



# **MINUTES**

## **Tourism Advisory Committee Meeting**

**6 February 2020**

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL  
TOURISM ADVISORY COMMITTEE MEETING  
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL MEETING ROOM  
ON THURSDAY, 6 FEBRUARY 2020 AT 4:00PM**

**PRESENT:**

**IN ATTENDANCE:**

Name	Representative	Present	Apology
Robin Adams	Mayor (Chair)	✓	
Lisle Snell	Councillor	✓	
Fiona Anderson	The Administrator's Office	✓	
Sue Sills	Accommodation and Tourism Association	✓	
Paul Porter	Tourism Operations/Community Member	✓	
Naomi Thompson	Tourism Operations	✓	
Howard Martin	Community Member	✓	
VACANT	Tourism Operations		
Andrew Roach	General Manager - NIRC	✓	
Rose Evans	Team Leader Tourism & Economic Development	✓	
Elise McCaskie	RDA Representative		✓
Alan Hollway	NIRC EM Organisational Development (OBSERVER)	✓	

## 1 WELCOME

The Chair welcomed the Committee to the meeting and extended a welcome to new TAC member Paul Porter and opened the Meeting at 4:05pm.

The Chair read the Statement of Respect: We acknowledge our elders past and present; and we acknowledge the Norfolk Island People, the traditional custodians of this Island.

## 2 DISCLOSURE OF INTEREST

Name	Agenda Item	Type	Nature of Interest
		Conflict of Interest	

## 3 CONFIRMATION OF MINUTES

### 3.1 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 5 DECEMBER 2019

#### RECOMMENDATION

- That the Minutes of the Tourism Advisory Committee Meeting held on 5 December 2019 be received and the recommendations therein be adopted.

<u>Moved</u>	Naomi Thompson	<u>Seconded</u>	Lisle Snell
			Carried

Resolution 2019/249 from 18 December Council meeting.

**ORDINARY COUNCIL MEETING MINUTES****18 DECEMBER 2019****9 REPORTS FROM COMMITTEES****9.1 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 5 DECEMBER 2019****RESOLUTION 2019/249**

Moved: Cr Lisle Snell

Seconded: Cr David Porter

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

**CARRIED****UNANIMOUS****4 BUSINESS ARISING FROM MINUTES****4.1 TOURISM ACTION PLAN - ACTIONS**

Team Leader has developed a list of Conference Facilities as a page on the destination website.  
**Completed**

Team Leader Tourism will discuss Tourism Awards further with the Chamber of Commerce and Industry early 2020. **In progress**

**4.2 CRUISE SHIPS**

**ACTION:** Interim General Manager to provide advice to the TAC as to who has the power to limit the quantity and frequency of cruise ship visits and cruise visitors to Norfolk Island.

*Currently the agent for all cruise ships is Transam Argosy. Transam will decline requests where there is already a ship booked within one week of a proposed visit.*

**ACTION:** Interim General Manager to investigate the possibility of including welcome signage at both piers as part of the port security.

*Welcome signage in the form of a banner can be attached to the barriers installed to control vehicle/people movements at the cruise ship handlers expense and should include the Norfolk language.*

**ACTION:** Interim General Manager to investigate port fees and levies for other destinations and provide a brief report back to the TAC.

**ACTION:** The TAC is to support the cruise ship working group, as well as circulate the feedback and possible opportunities to the Norfolk Island tourism industry.

*Information is being collated from the recent cruise ship visits to inform the proposed report.*

**RECOMMENDATION**

That Fiona Anderson approaches DITRDC to ensure the Ports Management Strategy includes Cruise Ships.

<u>Moved</u>	Robin Adams	<u>Seconded</u>	Lisle Snell
			Carried

**RECOMMENDATION**

That Council instruct the General Manager to meet with Transam Argosy to discuss their involvement in the Cruise Ship industry and obtain a list of responsibilities and limitations currently in place.

<u>Moved</u>	Lisle Snell	<u>Seconded</u>	Sus Sills
			Carried

**5 REPORTS FROM OFFICERS**

**4.3 VACANT TAC POSITION**

**ACTION:** Team Leader Tourism to advertise for vacant TAC position of Tourism Operations in January 2020. **In progress**

**5.1 TOURISM REPORT JANUARY 2020**

**RECOMMENDATION**

That the Tourism & Economic Development Report November 2019 be noted.

<u>Moved</u>	Howard Martin	<u>Seconded</u>	Lisle Snell
			Carried

**5.2 TOURISM ACTION PLAN REPORT****RECOMMENDATION**

That the Tourism Advisory Committee regularly review and focus on the summarised Action Items from the Tourism Action Plan Report to ensure they are delivered during 2020.

<u>Moved</u>	Fiona Anderson	<u>Seconded</u>	Lisle Snell
			Carried

**6 ITEMS FROM COMMITTEE MEMBERS****6.1 AIR NEW ZEALAND**

**ACTION:** General Manager and Fiona Anderson to contact Air New Zealand and DITRDC to commence discussions to find answers to questions raised by TAC members

**7 REPORT FROM RDA**

RDA representative Elise McCaskie is currently not engaged by RDA and sent her apologies.

**8 SOUTH PACIFIC TOURISM EXCHANGE**

**ACTION:** Rose Evans to respond to the email from Cherie Buffet.

**9 COMMITTEE OF THE WHOLE**

Open the Committee of the Whole

<u>Moved</u>	Fiona Anderson	<u>Seconded</u>	Sue Sills
			Carried

Close the Committee of the Whole

<u>Moved</u>	Fiona Anderson	<u>Seconded</u>	Naomi Thompson
			Carried

**10 DATE OF NEXT MEETING**

Next meeting will be held on Thursday, 5 March 2020 .

**11 CLOSE OF COMMITTEE MEETING**

There being no further business the Chair declared the meeting closed at 5.45pm.

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Councillor Robin Adams

Chair

Dated: [enter date](#)