



MINUTES

Ordinary Council Meeting 1 December 2021

Menets

*f daa Ordeneri Kaunsl Miiten
orn 1 Desemba 2021*

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 1 DECEMBER 2021 AT 2:00PM**

PRESENT: Mike Colreavy (Interim Administrator)

IN ATTENDANCE: Phil Reid (Acting General Manager), Gregory Roy (Manager Infrastructure & Services), Alistair Innes-Walker (Acting Manager Corporate & Finance), Sandy McFeeters (Manager Economic Development), Leanne Webb (Manager Customer Service), Paul Martin (Manager Corporate & Finance)
Meliamie Plant (Executive Assistant & Media)

1 WELCOME

The Interim Administrator welcomed 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 Interim Administrator 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

The General Manager, Andrew Roach who is currently on sick leave.

CONDOLENCES

The Interim Administrator recorded the passing of:

- Vern Alston – passed away 9th November 2021
- Robert Stanley (Bob) Little – passed away 12th November 2021
- Andrea Hanson Nicolai – passed away 20th November 2021

As a mark of respect to the memory of the deceased all present stood to observe a moment in silence.

4 DISCLOSURE OF INTEREST

NIL

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE COUNCIL MEETING HELD ON 3 NOVEMBER 2021****RESOLUTION 2021/152****The Interim Administrator resolved:**

That the Minutes of the Council Meeting held on 3 November 2021 be received, taken as read and confirmed.

CARRIED**6 PUBLIC ACCESS**

The Interim Administrator invited the suspended Mayor, Robin Eleanor Adams to address the Council regarding **Item 10.3: Norfolk Telecom Review Update**.

7 ADMINSTRATOR MINUTE**7.1 ADMINISTRATOR'S MINUTE****RESOLUTION 2021/153****The Interim Administrator resolved:**

That Council notes the Administrator's Minute.

CARRIED**8 REPORTS FROM COMMITTEES****8.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 10 NOVEMBER 2021****RESOLUTION 2021/154****The Interim Administrator resolved:**

That the Minutes of the Audit Committee Meeting held on 10 November 2021 be received, taken as read and confirmed.

CARRIED

9 REPORTS FROM GENERAL MANAGER**9.1 EFFICIENCY MEASURES ARISING FROM THE OPERATIONAL PLAN 2021-2022****SUMMARY**

The purpose of this report is for Council to approve the efficiency measures contained in the report and for Council to instruct the General Manager to implement those measures.

RESOLUTION 2021/155**The Interim Administrator resolved:**

1. That Council approve the efficiency measures contained in this report.
2. That Council instruct the General Manager to implement the efficiency measures contained in this report.

CARRIED**10 REPORTS FROM MANAGER CORPORATE AND FINANCE****10.1 PURCHASE OF JET MASTER TRUCK****SUMMARY**

The purpose of this report is to request approval to purchase a second hand AUSROAD Jetmaster Unit.

RESOLUTION 2021/156**The Interim Administrator resolved:**

That Council:

Notes and approves the purchase of a second hand Jetmaster unit ex Hire fleet with a landed cost of \$300,000 (\$248,560 for the unit and an allowance for delivery costs of \$51,440), subject to a satisfactory inspection by the Manager of Infrastructure and Services.

CARRIED

10.2 INVESTMENT REPORT - OCTOBER 2021**SUMMARY**

The purpose of this report is for Council to note the investments held and to provide an overview of Council's cash position as at 31 October 2021.

RESOLUTION 2021/157

The Interim Administrator resolved and subject to the amendments made in the report:

That Council notes the Investment Report for October 2021.

CARRIED**10.3 NORFOLK TELECOM REVIEW UPDATE****RESOLUTION 2021/158**

The Interim Administrator resolved:

That Council:

- (i) Notes the Norfolk Telecom "Current State Discovery" Report prepared by GWI.
- (ii) The General Manager engage with GWI and the Commonwealth Government to understand the steps required to establish regulatory certainty, including timeframes, and based on timeframes initiate a plan to transition the provision of telecommunications services on Norfolk Island to an alternative arrangement.

CARRIED**10.4 DRAFT 2020/21 FINANCIAL STATEMENTS FOR REFERRAL TO AUDIT****SUMMARY**

The purpose of this report is for Council and Management to make a statement as to the preparation and content of the General-Purpose Financial Statements and authorising referral of the Draft 2020/2021 Annual Financial Statements (AFS) to audit. The unaudited AFS for the 2020/2021 financial year have been completed, are ready for audit, and were tabled at the meeting.

RESOLUTION 2021/159

The Interim Administrator resolved and subject to the amendments made in the report:

1. That Council note the following Statements in respect of Section 413(2)(c) of the Local Government Act 1993 (NSW) (NI) as to its 2020/2021 Financial Statements:

- a) Council's Draft Financial Statements for 2020/2021 have been drawn up in accordance with:
- The Local Government Act 1993 (NSW) (NI) and the Regulations made there under.
 - The Australian Accounting Standards and Professional Pronouncements; and
 - The Local Government Code of Accounting Practice and Financial Reporting.
- b) The Statements present fairly the Council's operating result and financial position for the year.
- c) The Statements are in accordance with the Council's accounting and other records.
- d) Council is not aware of any matter that would render this report false or misleading in any way.
2. That the Draft Financial Statements for 2020/2021 be referred to the Council's Auditors for audit.
3. That the Statement by Council and Management for the General-Purpose Financial Statements be signed by a Representative of the Governing Body, General Manager, and the Responsible Accounting Officer.
4. That Council delegates to the General Manager the authority to give public notice for the presentation of the auditor's report and financial statements as per section 418 of the Local Government Act 1993 (NSW) (NI).

CARRIED

11 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT

11.1 ECONOMIC DEVELOPMENT UPDATE

SUMMARY

The following provides a summary of economic development activities the for the October 2021/22 reporting period. It includes the key outputs of airport, fire services, KAVHA/museums, tourism, liquor bond and cemetery.

RESOLUTION 2021/160

The Interim Administrator resolved:

That Council notes the information provided in this report.

CARRIED

11.2 TOURISM UPDATE REPORT**SUMMARY**

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

RESOLUTION 2021/161**The Interim Administrator resolved:**

That Council notes the information provided in this report.

CARRIED**11.3 REINTRODUCTION OF THE RETAIL PRICE INDEX (RPI) FOR NORFOLK ISLAND - [EAF 65]****SUMMARY**

This report provides an update on the status of External Audit Finding (EAF) 65 which identified the requirement for the reintroduction of the quarterly Retail Price Index (RIP) for Norfolk Island. An appropriately qualified consultant, Delta Pearl Partners who have been responsible for reviewing and reporting on the actions undertaken to date in relation to this project, were invited to provide a detailed proposal to scope the requirements including logistics to generate the RPI to be reported quarterly for Norfolk Island.

RESOLUTION 2021/162**The Interim Administrator resolved:**

That Council note the current status of this EAF 65.

- Council approves Delta Pearl Partners proposal;
- Council approves appointment of Delta Pearl Partners to undertake the reintroduction of RPI at budget of \$94,000 – subject to identifying a funding source;
- Council approves an ongoing annual fee for maintenance of RPI dashboard of \$8,000.

CARRIED

12 REPORTS FROM MANAGER SERVICES**12.1 ELECTRICITY REVIEW UPDATE****SUMMARY**

In September Norfolk Island Regional Council's (NIRC) appointed EPC Technologies (EPCT) to provide a **technical and commercial feasibility roadmap** (the roadmap) to address the identified risks and place the operations of the Electricity Business Unit on a sustainable footing. This report summarises the activity to date and provides the requested draft submission for a funding request of the Commonwealth Government.

RESOLUTION 2021/163**The Interim Administrator resolved:**

That Council:

1. Notes the progress of the Electricity Review by EPC Technologies;
2. Begins to develop a program with EPC Technologies and the Commonwealth Government to lift the Solar Moratorium in early January 2022, to ensure the community's ability to access government grant schemes and maximise the electricity generation and distribution for the NIRC network;
3. Commence dialogue with the local hire car companies to seek their interest in changing to electric cars and charging station network;
4. Join with EPC Technologies in developing the *Utilibil* system to reduce administrative burden on Council and improve accuracy for the customer base;
5. Continue to negotiate with the Commonwealth its funding requirements for \$5Million infrastructure program as a matter of urgency.

CARRIED

12.2 INFRASTRUCTURE AND SERVICES UPDATE**SUMMARY**

The purpose of this report is to provide an update on the work of the infrastructure department which includes several service delivery outcomes for council.

For the purposes of this report, we will focus on 4 Key Items.

- Lighterage Assessment & Process
- Road Upgrades
- Power Station Update
- Power Assessment

RESOLUTION 2021/164**The Interim Administrator resolved:**

That Council notes the information provided in this report.

CARRIED**13 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT****13.1 PLANNING AND ENVIRONMENT UPDATE****SUMMARY**

The following provides a summary of planning and environment activities for the reporting period. This includes planning and building approvals, waste and environment, public health, and environmental protection and reserves.

RESOLUTION 2021/165**The Interim Administrator resolved:**

That Council notes the information provided in the report.

CARRIED

13.2 WASTE MANAGEMENT SERVICES UPDATE**SUMMARY**

As part of NIRC's Transition to Sustainability, work is currently underway to improve Council's waste management services. This includes interim measures to assist with cost efficiency and processing of waste, as well as the significant decision to close Headstone Waste Facility. To further implement efficiencies for the coming financial year, NIRC proposes to go to tender for the majority of waste management services and at the same time, seek to modernise our system to reduce the requirement to export waste from island.

RESOLUTION 2021/166**The Interim Administrator resolved:**

That:

Council resolves to conduct an open tender process for Domestic and Commercial Waste Management Services, including the delivery of circular economy initiatives that deliver on social and environmental outcomes and reduce NIRC's ongoing waste export liability

CARRIED**13.3 ENVIRONMENTAL ASSESSMENT - UPDATE****SUMMARY**

In early 2021, the NIRC Environmental Assessment Team visited the island to provide an update on the findings of the Environmental Assessment, which commenced in 2019. Interim findings were presented to the community by the assessment team, which included areas focussing on hydrology, food security, waste, energy and biodiversity. This report provides an update on the release of the final report and identifies additional work to be completed on food security through the Service Delivery Agreement.

RESOLUTION 2021/167**The Interim Administrator resolved:**

That Council

1. Releases a summary of the Environmental Assessment to the community once prepared, along with key recommendations and the full report; and
2. Agrees to develop a food security strategy as part of the SDA, in coordination with a recognised food security specialist and supporting agriculture experts

CARRIED

13.4 ALTERNATIVE BARGE LANDING STRUCTURE - BALL BAY**SUMMARY**

NIRC requires the delivery of project-related equipment and other capital items for critical project intended to be delivered during 2022. There will also be a requirement to remove various forms of packaged waste that are currently unable to be exported by plane. While the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) are in the process of seeking approval for a temporary landing at Cascade, there is no certainty that this structure will be approved and delivered by mid-2022. NIRC proposes to pursue a permit for construction of an alternate landing structure at Ball Bay. Should there be a delay in completing construction of the Cascade Temporary Landing, NIRC intends to install an alternate structure at Ball Bay to meet important project deadlines. An Expression of Interest process is being run to find the most appropriate landing design, that can be delivered in a short timeframe.

RESOLUTION 2021/168**The Interim Administrator resolved:**

That Council supports the approach for an alternate landing structure at Ball Bay and will consider the outcomes of the permit application and EOI process once these are resolved.

CARRIED**14 REPORTS FROM MANAGER CUSTOMER SERVICE****14.1 CUSTOMER SERVICE AREA UPDATE****SUMMARY**

To provide an update on activities in the Customer Service Area.

RESOLUTION 2021/169**The Interim Administrator resolved:**

That Council:

1. Notes the hours of operation between 24 December 2021 and Tuesday 4 January 2022.
2. Provides in principal support to investigate software systems which would allow electronic invoicing from Authority.
3. Notes the current cost and, the final estimated cost of processing FOI applications.

CARRIED

15 NOTICES OF MOTION

Nil

16 URGENT BUSINESS WITHOUT NOTICE

Nil

17 CONFIDENTIAL MATTERS FOR CONSIDERATION

Nil

18 QUESTIONS FOR THE NEXT MEETING

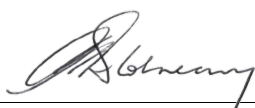
Nil

The next Ordinary Meeting of Council will take place on Wednesday 2 February 2022 held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Interim Administrator declared the meeting closed at 4:13pm.

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 1 December 2021.

Submitted to the Ordinary Meeting of Council held on Wednesday 2 February 2022.



NIRC Interim Administrator

Mr. Mike Colreavy

2 February 2022

Date

o

NIRC General Manager

Mr. Andrew Roach

2 February 2022

Date