

Norfolk Island Regional Council

Norfolk Island Regional Council Offices

Kingston

Norfolk Island 2899

Telephone: +6723 22001

Ordinary Council Meeting Wednesday 17 August 2016

Dear Councillor,

Notice is hereby given pursuant to the *NSW Local Government Act 1993* (s367) that an **Ordinary Council Meeting** will be held in the Norfolk Island Regional Council Chambers on **Wednesday 17 August 2016** commencing at **2.00 pm**.

Order of Business

1. Welcome

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

4. Disclosures of Interest

5. Confirmation of minutes

6. Public Access

7. Mayoral Minute

8. Reports from Committees

9. Reports from Officers

10. Notices of Motion

11. Urgent Business without Notice

12. Confidential Matters for Consideration

13. Questions for the next meeting

Close of Meeting

Lotta Jackson

GENERAL MANAGER

AGENDA

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2. Statement of Respect
3. Apologies
4. Disclosures of Interest
5. Confirmation of minutes
6. Public Access
7. Mayoral Minute
8. Reports from Committees
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11. Urgent Business without Notice

12. Confidential Matters for Consideration

(CONFIDENTIAL ITEM GS 04/16) FUEL CONTRACT

This item is placed within the confidential part of the agenda in accordance with section 10A (2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, (d) commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

(CONFIDENTIAL ITEM: GM 19/16) QUOTATIONS FOR THE PERFORMANCE REVIEWS OF THE GENERAL MANAGER

This item is placed within the confidential part of the agenda in accordance with section 10A (2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, (d) commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

13. Questions for the next meeting

Close of meeting

(ITEM: GM 14/16) OPERATIONAL PLAN ACTIVITIES

REPORT BY: Lotta Jackson, General Manager

SUMMARY:

The purpose of this report is for Council to consider the adoption of the draft Operational Plan Activities for 2016/17, and also consider placing the plan on public exhibition for 28 days.

BACKGROUND:

The former Administration's Strategic and Operational Planning Framework evolved throughout 2015/16 as the organisation transitioned to become a Regional Council on 1 July 2016.

The operational priorities in 2015/16 were guided by the need to continue to deliver existing services while establishing and executing transition plans for those federal and state government type services that have transitioned to the Commonwealth in 2016/17.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

This item aligns with the draft Community Strategic Plan's Governance Strategy 6: An Informed and Accountable Community.

DISCUSSION:

The first draft Operational Plan 2016/17 (the Plan) was developed by the former Administration of Norfolk Island. It was placed on public exhibition and has now been revised by the new Norfolk Island Regional Council to be in line with the 3rd draft of the Norfolk Island Community Strategic Plan 2016-2026.

The Plan includes actions to complete the transition from the Administration of Norfolk Island to the Norfolk Island Regional Council, and actions that continue with reform and continuous improvement. Governance, policy review and development, and the development and implementation of the new business software are critical in the progress to a new organisation.

Further the draft Operational Plan 2016/17 identifies a significant body of work to be achieved in the first part of the year. The development of the Resourcing Strategy needs to be adopted by Council in December at the latest to meet the deadline of 1 January 2017. The Resourcing Strategy consists of the Long Term Financial Plan (10 years); Asset Management Plans (10 years); the Delivery Program (4 years) and the Work-force Plan (4 years).

The draft Plan recognises that more work is required to deliver optimal outcomes for electricity, telecommunications and other retail activities. The plan also includes the need to provide support for economic development and tourism.

The key aims are to achieve financial sustainability over time and proper management of waste and assets. The key project this year will be Waste Management and the minimisation of waste by all. The community will be required to actively participate and take responsibility for waste.

The draft Operational Plan is now presented to Council for adoption and further to place the Plan on public exhibition for 28 days.

GOVERNANCE/POLICY IMPLICATIONS:

Once adopted, the Plan becomes the method for the delivery of activities in 2016/17.

LEGAL IMPLICATIONS:

Council is required to adopt the Operational Plan 2016/17 in full (including fees and charges, rating structure, budget and activities) by 1 October 2016.

ENVIRONMENTAL IMPLICATIONS:

Activities addressing environmental factors have been included.

SOCIAL IMPLICATIONS:

Activities addressing social factors have been included.

FINANCIAL IMPLICATIONS:

The activities within this plan will be covered by the draft budget for 2016/17.

CONCLUSION:

The first draft Operational Plan 2016/17 was developed by the former Administration of Norfolk Island and has been revised by the new Norfolk Island Regional Council to be in line with the draft Norfolk Island Community Strategic Plan 2016-2026. The draft Operational Plan 2016/17 is now presented to Council for adoption and further 28 days of public exhibition.

RECOMMENDATION:

- (1) That Council adopts the *Draft Operational Plan for 2016/17*; places the Plan on public exhibition for 28 days; and should Council not receive any submissions, the Plan becomes the adopted Operational Plan 2016/17.

Attachment 1: Norfolk Island Regional Council Draft Operational Plan 2016/17

(ITEM: GM15/16) POLICY: COMMUNITY DONATIONS

REPORT BY: Lotta Jackson, General Manager

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Community Donations* and for Council to adopt specific budget amounts for community donations for the year 2016/17.

BACKGROUND:

The purpose of this policy is to allow Council to consider requests for Donations and Contributions from Community Organisations following the adoption of the annual budget

Council may provide financial assistance to others under section 356 of the *Local Government Act 1993*. Further Clause 211 (3) of the *Local Government (General) Regulation 2005* states that "all such approvals and votes lapse at the end of a Council's financial year".

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

The Policy *Community Donations* align with the draft Community Strategic Plan's Governance Strategy: An Informed and Accountable Community.

DISCUSSION:

Councils often receive requests from community organisations to assist with costs for specific projects or events. In order to allocate funds fairly and through an open and transparent process, it is recommended that Council sets up a Community Donations program.

After adoption of the Operational Plan Budget each year Council would call for applications from local Voluntary/Community Organisations for community donations. Council will determine applications on merit and within the budget amount adopted.

It is proposed that Council allocates an amount of \$5,000 for the financial year 2016/17 for applications from community groups for donations for projects, equipment or events.

Council's budget already has factored in donations to the following groups (see table below) and it is recommended that these groups be provided with these amounts in the year 2016/17 with a review as part of the budget preparations for the 2017/18 financial year.

Program	Budget
Bursaries and scholarships	\$18,000
Army Cadets - donation	\$5,000
Banyan Park Play Centre - donation	\$12,000
Sports Promotion - donation	\$5,000
Youth Sports Fund - donation	\$5,000
Christmas Pageant - donation	\$780
Easter Carnival - donation	\$2,500
New proposed Community Donations Program	\$5,000
Total	\$53,280

The previously supported ANI grant for Care Norfolk of \$20,000 is not recommended as a donation in 2016/17, due to their allocation of \$100,000 by the Commonwealth. However, Council may wish to reconsider this vote.

Council has also received a request from Women’s Advocacy Group Norfolk Island (WAGNI) for Council to waive the fees for the hire of Rawson Hall for the visit by Ms Rosie Batty to speak on the topic of raising community awareness of family violence. This is a very important visit to the Island and it is recommended that Council supports this one-off request (draft Strategic Plan Obj. 12.5).

GOVERNANCE/POLICY IMPLICATIONS:

Once adopted by Council, the *Community Donations* Policy becomes a Policy of Council.

LEGAL IMPLICATIONS: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS:

The Community Donations program will be able to assist small community groups to implement programs, events or purchase much needed equipment for their activities.

FINANCIAL IMPLICATIONS:

It is proposed that Council allocates an amount of \$53,280 for the financial year 2016/17 for Community Donations, including \$5,000 for applications in relation to the Community Donations Policy. It is also recommended that Council donates the fee of \$90.00 for the hire of Rawson Hall on 23 August 2016, for the WAGNI to host guest speaker Rosie Batty.

RECOMMENDATION:

- (1) That Council adopts the policy titled “*Community Donations*” as provided in Attachment 2.
- (2) That Council donates the fee of \$90.00 for the hire of Rawson Hall in August 2016, for the public presentation arranged by WAGNI for Ms Rosie Batty to speak on the topic of raising community awareness of family violence.
- (3) That Council allocates the following funds for Community Donations to various projects in the 2016/17 budget with review in 2017/18 financial year:

Program	Budget
Bursaries and scholarships	\$18,000
Army Cadets - donation	\$5,000
Banyan Park Play Centre - donation	\$12,000
Sports Promotion - donation	\$5,000
Youth Sports Fund - donation	\$5,000
Christmas Pageant - donation	\$780
Easter Carnival - donation	\$2,500
New proposed Community Donations Program	\$5,000
Total	\$53,280

Attachment 2: Community Donations Policy

(ITEM: GM 16/16) POLICY: EXPENDITURE AUTHORITY IN EMERGENCIES

REPORT BY: Lotta Jackson, General Manager

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Expenditure Authority in Emergencies*.

BACKGROUND:

This policy *Expenditure Authority in Emergencies* provides for an authority for the General Manager to incur expenditure up to an amount of up to \$250,000 in cases where works are urgent.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

The Policy *Expenditure Authority in Emergencies* aligns with the draft Community Strategic Plan's Governance Strategy 6: An Informed and Accountable Community.

DISCUSSION:

In exceptional circumstances, should they occur, this policy will enable immediate action by the General Manager to spend Council funds. The Policy *Expenditure Authority in Emergencies* recommends that the General Manager be authorised to incur urgent expenditure (defined below) to an amount up to \$250,000 provided full details are reported by the General Manager to the next Ordinary Meeting of Council for confirmation. Remedial action requiring urgent expenditure is authorised in cases of:

- Severe Storm;
- Other Natural Disasters;
- Environmental / pollution / contamination;
- Infrastructure Collapse (e.g. port emergency, bridge collapse, water contamination);
- Any situation threatening the immediate safety of human life; or
- Circumstances are such that prompt decisions are required.

GOVERNANCE/POLICY IMPLICATIONS:

Once adopted by Council, the *Expenditure Authority in Emergencies* policy becomes a Policy of Council.

LEGAL IMPLICATIONS: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

CONCLUSION:

The *Expenditure Authority in Emergencies policy* recommends the delegated authority for the General Manager to incur expenditure up to an amount of \$250,000 in cases where works are urgent. The Policy is now presented to Council for adoption.

RECOMMENDATION:

That Council adopts the policy titled "*Expenditure Authority in Emergencies*" provided in Attachment 3.

Attachment 3: Expenditure Authority in Emergencies Policy

(ITEM: GM 17/16) POLICY: OVERSIGHT OF THE GENERAL MANAGER BY THE MAYOR

REPORT BY: Lotta Jackson, General Manager

SUMMARY:

The purpose of this report is for Council to adopt the policy titled *Oversight of the General Manager by the Mayor*.

BACKGROUND:

This Policy details the framework for the “day to day” oversight and liaison with the General Manager by the Mayor in accordance with the Guidelines issued by the NSW Division of Local Government for the Appointment and Oversight of General Managers. (See Attachment 5).

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

The Policy *Oversight of the General Manager by the Mayor* aligns with the draft Community Strategic Plan’s Governance Strategy 6: An Informed and Accountable Community.

DISCUSSION:

The relevant guidelines highlight the need for Council to have a policy to assist with the oversight of the General Manager by the Mayor. It specifically deals with the approval of leave and credit card expenses. It also refers to the General Manager’s Contract (see Attachment 4 - standard contract for General Managers in NSW).

GOVERNANCE/POLICY IMPLICATIONS:

Once adopted by Council, the *Oversight of the General Manager by the Mayor* Policy becomes a Policy of Council.

LEGAL IMPLICATIONS:

The General Manager’s Contract is a legally binding contract.

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

CONCLUSION:

The *Oversight of the General Manager by the Mayor* policy has been developed to ensure the smooth functioning of the oversight of the General Manager by the Mayor. This policy establishes the protocols to be followed, and in particular in relation to the taking of leave, any expenses by the General Manager and credit cards. The policy is now presented to Council for adoption.

RECOMMENDATION:

That Council adopts the policy titled "*Oversight of the General Manager by the Mayor*" as provided in Attachment 6.

Attachment 4: Standard Contract of Employment – General Managers in NSW

Attachment 5: Guidelines for the Appointment and Oversight of General Managers

Attachment 6: Oversight of the General Manager by the Mayor Policy

(ITEM: GM 18/16) NORFOLK ISLAND REGIONAL COUNCIL - LOGO

REPORT BY: Lotta Jackson, General Manager

SUMMARY:

The purpose of this report is for Council to adopt an official logo for the Norfolk Island Regional Council.

BACKGROUND:

Council sought designs for Council's logo from the local community through the weekly paper.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Nil

DISCUSSION:

Council received in total ten (10) eligible designs from the community. These designs were presented to the Councillors at a working-shop meeting held on Wednesday 10 August 2016, for initial selection. The Councillors narrowed the preferred designs to two (2).

The two (2) preferred designs for the logo of Norfolk Island Regional Council are now presented for a final selection. Both designs are by Ms Natasha Arnold.

GOVERNANCE/POLICY IMPLICATIONS:

Once adopted by Council, the Logo becomes the official logo of Norfolk Regional Council.

LEGAL IMPLICATIONS: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

CONCLUSION:

Council sought designs for a logo from the community through an open process. Ten (10) eligible designs were submitted and Council are now presented with two (2) designs to decide which should become Council's logo.

RECOMMENDATION:

- (1) That Norfolk Island Regional Council adopts as its official logo, the logo created by Natasha Arnold containing the illustration of the red tailed tropic bird flying **upwards** or **sideways**.
- (2) That the General Manager arranges for a Certificate of Appreciation for the selected design to be presented to Natasha Arnold.

Attachment 7: Submission by Natasha Arnold, two (2) logos and supporting text.

(ITEM: GG 01/16) SECONDARY EMPLOYMENT POLICY

REPORT BY: Lisa Jackson, Group Manager Governance

SUMMARY:

The purpose of this report is for council to adopt the Secondary Employment Policy.

BACKGROUND:

According to the *Local Government Act 1993*, Sec 353, Council needs to ensure that “Other work”, meaning work other than that of working for the Local Council, needs to be declared and approved if such employment relates to the business of Council or if such employment may be considered to be a conflict of interest.

Section 353 of the *Local Government Act 1993* states the following:

Other Work

- (1) The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.*
- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member’s council duties unless he or she has notified the general manager in writing of the employment or work.*
- (3) The general manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member’s council duties.*
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3).*

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

This policy is required as part of the Resourcing Strategy governance.

DISCUSSION: Nil

GOVERNANCE/POLICY IMPLICATIONS:

Once this policy is adopted it will become a Council Policy.

LEGAL IMPLICATIONS:

This policy is in line with *Local Government Act 1933* Section 353.

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

CONCLUSION:

In order for Council to monitor and have a process, to ensure that all staff are aware of this obligation and the potential of a conflict of interest, Council has developed a Secondary Employment Policy.

RECOMMENDATION:

That Council adopts the Norfolk Island Regional Council Secondary Employment Policy.

Attachment 8: Secondary Employment Policy

(ITEM: GG 02/16) OBSOLETE POLICIES

REPORT BY: Lisa Jackson, Group Manager Governance

SUMMARY:

The purpose of this report is to inform the council of the intent to make inaccurate and incorrect policies obsolete.

BACKGROUND:

Council is currently undertaking a policy review. In this process policies that are no longer accurate and/or current, due to changes in the legislation, should be made obsolete.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

This review and updating of all council policies is required to ensure the governance function is fulfilled. .

DISCUSSION:

All currently active policies have been through a first stage review. The following have been marked to be made obsolete:

2015 2015/03	New Employee Probation – the Policy refers to the <i>Public Services Act 2014</i> which is repealed
2015 EI-01-2015	Determining if Employment in the Public Service is to be ongoing, Fixed Period or Casual - the Policy refers to the <i>Public Services Act 2014</i> which is repealed.
2015 EI-02-2015	Determining the recognition of continuity of service and transfer of leave benefits for Public Service employees between Ongoing, Fixed Period and Casual engagements. - the Policy refers to the <i>Public Services Act 2014</i> which is repealed
2015 EI-03-2015	Determining the retention of an Employee's ongoing status when temporarily engaged in a fixed period position within the Public Service - the Policy refers to the <i>Public Services Act 2014</i> which is repealed

Copies of detailed policies can be found at Attachment 9.

GOVERNANCE/POLICY IMPLICATIONS:

The Policies are no longer relevant to the workings of Council.

LEGAL IMPLICATIONS: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

CONCLUSION:

Due to changes in governing legislation and process required for the establishment of the NIRC, it is proposed that these policies be made obsolete.

RECOMMENDATION:

That Council declares the following policies obsolete:

- a) 2015 2015/03 New Employee Probation
- b) 2015 EI-01-2015 Determining if Employment in the Public Service is to be ongoing, Fixed Period or Casual
- c) 2015 EI-02-2015 Determining the recognition of continuity of service and transfer of leave benefits for Public Service employees between Ongoing, Fixed Period and Casual engagements
- d) 2015 EI-03-2015 Determining the retention of an Employee's ongoing status when temporarily engaged in a fixed period position within the Public Service.

Attachment 9: Obsolete Policies

(ITEM: GG 03/16) AUDIT COMMITTEE

REPORT BY: Lisa Jackson, Group Manager Governance

SUMMARY:

The purpose of this report is to provide the Councillors with the Draft Audit Committee Charter for adoption and the resolution to source two (2) independent members for the Audit Committee.

BACKGROUND:

It is best practise for councils to have an internal audit function. Internal Audit 'adds value' to the management of the Council by providing timely, relevant and useful advice on the efficiency, economy and effectiveness of the Council's operational systems, practices and controls.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

The establishment of the Norfolk Island Regional Council Audit Committee Charter and the engagement of two independent members (one chair and one member) will provide assurance that appropriate governance activities have been put in place. This in turn will support the delivery of the Community Strategic Plan 2016-2026.

DISCUSSION:

The Audit Committee plays a key role in providing the Council with an independent oversight and monitoring of the Council's audit processes. This oversight includes internal audit and external reporting, risk management activities, internal and external audits and business assurance reviews and activities.

A strong connection between the Audit Committee and internal audit function in the Council ensures that the Audit Committee can meet its objectives. The objectives are to provide an independent oversight of Council's activities.

This is achieved through having a majority of independent members external to Council. It is proposed that the Norfolk Island Regional Council's Audit Committee comprise of three members, an independent Chair, an independent member and a Councillor other than the Mayor. Council staff should not be voting members of the committee. Independent and Councillor members must be free from any management, business or other relationship that could be perceived to interfere with their ability to act in the best interest of the council.

The Audit Committee objectives are to assist the General Manger and Council to:

- Ensure all key controls are operating effectively;
- Ensure all key controls are appropriate for achieving goals and objectives;
- Meet statutory and fiduciary duties;
- Provide a forum to discuss operational problems and issues;
- Recommend operational improvement initiatives.

GOVERNANCE/POLICY IMPLICATIONS:

The adoption of an Audit Committee Charter and the establishment of an Audit Committee for the Norfolk Island Regional Council in ensuring best practice governance is adhered to.

LEGAL IMPLICATIONS: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

To establish the Audit Committee the council must appoint two (2) independent members. It is estimated that the Audit Committee will meet four (4) times a year.

The estimated cost to council for two (2) independent audit committee members, including travel and accommodation where required, is \$25,000.

Travel and accommodation is to be reimbursed at reasonable cost.

CONCLUSION:

The Audit Committee Charter has been developed to ensure council has appropriate control in place to test and improve efficiency, economy and effectiveness of the Council's operational systems and practices.

RECOMMENDATION:

- (1) That Council adopts the Norfolk Island Regional Council Audit Committee Charter.
- (2) That Council nominates Councillor.....to be a member of the Audit Committee.
- (3) That Council's Group Manager Governance sources two (2) Independent Audit Committee members through a process of calling for Expressions of Interest.
- (4) That Council adopts the budget for the estimated costs of the Independent Audit Committee members of \$25,000.

Attachment 10: Draft Norfolk Island Regional Council Audit Committee Charter.

(ITEM GS 03/16) FEES AND CHARGES

REPORT BY: Bruce Taylor, Group Manager Services; Lotta Jackson, General Manager

SUMMARY

The purpose of this report is for Council to make a schedule of Fees and Charges for 2016/17, as required under Part 10 of the *Local Government Act 1993* (the Act).

BACKGROUND

Norfolk Island Regional Council, as a new Council, does not currently have an existing Fees and Charges structure. It is therefore recommended that Council adopts the attached schedule. Whilst the schedule includes legislated, regulated and general Fees and Charges only the general Fees and Charges are set by the Norfolk Island Regional Council.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY

In point 6.3 of the NIRC Third Draft Community Strategic Plan 2016-2026 the top finding across all five themes was “Financial Sustainability”. Fees and Charges are a key element in achieving financial sustainability.

DISCUSSION

The fees and charges document includes a compilation of the proposed schedule of Fees and Charges. These are based on both legislated/regulated services and non-regulated services, with the latter charges being under Section 610D and 610F of the *Local Government Act 1993* and therefore requires to be publically exhibited for 28 days.

Legislated Fees and Charges

The majority of legislated fees and charges are set by a fee unit and, based on Retail Price Index (RPI) movements since the previous increase; fees will increase by 20.83%. This is particularly the case because no increases have been made in the fee unit since 2011/12.

It should be noted that the Electricity Fund is currently in deficit and therefore cannot sustain itself or invest in renewable or maintenance programs. The operation of Electricity by Council is currently under review with a report to Council to be considered at the September 2016 Ordinary meeting.

The Telecom fees and charges are proposed to be increased by 12% to offset the loss of customers to NBN. The Telecom Fund is also in deficit when overheads are factored in, and this needs to be addressed both immediately and strategically. A review of Telecom is included as an action in the draft Operational Plan for 2016/17.

Lighterage fees and charges are also currently under review. There has been no revision of fees since 2012.

Non-regulated fees and charges

Fees and Charges from non-legislated/regulated sources, such as the sale of rock, hiring of plant and equipment and provision of services, contribute in excess of \$200,000 per annum. It is proposed that the majority of these fees and charges remain at a rate similar to those charged by the former Administration of Norfolk Island in 2015/16.

New fees and charges have been introduced in the Waste Management Area which is in deficit and need to recover costs for the processing of waste and to build up funds for capital purchases. It is proposed that everyone has to pay a small fee for the general waste they produce. No fees are proposed for sorted/recyclable items. This will encourage the community to separate waste and to compost green waste, food waste and paper, with only a small amount of garbage being placed in general waste (see page 61 of the attached Schedule of Fees and Charges).

GOVERNANCE/POLICY IMPLICATIONS: Nil

LEGAL: Nil

ENVIRONMENTAL IMPLICATIONS: Nil

SOCIAL IMPLICATIONS:

Council recognises that increases in fees and charges will have an impact on the community and this is regrettable. At the same time Norfolk Island residents have now access to a free health care, subsidised medication, welfare payments, pensions and tax benefits as part of the changes that commenced 1 July 2016. In addition the 12% GST is no longer applicable.

FINANCIAL IMPLICATIONS

Fees and Charges from non-legislated/regulated sources contribute in excess of \$200,000 per annum. Adopting the recommendations will ensure this source of income continues.

It is a financial responsibility of Council to review fees and charges each year and the review should take into account the cost of providing the service to the community so that the service can be sustainable into the future.

CONCLUSION

The proposed schedule of Fees and Charges are now presented to Council for adoption and public exhibition.

RECOMMENDATION

That Council:

- (1) Adopts the attached Schedule of Fees and Charges 2016/17;
- (2) That Council places on public exhibition, Pages 56 to 61 of the Schedule being those general Fees and Charges that are not subject to legislation or regulation, for 28 days as required under section 610F(5) of the Act; and

- (3) If no submissions are received, the Schedule becomes the adopted Fees and Charges for 2016/17 for the Norfolk Island Regional Council.

Attachment 11: Schedule of Fees and Charges in Legislation and Regulations; and Charges for Administration Services and Hire Fees

NOTICE OF MOTION

(ITEM NM..SNELL 1/16) NI GOVERNMENT TOURIST BUREAU STRATEGIC PLAN 2013-2023

I, Councillor Lisle Snell, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 17 August 2016 --

That the Norfolk Island Regional Council endorses the Norfolk Island Government Tourist Bureau Strategic Plan 2013-2023

BACKGROUND:

To support the efforts and direction of tourism to Norfolk Island, both in the immediate and long term.

To support the industry in planned strategy going forward.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Objective 6 (Strong, diverse and vibrant business environment) and Objective 13 (Visitors have a safe experience).

Councillor Lisle Snell
8 August 2016

NOTICE OF MOTION

(ITEM NM..SNELL 2/16) APPOINTMENT OF TOURISM ADVISORY COMMITTEE

I, Councillor Lisle Snell, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 17 August 2016 --

That the Norfolk Island Regional Council appoints a 'TOURISM ADVISORY COMMITTEE'

BACKGROUND:

To advise and make recommendations to the Norfolk Island Regional Council on Tourism Strategy; and

To appoint members on the same or similar basis as outlined in the previous Norfolk Island Government Tourist Bureau Act.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Objective 6 (Strong, diverse and vibrant business environment) and Objective 13 (Visitors have a safe experience).

Councillor Lisle Snell
8 August 2016

NOTICE OF MOTION

(ITEM NM..MCCOY 1/16) APPOINTMENT OF A WASTE MANAGEMENT ADVISORY COMMITTEE

I, Councillor John McCoy, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 17 August 2016 --

That –

- (1) the Norfolk Island Regional Council appoints a Waste Management Advisory Committee; and**
- (2) the terms of reference for the Waste Management Advisory Committee are –**
 - a) Review the Waste Management Strategy;**
 - b) Prepare a report on the waste management facilities and assets;**
 - c) Prepare a report on management of waste stream;**
 - d) Review the cost of waste management; and**
 - e) Make recommendations to the Norfolk Island Regional Council.**

BACKGROUND:

Waste management in the modern world is a challenge for any community including Norfolk Island. In the recent past improvements to dealing with waste on Norfolk Island have been achieved through the exporting of recyclable material. The Norfolk Island Regional Council is committed to continue improving and streamlining waste management in an as cost effective and efficient manner as possible.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Objective 1. (Use and manage our Resources wisely).

Clause 1.3 states *Reduce, reuse and recover waste and end disposal of waste into the sea.*

Councillor John McCoy
8 August 2016

NOTICE OF MOTION

(ITEM NM..MCCOY 2/16) APPOINTMENT OF A PUBLIC RESERVES ADVISORY COMMITTEE

I, Councillor John McCoy, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 17 August 2016 --

That –

- (1) the Norfolk Island Regional Council appoints a Public Reserves Advisory Committee; and**
- (2) the terms of reference for the Public Reserves Advisory Committee are –**
 - a) Review the public reserves Plans of Management;**
 - b) Report on relevance of existing Plans of Management;**
 - c) Recommend future management of public reserves; and**
 - d) Recommend amendments to the public reserves Plans of Management.**

BACKGROUND:

The *Land Transfer Ordinance 2016* places ownership and responsibility onto the Norfolk Island Regional Council for public reserves on Norfolk Island. Therefore it is necessary for the public reserves Plans of Management to be reviewed; the cost of managing and maintaining the public reserves be assessed and future management of the public reserves be determined.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Objective 2. (Preserve a healthy environment).

Clause 2.3 states *Protect and preserve environmentally sensitive areas and those of high conservation value, through improved land management and pest control practices.*

Clause 2.4 states *Support threatened species and minimise the presence of invasive species.*

Councillor John McCoy
8 August 2016

NOTICE OF MOTION

(ITEM NM..MCCOY 3/16) APPOINTMENT OF A ROCK FEED SOURCE ADVISORY COMMITTEE

I, Councillor John McCoy, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 17 August 2016 --

That –

- (1) the Norfolk Island Regional Council appoints a Rock Feed Source Advisory Committee; and**
- (2) the terms of reference for the Rock Feed Source Advisory Committee are –**
 - a) Assess the existing rock stockpile quantity;**
 - b) Assess the present demand;**
 - c) Assess future demand;**
 - d) Determine access to supply; and**
 - e) Make recommendations to the Norfolk Island Regional Council.**

BACKGROUND:

The supply of clean crushable rock is pertinent to the future sustainability of the Norfolk Island economy. The rock stockpile on 44A or near the school will be exhausted in the very near future, possibly before the end of 2016.

It is prudent that the Norfolk Island Regional Council is equipped with information that allows decisions to be made on the future supply of clean crushable rock, ensuring projects that are either underway or planned, such as the Cascade Pier extension, road resurfacing, airport runway resurfacing and private construction, go ahead with the confidence that crushed rock will be available.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND RESOURCING STRATEGY:

Objective 9. (An informed community).

Clause 9.2 states *Timely, open and fair, evidence based decision making with demonstrated accountability.*

Councillor John McCoy
8 August 2016