    - Find and record the location of Argentine Ants within known Argentine Ant infested areas using GPS and GIS technology, as directed by the CSIRO and the Manager Planning and Environment.
    - Investigate reports of new possible infestations of Argentine Ants.
    - Detect new Argentine Ant populations outside of the known Argentine Ant infested areas.
    - Monitor areas that were previously infested by Argentine Ants to ensure these areas remain Argentine Ant Free.
    - Establish the boundaries of existing Argentine Ant zones to allow effective and efficient targeted aerial and ground treatments.
  2. Collection of GPS data to track where the dog has worked and where Argentine Ants are found, and subsequent use of that GPS data to produce shapefiles and maps using GIS software.
  3. Creation and maintenance of scent lures using Argentine ants to maintain detector dog training when required.
  4. Care and maintenance of all equipment associated with handling the Argentine Ant detector dog.
  5. Collaborative work with NIRC staff and contractors associated with the Argentine Ant
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Eradication Program and other environmental programs on Norfolk Island.

### **Quotes for the completion of Plans of Management for Public Reserves**

1. Update of the remaining Plans of Management for the following public reserves on Norfolk Island:
  - Quarantine Reserve.
  - The 6 KAVHA Reserves (one Plan of Management addressing environmental and ecological issues will be prepared for these 6 Reserves).
  - The Overarching Plan of Management for all Norfolk Island Public Reserves.
2. Completion of the Norfolk Island Pest Management Plan (which is currently in Draft form).
3. Completion of a weed identification/control booklet.
4. Completion of other extension/educational material.

### **Quotes for various Services in Public Reserves**

- Weed control.
- Revegetation.
- Rat control – replenishing rat bait stations.
- Feral cat control.
- Feral chicken and red parrot control.
- Fencing construction and repairs.
- The collection of data using GPS units and the preparation of maps using GPS data and MapInfo or other GIS software.
- The provision of general outdoor labour for environmental projects.
- The provision of general outdoor labour for basic construction and visitor facility maintenance projects.

It was made clear within the advertisements that our ability to engage contractors and/or consultants for some of these services will depend upon the outcome of current applications for external funding for environmental works.

### **Pest Animal Control**

An application for funding over 3 years for coordinated pest plant and animal control programs across public and private land has been submitted to the Lord Mayors Charitable Foundation and we should know the outcome of this as some time in August.

Feral cat and rat control is continuing within Public Reserves on Norfolk Island.

Plans are underway to increase cat trapping and rat control efforts in Public Reserves in 2020-21.

A contractor has been targeting feral chickens, Red Parrots and Tarler Birds in Council Reserves

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since January 2020, and this arrangement will continue through 2020-21.

A total of 343 feral chickens, 20 feral cats, 29 Red Parrots and 9 Tarler birds were eradicated in Public Reserves in the 3<sup>rd</sup> quarter of 2019-20.

The 2019-20 total numbers of pest animals eradicated from Public Reserves up until mid-May 2020 is **754 feral chickens, 54 feral cats, 274 Red Parrots and 28 Tarler birds.**

We are still finalising figures for 2019-20 and this data will be provided at the August Council meeting.

### Argentine Ant Eradication Program

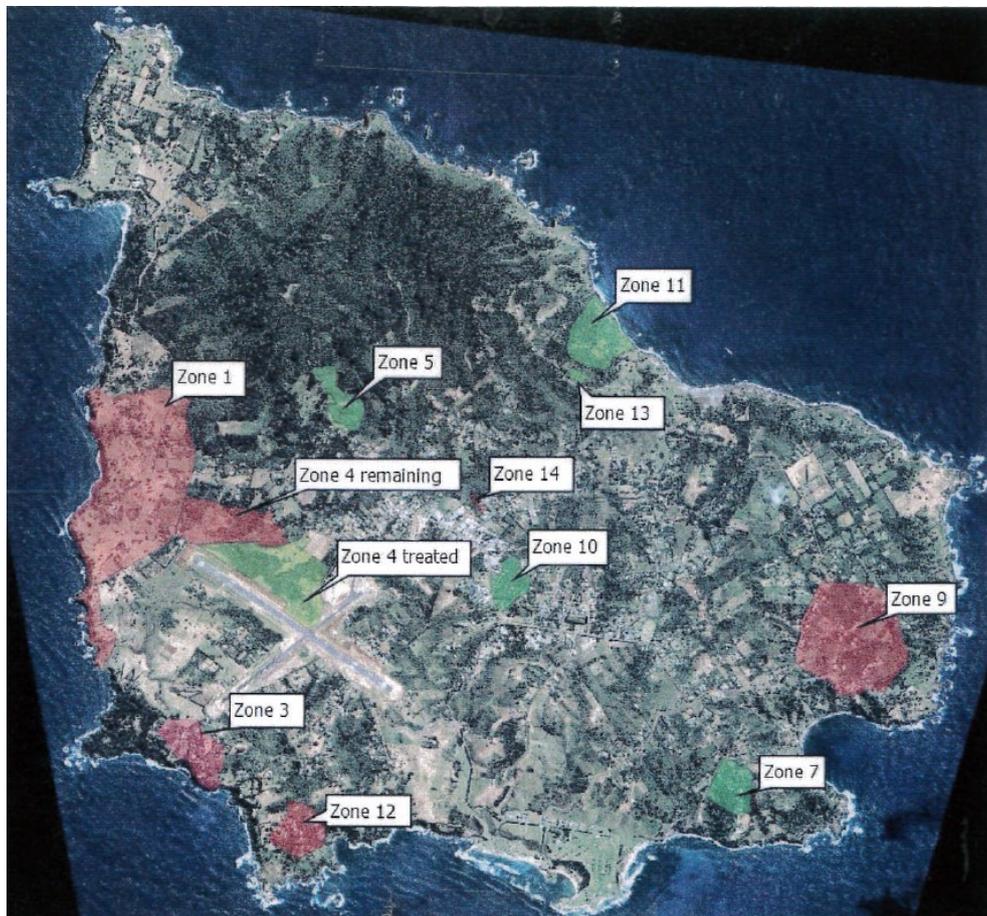
The Argentine Ant Eradication program is on track. The team have completed baiting in Zone 3 and are searching for remaining ants within the areas recently baited by drone and from the ground - zones 4, 5, 7, 10 and 11.

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. Follow up targeted baiting is being used to eradicate existing ants within the treated areas.

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

The remaining pockets of Argentine Ants are being baited where possible 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 1000<sup>th</sup> 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 backs up research conducted by other teams throughout the world also using sugar-based baits for ants 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. At this stage, it is hoped the drone will arrive on Norfolk Island sometime in September or October 2020 and aerial treatments should be complete by December 2020. The timelines for this work will depend upon Covid-19 travel restrictions and the availability of the Yamaha team and we will keep Council up to date as more information comes to hand.

Part of the work planned for the drone in 2020 includes the treatment of the western cliffs.

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

An expression of interest call went out for handling Bella the Argentine Ant detector dog and we hope to engage and train a dog handler as soon as possible.

### **Habitat Restoration and Enhancement**

The restoration and maintenance of vegetation communities 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.

Native seedlings have been ordered from the Parks Nursery for restoration work.

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 received some funding from DITRDC for follow up weed control within Cascade Reserve and contractors have made good progress with this work.

We have also received additional funding from DITRDC for work within Reserves in 2020-21 and this will be used to implement some of the high priority actions from the Plans of Management for public reserves and the Draft Norfolk Island Pest Management Plan.

### **Reserve Management**

A safety audit was undertaken in March within Public Reserves with Councils 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.

Cliff top safety signs were ordered and prepared and have been installed at Headstone and Hundred Acres Reserve.

The toilet at Puppies Point has been repaired and upgraded through funding from DITCRD.

Walking track signs have been installed in Hundred Acres Reserve and feedback from the

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community has been very positive.

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

Other planned works in Reserves (in line with Plans of Management) in 2020-21 include:

- Parking area and clifftop safety barrier installation and/or upgrades.
- The installation of 3 gas BBQ's and shelters at high visitor use areas within Reserves.
- Increased targeted weed control.
- Significant increase in time and area covered for feral cat and rat control and other pest animal control.
- Safety signs in high priority reserves warning of cliffs, tripping hazards etc.
- Revegetation with native/endemic species, and planting threatened flora species.
- Fencing construction, maintenance and repair.

#### **Progress with Plans of Management for Public Reserves**

Final Plans of Management are now complete for the following Public Reserves. These Final Plans were endorsed by Council at the May Council meeting and will now be forwarded to the Commonwealth for Ministerial Approval.

- Anson Bay
- Ball Bay
- Bumbora
- Headstone
- Hundred Acres
- Point Ross
- Two Chimneys
- Stock
- Middleridge

Work is expected to commence on Draft Plans of Management for the following Reserves in 2020-21 in order of priority as follows.

1. Quarantine Reserve
2. One Plan of Management for (6) Kingston/KAVHA Reserves (Cemetery, Government House Domain Reserve, Kingston Common Reserve, Kingston Recreation Reserve, Point Hunter Reserve, War Memorial Reserve).
3. 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 Plans.

We have commenced discussions with DITRDC about funding and responsibilities for the ongoing management of Selwyn Reserve and Cascade Reserve, and if Council should proceed with Plans of

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Management for these Commonwealth Reserves.

### **Norfolk Island Regional Council Pest Management Plan**

The Draft Norfolk Island Regional Council Pest Management Plan is now complete and will be presented to the Public Reserves Advisory Committee in July with a recommendation that it be placed on public exhibition for 28 days.

## **PUBLIC HEALTH**

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### **Sale of Food Licence (SOF)**

Two food safety inspections were conducted in June. 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.

Information on food safety practices specific to each business is provided during inspections. Business owners/managers are encouraged to follow EMNI advice regarding COVID-19 awareness for food safety.

### **Animal Importation**

No animals were imported in June.

### **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.

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.

### **Water Safety**

A series of media releases on rainwater harvesting were published in the newspaper. Topics addressed included: preventing rainwater tank contamination; contamination sources; roof materials; first flush diverters; charged rainwater harvesting systems and rainwater system inspection and maintenance. Feedback from the community about these media releases has been very encouraging.

<b>NOTED</b>
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**8.6 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 continuing with the rebuilding Puppies Point toilets, internal painting of DCA No.8 and constructing two coffins.

**Mechanical Section**

In addition to the ongoing registration and maintenance duties, the section's work included manufacturing a new back of truck for the Facilities maintenance truck, maintenance of lighterage launches and preparing the new mobile crane for rust proofing.

**Roads**

Again, in addition to the never-ending patching and maintenance work, this department has continued involvement in the roundabout construction at Cascade Road/Queen Elizabeth Avenue.

**Service Delivery Agreement (SDA)**

The 2020-2021 Extension to the SDA is provided in a separate report to this Council meeting.

**NOTED**

**8.7 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**

The Tender seeking a design and construct contractor to supply and install a new Battery Energy Storage System (BESS) at the Norfolk Island Powerhouse closed 6 July 2020. The Evaluation Panel recommendation will be presented for consideration at the August Council meeting.

The Electricity Team are still waiting for quotes from Cummins Generators for smaller generators. The delay has been caused by Cummins having to manage a backlog of orders resulting from the impact of the COVID pandemic.

**Norfolk Telecom**

Work continues on configuring the 3G4G mobile network, and preparing the systems that sit in the background, and support the operation of the network, such as the billing and reporting modules. Initial drive testing has commenced to ensure mobile network coverage is optimised when the network goes live.

The project team is working with Customer Care to develop a subscriber Q&A that will address questions that will arise about all aspects of the roll out of the new network.

Norfolk Telecom has also contracted Hothouse NZ to develop a new NT website, and logo, that will provide information about NT services and links to online selfcare applications.

Council approved the award of a contract to Spark NZ to supply International Satellite Bandwidth connectivity to the Island, and a new 4.5meter C Band satellite ground station at Anson Bay (resolution 2020/100). The contract will be signed in July.

**Airport**

Leading Edge Aviation Planning Professionals Pty Ltd (LEAPP) have delivered the Airport Master Plan, and this is being reviewed by Council staff. The Plan includes the options for a new Terminal already considered by Council at the 20 May meeting. A paper will be provided at the August Council meeting outlining progress on resolution 2020/78, regarding the preferred Redevelopment Option for the Airport Terminal, together with a summary of other recommendations and the proposed implementation phases in the Plan.

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

**NOTED**

**8.8 ENTRY PERMIT UPDATE****SUMMARY**

The intention of this communication is to provide a brief progress update on the forthcoming introduction of the Norfolk Island Entry Pass. This pass forms part of EMNI's COVID-19 risk mitigation strategy for Norfolk Island.

The online build and development of this entry pass has progressed very well. Testing is complete and the pass is on target for release and "go live" effective 07July2020 (pending confirmation that the borders will indeed be opening 10July2020). Once confirmation has been received the applicable links to access the pass will be loaded onto the NIRC website.

Similarly upon confirmation, a media release will go out to Industry Partners both announcing the introduction of the Entry Pass and also the corresponding link for intending Norfolk-bound travellers to access.

A final pre-go live meeting with Redman Solutions, the developers of the entry pass, will take place at midday today (Tuesday 07July2020).

**NOTED**

**8.9 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.

Outcomes achieved since the June Council report include;

- The two concrete pads and surrounding asphalt pavement for the Regular Public Transport (RPT) apron parking bays 1 & 2 are now in operation.
- Asphalt placement on primary runway 11/29, Eastern portion of cross runway 04/22, Taxiway was completed excluding corrective actions.
- Runway flanking(verge) placement is well underway, utilising recycled asphalt from the existing airport runway combined with topsoil won from airport land.
- All pit and duct installation for the Airport Lighting system is complete. Installation and connectors to the primary lighting cabling is now 95% complete
- Asbestos removal from the existing Airport Lighting Equipment Room (ALER) is underway and new lights and control system are to follow.
- Apron floodlight towers have been stood and are awaiting ALER works to be completed.
- The Desalination Plant is being plumbed at Cascade Pier and will commence operations early in July.

Boral are now aiming 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 biosecurity requirements.

**NOTED****8.10 TOURISM REPORT JUNE 2020****SUMMARY**

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

**NOTED**

## 9 REPORTS FROM COMMITTEES

**9.1 MINUTES OF THE HERITAGE AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 26 JUNE 2020****RESOLUTION 2020/111**

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

1. That the Minutes of the Heritage and Culture Advisory Committee Meeting held on 26 June 2020 be received and the recommendations therein be adopted.
2. That Council consider extending the Heritage and Culture Strategy 2017-2020 to remain in place until June 2021 to enable time to develop a new strategy in conjunction with the incoming Council.
3. That the Norfolk Island Museums & Research Centre Update for May 2020 be noted.
4. That HCAC urgently requests that NIRC considers the implications to Museum operations by not having an experienced curator or museum professional. Currently there are insufficient qualified staff to maintain and care for the museum collections. Without curatorial oversight, there is a risk of the artefacts deteriorating.
5. That the Cultural Officer report be received and noted, and discussion be deferred until the next meeting.
6. (i) That Rhonda Griffiths' application for HCAC membership as an alternate representative for Norfolk Island Central School be accepted.  
  
(ii) That Rebecca Hayes be added as an alternate Council of Elders representative to replace Colleen Crane who resigned on 26 June 2020. The committee thank Colleen for her valuable service and contributions.

**CARRIED**

**UNANIMOUS**

**9.2 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 2 JULY 2020****RESOLUTION 2020/112**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

1. That the Minutes of the Tourism Advisory Committee Meeting held on 2 July 2020 be received and the recommendations therein be adopted.
2. That the Tourism Report June 2020 be noted.

**CARRIED**

**UNANIMOUS**

**9.3 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3 JULY 2020****RESOLUTION 2020/113**

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

1. That the Minutes of the Audit Committee Meeting held on 3 July 2020 be received and the recommendations therein be adopted.
2. **4.1 Action Items:**

That the Audit Committee recommends Council

  - (1) Notes the Report
    - (a) and the General Manager be requested provide this list to Pacific Chartered Accountants to for their information and Action.
3. **4.2 Internal Audit Resources:**

That the Audit Committee recommends Council

  - (1) Notes the Report
    - (a) and the General Manager be requested provide this list to Pacific Chartered Accountants to for their information and Action.
4. **4.3 Work Health and Safety Initiatives and Incidents Report – Lost Time Statistics**

The Audit Committee recommends Council notes the report.
5. **4.4 Information and Communication Technology Review**

That the Audit Committee recommends Council

  - (1) Notes the Report
  - (2) Adopts the recommendations made in the ICT Report, noting the limitations on NIRC's current situation and limited resources.

*[Please refer to attached ICT Report]*
6. **4.5 Statewide Mutual Risk Management Action Plan (RMAP) Self-Assessment Workbooks**

That the Audit Committee notes the final versions of the Risk Management Action Plan self-assessment audits.
7. **4.6 NIRC Financial Quarterly Review for Quarter 3 (2019 – 2020)**
  - (1) Notes that the financial reports have been presented to Council at its meeting of 20 May 2020.
  - (2) Notes the 2019–20 Budget Review Statements for the period from 1 July 2019 to 31 March 2020, consisting of the seven reports, detailing the income and expenditure.
  - (3) Notes the financial result is \$703,000 surplus for the 9 months to 31 March 2020.
  - (4) Notes the capital expenditure is \$8.3m for the 9 months to 31 March 2020. The full year budget stands at \$71.6m with the additions of \$5.065m for road reseals, \$34,000 for a waste management trailer and wash-down bay and an additional \$128,000 for the 4G project. \$27.1m in capital works has been identified to be carried forward into

the 2020-21 budget year.

- (5) Notes the variations to the budget as outlined in Quarterly Budget Review Statements and Report which were presented to Council.

**8. 4.7 Business Continuity**

That the Audit Committee recommends Council

- (1) Notes the Report  
(2) thanks Statewide Mutual for its assistance.

**9. 5.1 The Impact of the Risk Management Framework on its Control Environment**

The Audit Committee recommends Council notes the report.

**10. 5.2 Compliance with Policies and Procedures and Legislative Compliance**

That the Audit Committee recommends Council

- (1) Notes the Report  
(2) and that this report be considered by the Independent Governance and Financial Auditors for NIRC Operations.

**11. 5.3 Policies and Procedures for the Management and Exercise of Delegations**

That the Audit Committee recommends Council

- (1) Notes the Report  
(2) and that this report be considered by the Independent Governance and Financial Auditors for NIRC Operations.

**12. 5.4 Management Commitment to Ethical and Lawful Behaviour**

The Audit Committee recommends to Council the report be noted.

**13. 5.5 Contentious Financial Reporting Matters in Conjunction with Council's Management and External Auditors.**

The Audit Committee recommends to Council the report be noted.

**14. 5.6 Report of Internal Audit Activities 2019/2020**

The Audit Committee recommends Council

- (1) notes this report; and  
(2) refers this report to Pacifica Chartered Accountants.

**15. 5.7 Consideration of Legal and Compliance Risks**

The Audit Committee recommends Council

- (1) notes this report; and  
(2) refers this report to Pacifica Chartered Accountants.

**16. 5.8 Internal Controls**

The Audit Committee recommends Council

- (1) Notes the report; and  
(2) refers this report to Pacifica Chartered Accountants with particular emphasis on larger

and more significant contracted projects eg. Boral Airport Re-surfacing project.

**17. 5.9 Audit Committee Contracts**

The Audit Committee recommends Council

- (1) Notes the report; and
- (2) the General Manager initiate discussions with current individual independent members towards future engagement.

**18. 5.10 Appointment of Pacifica Chartered Accountants as NIRC Internal Auditor**

The Audit Committee

- (1) notes the appointment of Pacifica Chartered Accountants (Cairns) to carry out internal audit functions for Norfolk Island Regional Council as per Council Resolution 2020/87
- (2) notes that a copy of the proposal will be forwarded to Committee members with these meeting Minutes.

**19. 5.11 New Organisational Structure for Norfolk Island Regional Council**

The Audit Committee

- (1) notes the new Norfolk Island Regional Council Organisational Structure, as outlined in the newly adopted NIRC Operational Plan 2020 - 2021
- (2) recommends to Council that Risk Management be built in to all Managers portfolio.

**20. 5.12 Governance and Financial Audit of NIRC Operations**

The Audit Committee.

- (1) notes the provided reports regarding the Governance and Financial Audit of Norfolk Island Regional Council operations.
- (2) The adopted version of the Terms of Reference adopted by Council in Resolution 2020/102 be forwarded to Committee Members with these minutes.

**21. 7.1 Insurance Claims Reporting Review**

The Audit Committee note the report

**22. 7.2 Continuous Improvement Update May 2020**

The Audit Committee note the report

**CARRIED**

**UNANIMOUS**

**10 REPORTS FROM GENERAL MANAGER**

Nil

**11 REPORTS FROM MANAGER PEOPLE AND CULTURE**

Nil

**12 REPORTS FROM MANAGER CORPORATE AND FINANCE****12.1 INVESTMENT REPORT - JUNE 2020****SUMMARY**

The purpose of this report is for Council to note the investments held at 30 June 2020 and to provide an overview of Council's cash position at 30 June 2020.

**RESOLUTION 2020/114**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council notes the Investment Report for June 2020.

**CARRIED  
UNANIMOUS**

**13 REPORTS FROM MANAGER COMMERCIAL**

Nil

**14 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT**

Nil

**15 REPORTS FROM MANAGER SERVICES****15.1 DONATION TO NORFOLK ISLAND MUSEUM TRUST****SUMMARY**

The purpose of this report is to seek Council's approval to donate items from the Norfolk Island Legislative Assembly (NILA) era to the Norfolk Island Museum Trust (NIMT).

**RESOLUTION 2020/115**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That listed items from the Norfolk Island Legislative Assembly era be donated to the Norfolk Island Museum Trust for ongoing management and maintenance.

**AMENDMENT**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That listed items from the Norfolk Island Legislative Assembly era be entrusted to the Norfolk Island Museum Trust for ongoing management, maintenance and display in a location agreed in consultation between the Norfolk Island Museum Trust, the Mayor and General Manager.

**CARRIED  
UNANIMOUS**

**16 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT**

Nil

**17 REPORTS FROM MANAGER CUSTOMER SERVICE**

Nil

**18 NOTICES OF MOTION**

Nil

**19 URGENT BUSINESS WITHOUT NOTICE**

**20 CONFIDENTIAL MATTERS FOR CONSIDERATION****RESOLUTION 2020/116**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

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:

**20.1 Application for Abandonment of Rates No.1**

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

**20.2 Application for Abandonment of Rates No. 2**

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

**20.3 Barge Project**

This matter is considered to be confidential under Section 10A(2) - 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**CARRIED**

**UNANIMOUS**

**Council Meeting went in to Confidential at 3:53pm**

**RESOLUTION 2020/117**

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council moves out of Closed Council into Open Council.

**CARRIED**

**UNANIMOUS**

**Council Meeting moved out of Confidential at 4:33pm**

**20.1 APPLICATION FOR ABANDONMENT OF RATES NO.1****SUMMARY**

Review of an application received for financial hardship and abandonment of rates under section 582 of the *Local Government Act 1993* (NSW)(NI) [the Act].

**RESOLUTION 2020/118**

Moved: Cr Rod Buffett  
Seconded: Cr John McCoy

That Council:

1. approves this application for abandonment of rates in line with Councils Hardship Policy.
2. waives any interest amounts which may have accrued since the publishing of this report.

**CARRIED**

**UNANIMOUS**

**20.2 APPLICATION FOR ABANDONMENT OF RATES NO. 2****SUMMARY**

Review of an application received for financial hardship and abandonment of rates under section 582 of the *Local Government Act 1993* (NSW)(NI).

**RESOLUTION 2020/119**

Moved: Cr Rod Buffett  
Seconded: Cr John McCoy

That Council:

1. Approves this application for abandonment of rates
2. Waives the outstanding levy and interest amount of \$689.01 any additional interest which may have accrued since the publishing of this report.

**CARRIED**

**UNANIMOUS**

**20.3 BARGE PROJECT****SUMMARY**

The purpose of this report is to inform on the current state of the barge project (*Council Resolution 2020/46 – Attachment 1.*) and provide a recommendation for decision on how to proceed given the significant challenges and implications that have arisen due to the vessel grounding incident at Ball Bay.

**RESOLUTION 2020/120**

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That :-

1. Council approve Option 1. Conclude the current charter hire of vessels with Pacific Tug immediately, NIRC will be required to carry the cost of container hire at a cost of approx. AU\$10,000 per month, and trailer hire of AU\$2,000 per month. This is achievable within current approved budget for up to an additional 18 months.
2. NIRC commit to pursuing funding to support the export of legacy waste with the Department of Infrastructure, for execution as soon as practicable and obtain permit for additional cargo to be unloaded at Ball Bay from Parks Australia.

**AMENDMENT**

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That the General Manager prepare a further report for the August Meeting of Council towards completing the project of removing Legacy Waste.

**CARRIED  
UNANIMOUS**

**21 QUESTIONS FOR THE NEXT MEETING****21.1 QUESTION FOR NEXT MEETING – COUNCILLOR MCCOY**

Cr John McCoy asked:

Summary:

The Council practice of removing grass and soil from road verges around Norfolk Island has been carried out along Queen Elizabeth Avenue and Collins Head road in recent times and currently on Stockyard Road.

Question:

1. How is the conclusion arrived at to carry out this form of scalping and is this practice based on any engineering advice?

2. Will the Council be liable if it is proven that a motor vehicle accident occurred due to the scalping works/ practice?
3. Is it Council's intention to curb and channel the aforementioned roads as part of the road resurfacing project being undertaken by Boral.

## 21.2 QUESTION FOR NEXT MEETING – FROM COUNCILLOR ADAMS

Cr Robin Adams asks:

Page 13 of the Service Delivery Agreement in the section titled "KAVHA Museums – KAVHA/SIRIUS Collections" states –

"The Norfolk Collection may continue to be housed within the Commonwealth's museums"

S.6 of the Museum Trust Act 1987 (NI) deals with the function of the Museum Trust which is to acquire possession of heritage objects for the purposes, in relation to objects so acquired, including at subclause 6(e) "preparing the objects for display in a museum approved by the Minister".

At the time the Museum Trust Act 1987 (the Act) was promulgated the Minister in the Act was the Norfolk Island Minister; and clearly it was the Norfolk Island Minister who had the authority to approve the use of a museum.

Furthermore, it was the belief of the Norfolk Island People that Norfolk Island owned the museums.

With the removal of self-government in 2015 the Minister under the Act became the Federal Minister and the Administrator the Minister's delegate. For the benefit of providing clarity to the community please advise under what legal process has the presumption arisen that ownership of the Museums now lies with the Commonwealth.

The next Ordinary Meeting of Council will take place on Wednesday 19 August 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 4:35pm.

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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 15 July 2020.

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

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Mayor Robin Adams

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Date