



MINUTES

Ordinary Council Meeting

1 June 2022

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**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 1 JUNE 2022 AT 2:00PM**

PRESENT: Mike Colreavy (Administrator)

IN ATTENDANCE: Andrew Roach (General Manager – online via Teams), Paul Martin (Manager Corporate Finance), Phil Reid (Manager Environment & Planning), Greg Roy (Manager Infrastructure & Services), Sandy McFeeters (Manager Economic Development)

Kim Vander Kevie (Manager IT), Meliame Plant (Executive Assistant & Media)

1 WELCOME

The 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 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 traditional custodians of this Island.

3 APOLOGIES

Nil

CONDOLENCES

Nil

4 DISCLOSURE OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 4 MAY 2022

RESOLUTION 2022/67

The Administrator resolved:

That the Minutes of the Council Meeting held on 4 May 2022 be received, taken as read and confirmed.

CARRIED

5.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 24 MAY 2022

RESOLUTION 2022/68

The Administrator resolved:

That the Minutes of the Extraordinary Council Meeting held on 24 May 2022 be received, taken as read and confirmed.

CARRIED

6 PUBLIC ACCESS

No Public Access request was received from the Community.

A presentation was made by Mr. Craig Wilson of Delta Pearl Partners on the results of the Retail Price Index (RPI) project that he has recently completed for Norfolk Island.

A copy of this presentation is attached to the end of these minutes.

7 ADMINSTRATOR MINUTE

7.1 ADMINISTRATOR MINUTE - RECENT LIGHTERAGE CHANGES

RESOLUTION 2022/69

The Administrator resolved:

That Council notes this Administrator minute.

CARRIED

8 REPORTS FROM COMMITTEES

8.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON 12 MAY 2022

RESOLUTION 2022/70

The Administrator resolved:

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on 12 May 2022 be received and taken as read and confirmed, with the amendment to remove the word 'Councillor' from the signing page.

The Audit, Risk & Improvement Committee have made the following decisions/recommendations:

ACTION REGISTER

1. The Audit Committee notes the report and status of outstanding Action Items (Attachments 1 - 3).
2. It is noted that Version 4 of the Committee Charter has now been finalised by the committee out of session.

AUDIT COMMITTEE ANNUAL WORK PLAN

1. The Committee review and provide feedback regarding the attached draft Audit Committee Annual Work Plan.
2. The amendments to the Plan, as provided by the Committee at the meeting, be updated to include the Committee's recommended changes along with the following amendments:
 - a. The line item references to Internal and External matrix be removed; and
 - b. Website legislative compliance be added as a workplan issue.
3. The revised Work Plan be emailed back to the committee.
4. The scheduled dates for the Audit Risk and Improvement committee (ARIC) meetings for 2022-2023 Financial year be noted as following:
 - 25 August 2022
 - 24 November 2022
 - 9 February 2023
 - 11 May 2023
5. The Committee meetings for August 2022, February 2023 and May 2023 be held at Local Government House, 25 Evelyn Street Newstead, QLD.
6. The November 2022 scheduled meeting be held on the Island.

INVESTMENT REPORT - JANUARY 2022

That Committee notes the Investment Report as at 31 January 2022 presented to the Ordinary Council meeting 9 March 2022.

INVESTMENT REPORT - FEBRUARY 2022

That Committee notes the Investment Report as at 28 February 2022 presented to the Ordinary Council meeting 6 April 2022.

INVESTMENT REPORT - MARCH 2022

That Committee notes the Investment Report as at 31 March 2022 presented to the Ordinary Council meeting 4 May 2022.

PROGRESS REPORT ON THE EXTERNAL AUDIT FINDINGS (EAF'S) FOR NIRC

1. That Committee notes the progress of implementation of the 82 (Short to Medium Term) EAFs as at 31 March 2022, as presented to the Ordinary Council meeting held 4 May 2022.
2. Further, that it be reported back via the actions register to the August committee meeting when the EAF's currently noted as 'not commenced' are proposed to commence.

QUARTERLY BUDGET REVIEW STATEMENT AS AT 31 DECEMBER 2021

1. That the Committee notes the report on the Quarterly Budget Review Statement as at 31 December 2021 as presented to Council 9 March 2022.
2. Further, that the committee note the omission of the Certificate of Responsible Officer.
3. Further, that the initials NI be placed after clause 2.3 to clarify that regulations have changed for NSW.

INSURANCE RENEWAL

That the Committee notes the contents of this report.

TENDER SPECIFICATIONS FOR AUDITING SERVICES

1. The Committee note the draft Tender Specifications document for Auditing Services.
2. The Committee note that the current *Local Government Act 1993 (NSW)(NI)* as amended, does not specify an appointment period for Auditing Services.
3. The Committee recommend that the General Manager finalise the document for Auditing Services and progress the tender process to provide for a re-appointment period of 6 years.
4. Peak Services Procurement be engaged to undertake the tender process.
5. The Committee note that an out of cycle meeting will be required to adopt the recommendations following the tender process.

CARRIED

8.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON 29 APRIL 2022

RESOLUTION 2022/71

The Administrator resolved:

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on 29 April 2022 be received and the recommendations therein be adopted by Council.

The Audit, Risk & Improvement Committee have made the following recommendations:

PREVIOUS MINUTES & BUSINESS ARISING

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on 10 February 2022 be received and the recommendations therein be adopted.

PREPARATION AND AUDIT OF 2020-21 ANNUAL FINANCIAL STATEMENTS

That:

1. The Clearance Report from Council's External Auditors, Pitcher Partners for year ending 30 June 2021 as tabled at this meeting and the recommendations contained therein for implementation by Council be noted, with reference to the audited General Purpose Financial Statements for the year ended 30 June 2021.
2. That the audited General Purpose Financial Statements for the year ended 30 June 2021 distributed to members by email on 10 April 2022 be received and it is noted that they will be received by the Council at its next meeting, which is this meeting.
3. That the Draft Engagement Plan (Client Strategy) and Audit Plan for the General Purpose Financial Statements for the year ended 30 June 2022 be considered at the next committee meeting.

CARRIED

8.3 MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE (SAC) MEETING HELD ON 18 MAY 2022**RESOLUTION 2022/72**

The Administrator resolved:

1. That the Minutes of the Sustainability Advisory Committee (SAC) Meeting held on 18 May 2022 be received and the recommendations therein be adopted, subject to paragraph 2 and 4 below.
2. That Council develop a fact sheet for the community detailing:
 - (a) the function of the smart meter
 - (b) the pros and cons
 - (c) limitations for households without a smart meter
3. That Council provide a brief of the Sustainable Population Strategy to the Committee for comment prior to engaging a consultant.
4. That there be no opt out arrangements for the use of the Smart meters.

CARRIED

8.4 MINUTES OF THE RESERVES AND CONSERVATION ADVISORY COMMITTEE (RCAC) MEETING HELD ON 17 MAY 2022**RESOLUTION 2022/73**

The Administrator resolved:

1. That the Minutes of the Reserves and Conservation Advisory Committee (RCAC) Meeting held on 17 May 2022 be received and the recommendations therein be adopted.
2. That Council resolves:
 - To enter into an agreement with Parks Australia for the Virtual Fencing Our Marine Parks grant.
 - To organise a representative of the company Vence to visit island to discuss the roll out of the virtual fencing system.
 - To continue consultation with Norfolk Island Cattle Association on the piloting of the system.
3. That Council prepare a report of existing legislation, at all levels of government, in relation to the importation of all animals to Norfolk Island.

CARRIED

9 REPORTS FROM GENERAL MANAGER**9.1 ANNUAL REPORT 2020 - 2021****SUMMARY**

The draft 2020-2021 Norfolk Island Regional Council Annual Report (2020-2021 Annual Report) is presented for Council's consideration and adoption.

RESOLUTION 2022/74

The Administrator resolved:

That:

This Report be deferred for consideration at the Extraordinary Council Meeting to be held on the 15 June 2022.

CARRIED

9.2 REVIEW OF STATUTORY APPOINTMENTS**SUMMARY**

The Statutory Appointment Register, dated “as at September 2019” has approximately 150 statutory appointments that are due to expire on 30 June 2022; many of these appointments are for roles within pieces of Norfolk Island legislation. Additionally, the Council will enter into a new Service Delivery Agreement with the DITRDC from 1 July 2022. This is an opportunity for Council to conduct a review of the Register and address any delegations that may have expired or are due to expire in the near future. It is also an opportune time to consider any delegations that require amendment due to the recent changes in Council’s staff structure.

RESOLUTION 2022/75

The Administrator resolved:

That

1. The review of the Statutory Appointments Register is a process that is required to be undertaken to ensure that Council is operating within the delegations of the various Acts that are in place across the Council at any time.
2. The General Manager implement the necessary amendments to the Statutory Appointments Register to ensure the Council Register is current as of 1 July 2022.

CARRIED

10 REPORTS FROM MANAGER CORPORATE AND FINANCE**10.1 NIRC INVESTMENT REPORT AS AT 30 APRIL 2022****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 30 April 2022.

RESOLUTION 2022/76

The Administrator resolved:

That Council notes the information provided in this report.

CARRIED

11 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT**11.1 BRIEFING NOTE CHECKED BAGGAGE X-RAY FAILURE****SUMMARY**

The Norfolk Island Airport (NIA) Checked Baggage X-ray is an essential piece of equipment, required under the Aviation Screening notice 2013 to screen all PRT checked baggage prior to departures. Typically, these x-rays are overhauled or replaced every 5-7 years, however, other than reactive maintenance, the NIA X-ray has not been updated since 2007 (15 years).

It is now failing regularly and requires significant investment to bring back to full (compliant) functionality. As the NIA X-ray is an essential piece of equipment to meet regulatory requirements, immediate remediation has been undertaken and I am requesting an approval of budget overspend of \$78,254 retrospectively.

RESOLUTION 2022/77

The Administrator resolved:

That NIRC invest in a replacement CBS X-ray machine.

- Council approves Option 2 the Capital purchase of new equipment and the implementation of the tender process to secure the equipment while seeking Commonwealth funding support.
- Council also approves Option 3 the purchase of replacement parts with the exceptional budget expense of \$78,254 to repair the unit to be funded through NIRC operational budget line.
- Council approach Burnt Pine Freight to confirm if they would be willing to pay the \$78,254 or portion thereof to repair the current unit, with an agreement the old unit will be located in the new freight shed for use free of charge for an agreed period and used as a backup for checked baggage screening when the primary unit is down for repairs or maintenance.

CARRIED

12 REPORTS FROM MANAGER SERVICES**12.1 LIGHTERAGE SERVICES - PROGRESS REPORT****SUMMARY**

The purpose of this report is to provide an update on the work being currently undertaken in the Ports Management space. For the purposes of this report, focus will be on the following:

- Delivery of New Lighterage Vessels
- Operation of New Lighterage Vessels
- Museum Engagement – Old Lighterage Vessels
- Inaugural Ports Committee Meeting
- Maritime Security Plan – 5 Year Approval
- Ports Management

RESOLUTION 2022/78

The Administrator resolved:

That Council notes the information provided in this report.

CARRIED**13 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT****13.1 SUSTAINABLE POPULATION STRATEGY****SUMMARY**

This report provides a summary of recent work conducted on developing a Sustainable Population Strategy for Norfolk Island.

RESOLUTION 2022/79

The Administrator resolved:

That Council:

1. work collaboratively and cooperatively with the Council of Elders, the Commonwealth and other relevant stakeholders in development of a Sustainable Population Strategy or Policy
2. continue to develop a scope for land use, infrastructure and natural resource planning, with the SAC, that will inform the Norfolk Island Plan update and be consistent with a sustainable population policy with strong and comprehensive community buy-in

CARRIED

14 REPORTS FROM MANAGER CUSTOMER SERVICE

Nil

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 6 July 2022 to be held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Administrator declared the meeting closed at 3:22pm.

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 June 2022.

Submitted to the Ordinary Meeting of Council held on Wednesday 6 July 2022.



NIRC Administrator

Mr. Mike Colreavy

Date 6 July 2022

o

NIRC General Manager

Mr. Andrew Roach

Date 6 July 2022