



**I hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Wednesday, 5 October 2022
Time: 2:00pm
Location: Norfolk Island Regional Council Chambers

BUSINESS PAPER

Besnes Piepa

f daa Ordeneri Kaunsl Miiten

orn 5 Oktoeba 2022

Ordinary Council Meeting

5 October 2022

**Andrew Roach
General Manager**

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.

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- 1 WELCOME**
- 2 STATEMENT OF RESPECT**
- 3 APOLOGIES**
- 4 DISCLOSURE OF INTEREST**

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 7 SEPTEMBER 2022

Author: Anne Down, Governance Officer

HEADING

Attached are a copy of the Minutes of the Council Meeting, held on 7 September 2022.

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 7 September 2022 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Council Meeting held on 7 September 2022



MINUTES

Ordinary Council Meeting

Menets

f daa Ordeneri Kaunsl Miiten

orn 7 Septemba 2022

7 September 2022

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 7 SEPTEMBER 2022 AT 2:00 PM**

PRESENT: Administrator Mike Colreavy
IN ATTENDANCE: Andrew Roach, Paul Martin, Leanne Webb, Greg Roy

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

The Administrator recorded the passing of Mr Ralph Leonard Ellis Holloway, who passed away on Sunday 14 August 2022.

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

4 DISCLOSURE OF INTEREST

Nil to report.

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 3 AUGUST 2022

RESOLUTION 2022/101

The Administrator resolved:

That the Minutes of the Council Meeting held on 3 August 2022 be received, taken as read and confirmed.

CARRIED**5.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 12 AUGUST 2022****RESOLUTION 2022/102**

The Administrator resolved:

1. That the Minutes of the Extraordinary Council Meeting held on 12 August 2022 be received, taken as read and confirmed.

CARRIED**6 PUBLIC ACCESS**

Nil to Report

7 ADMINSTRATOR MINUTE

Nil to Report

8 REPORTS FROM COMMITTEES**8.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 18 AUGUST 2022****RESOLUTION 2022/103**

The Administrator resolved:

1. That the Minutes of the Youth Advisory Committee Meeting held on 18 August 2022 be received and the recommendations therein be adopted.
2. That Council supports the publication of a community survey, specifically targeted at parents and youth, to gauge interest in the installation of additional skate park infrastructure

.CARRIED

8.2 MINUTES OF THE RESERVES AND CONSERVATION ADVISORY COMMITTEE (RCAC) MEETING HELD ON 1 AUGUST 2022

SUMMARY

This summary report provides an overview of the outcomes of the August 2022 Reserves and Conservation Advisory Committee meeting. This meeting was postponed from July due to personal leave of relevant Council staff.

RESOLUTION 2022/104

The Administrator resolved:

That Council:

- Develop a procedure for assessing the importation of all animals and a supporting policy with up-to-date advice, supported by Parks Australia and Biosecurity on what animals, species, de-sexing and temperament considerations should be made in assessing the application.
- Formally request the Administrator of Norfolk Island to advocate for the Companion Animal legislation or parts of this legislation currently applied in NSW or an alternative suitable piece of existing state-based legislation to be applied to Norfolk Island, including provisions for:
 - Registrations of domestic animals, including cats
 - Desexing and microchipping of domestic animals, including cats.

CARRIED

8.3 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON 25 AUGUST 2022

RESOLUTION 2022/105

The Administrator resolved

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on 25 August 2022 be received and noted.

CARRIED

9 REPORTS FROM GENERAL MANAGER**9.1 COUNCIL RESOLUTIONS REVIEW: 2021 - 2022 FINANCIAL YEAR****SUMMARY**

The purpose of this report is to inform Council and the community of the progress of the tasks adopted by resolution of Council, for the 2021 – 2022 Financial Year. Attached to this report is the schedule of Resolution Task Lists from 1 July 2021 to 30 June 2022.

RESOLUTION 2022/106

The Administrator resolved:

That Council notes the progress of tasks from resolutions adopted by Council for the period the July 2021 – June 2022.

CARRIED**10 REPORTS FROM MANAGER CORPORATE AND FINANCE****10.1 EXTERNAL AUDIT AND PUBLIC INQUIRY FINDINGS UPDATE****SUMMARY**

The purpose of this paper is to provide Council with an update on progress of implementation of the 113 External Audit Findings (EAF) which were adopted by Council on 24 February 2021 (Resolution No: 2021/3) and the 7 broad findings of the Public Enquiry that were noted by Council at the Extraordinary General Meeting on 21 December 2021.

RECOMMENDATION:

That Council notes the progress

1. That Council note the progress of implementation of the 120 EAFs as at 30 June 2022; and
2. That a workshop be held on Monday 3 and Tuesday 4 October 2022 for the purpose of Council Managers to account for the processing of the remaining EAF's identified in the review by December 2024; and
3. Members of the Norfolk Community be invited to be observers of the workshop

RESOLUTION 2022/107

The Administrator resolved:

1. That Council note the progress of implementation of the 120 EAFs as at 30 June 2022; and
2. That a workshop be held on Monday 3 and Tuesday 4 October 2022 for the purpose of reviewing the progress of the remaining EAF's including the extent of resourcing required; and
3. That the workshop be open to the Public to observe.

CARRIED

10.2 NIRC INVESTMENT REPORT AS AT 31 JULY 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 31 July 2022.

RESOLUTION 2022/108

The Administrator resolved:

1. That Council notes the information provided in this report.

CARRIED**11 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT**

Nil

12 REPORTS FROM MANAGER SERVICES**12.1 ROAD GRANT APPLICATIONS****SUMMARY**

Norfolk Island Regional Council is consistently investigating opportunities to improve the infrastructure on the Island, particularly roads.

At last month's Council meeting it was reported that Council had been successful in securing LRCIP & R2R funding. Council has invested further time in applying for two other government grants as part of the Local Roads & Community Infrastructure Program (LRCIP), and the results of the grant applications have progressed to a stage where reporting is warranted to inform the Community.

RESOLUTION 2022/109

The Administrator resolved:

1. That Council note the additional grant received for work on Ferny Lane, and that this information be included in the next community newsletter.

CARRIED

13 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT**13.1 DA APPLICATION 12/2022****SUMMARY**

Under Section 44 of the *Planning Act 2002 (NI)* (the Act) development applications for ‘permissible (with consent) use or development’ are to be referred to the Council together with a copy of any submissions and a report and recommendation on the application. After the application and recommendation has been referred to Council, Council makes a recommendation on the application and refers that recommendation to the Minister.

Accordingly, application DA 12/2022 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA 12/2022

- Applicant: J Burns
- Subject Land: Portion 30z2 Ephraim Christian Road
- Zone: Rural
- Proposed Use or Development: Subdivision -Major – Create one additional lot

It is recommended that Council recommends to the Minister’s delegate that the development application be refused for the reasons in the Notice of Decision.

The Application and Assessment Report have been viewed by the Council Administrator and the Application is available for viewing by the public at the Planning Office. The Assessment Report may be viewed by the public after a decision is made (section 48 (c)) under the *Planning Act 2002 (NI)*.

RESOLUTION 2022/110

The Administrator resolved:

That:

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to refuse approval for DA 12/2022 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision.
 - Applicant: J Burns
 - Subject Land: Portion 30z2 Ephraim Christian Road
 - Proposed Use or Development: Subdivision Major: Create one additional lot and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 12/2022 to the Minister’s delegate with Council’s recommendations on the application.

CARRIED

13.2 BUILDING BETTER REGIONS FUND - WATER SECURITY PROJECT, WATER TANKS TENDER**SUMMARY**

This report summarises the tender outcome for large water (rain) tanks to be procured by NIRC for the BBRF Water Security Project.

RESOLUTION 2022/111

The Administrator resolved:

That Council award the tender for supply of four (4) water tanks for the Building Better Regions Fund (BBRF) Water Security Project to Christian Bailey Agencies for a price of \$186,023, noting that the freight component is subject to change based on future available shipping arrangements.

CARRIED

13.3 COMMONWEALTH WASTE EQUIPMENT FUNDING**SUMMARY**

This report is to recognise a substantial funding announcement made by the Commonwealth Government for the Norfolk Island Regional Council Waste Management operations.

RECOMMENDATION

That Council:

1. Notes this funding announcement; and
2. Provide a letter of thanks to the Department of Infrastructure, Transport, Regional Development, Communications and Arts and the Department of Environment for the waste equipment funding and the benefits this will bring to the Norfolk Island community.
3. That Council notes the Department's contribution of \$3.2 million to the Waste Management operations, in the August Norfolk Fuss edition

RESOLUTION 2022/112

Moved: Administrator Mike Colreavy

That Council:

1. Notes this funding announcement; and
2. Provide a letter of thanks to the Department of Infrastructure, Transport, Regional Development, Communications and Arts and the Department of Environment for the waste equipment funding and the benefits this will bring to the Norfolk Island community.
3. Notes the Department's contribution of \$3.2 million to the Waste Management operations having been widely publicised including in the August Norfolk Fuss edition.

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 5th October at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Administrator declared the meeting closed at 2.49 pm.

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 7 September 2022.

Submitted to the Ordinary Meeting of Council held on Wednesday 5th October 2022.

NIRC Administrator

Mr. Mike Colreavy

Date

NIRC General Manager

Mr. Andrew Roach

Date

6 PUBLIC ACCESS

The Public Access sessions are to be held at 3:00pm on Tuesday 30 May, 2022. Requests to make a Public Access address must be made by 10:00am of the same Tuesday and a video recording of each Public Access session will be available on Council's website.

For more information or to make a booking, please contact the Executive Assistant on 22001 EXT 128, or via email on executiveassistant@nirc.gov.nf

7 ADMINISTRATOR MINUTE**8 REPORTS FROM COMMITTEES**

Nil

9 REPORTS FROM GENERAL MANAGER**9.1 CHANGE TO MEETING DATE FOR NOVEMBER ORDINARY MEETING OF COUNCIL**

Author: Anne Down, Governance Officer

SUMMARY

The purpose of this report is to notify of a change of date of the November Ordinary Meeting of Council, which will be scheduled to be held on Wednesday 16 November 2022, to coincide with the visit to Island by Minister McBain.

BACKGROUND

Council has received advice from the Office of The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, that the Minister will be travelling to the Island the week of 14 November.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Whilst on Island the Minister will be visiting a number of facilities and an opportunity has arisen for the Minister to tour the recent renovations to Council facilities, including the recently refurbished Bicentennial Building, which was made possible by funding received from the Federal Government Economic Stimulus Grants Program.

RECOMMENDATION

1. That the date of the November Ordinary Meeting of Council be moved to Wednesday 16 November, 2022 to align with a visit to Island by The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories.

ATTACHMENTS

Nil

9.2 RECEIVABLES & DEBT COLLECTION**Author: Andrew Roach, General Manager****SUMMARY**

The purpose of this paper is to provide Council with an update in relation to debt collection measures that have been put in place, particularly the appointment of Collection House Brisbane to assist in the collection of debts predominately relating to rates, telephone and electricity.

BACKGROUND

At the February 2022 ordinary meeting, Council endorsed the appointment of a collection agent to bring balances into line with established Council trading terms or approved payment plans.

That Council requires the services of a suitably qualified and experienced Debt Recovery Service Provider to assist in the collection of Council's outstanding rates & other debts. Expressions of interest were invited by Council for the provision of debt recovery services for a period of 12 months (or as negotiated) commencing April 2022.

We did not receive any applications that met the criteria as set out in the expression of interest.

At the May 2022 ordinary meeting, Council authorised the General Manager to make direct approaches as necessary to put in place an effective debt collection strategy to bring balances in line with established Council trading terms or approved payment plans.

Council have now appointed Collection House Brisbane to assist in the collection of debts predominately relating to rates, telephone and electricity.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Having sufficient cash on hand is critical to the efficient running of Council operations. Collecting debt in accordance with established Council trading terms is crucial to the maintenance of adequate cash balances. The need to bolster Council's unrestricted funds was a central theme of the external audit reports from Nexia and Grassroots and the findings of the 2021 Public Inquiry.

DISCUSSION**COLLECTION TIMETABLE**

The immediate focus will be on unpaid rates followed by unpaid telecom and electricity accounts. The rates effort will be rolled out as follows in accordance with the overdue rates debt collection policy.

DATE	ACTION BEING TAKEN
October 2022	A reminder notice will be sent to all landholders with overdue accounts that do not have a payment arrangement in place. This first notice will detail some of the additional costs that may be incurred by the landholder should their file be referred for collection.

17 November 2022	Landholders with overdue accounts that do not have a payment arrangement in place will be referred to Collection House for Debt Recovery
Ongoing	The process above will be put in place following each rates instalment notice due date

The primary objectives of Council's overdue rates debt collection policy are to;

- Ensure a fair and equitable process in the collection of overdue rates
- Ensure both transparency and consistency in relation to the collection of overdue rates
- Ensure that Council meets its legislative obligations
- Ensure effective control over debts owed to Council to improve financial sustainability

When attempts to collect debts fail, recovery action will be initiated. Recovery action may include written correspondence, telephone calls, Notices of Demand, Summonses, Writs, Garnishee Orders, Warrant of Apprehension, notices to wind up a company and, in extreme circumstances, the sale of land for overdue rates under Section 713 *Local Government Act 1993*.

Council should note that a resolution in relation to the sale of land for overdue rates will be presented to the November 2022 Ordinary Council Meeting.

RECOMMENDATION

That Council notes the contents of this report and endorses the debt collection approach being undertaken.

ATTACHMENTS

Nil

10 REPORTS FROM MANAGER CORPORATE AND FINANCE**10.1 NIRC INVESTMENT REPORT AS AT 31 AUGUST 2022**

Author: Paul Martin, Manager Corporate and Finance

SUMMARY

The purpose of this report is for Council to note the investments held and to provide an overview of Council's cash position at 31 August 2022.

BACKGROUND

The Local Government (General) Regulation 2021 (Part 9, Division 5, Clause 212), effective from 20 August 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the Local Government Act 1993, as per the Minister's Amended Investment Order gazetted 11 April 2011.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Strategic Direction 4 – A successful and innovative community.

Strategic Direction 5 – An Informed and accountable community.

DISCUSSION

On 31 August 2022, Council had total cash balances of \$15,321,245 as follows;

- Operating account 9,726,789
- Deposits at call 4,650,386
- Funds held in trust 944,070

All funds are held with the Commonwealth Bank of Australia.

1. Unrestricted cash and deposits at call

On 31 August 2022, Council has an estimated unrestricted cash position of \$5,609,269.

Unrestricted cash	\$
Cash at bank	9,726,789
Plus, deposits at call	4,650,386
Less total restricted funds	<u>-8,767,906</u>
Gives unrestricted cash of	<u>5,609,269</u>

2. Funds held in Trust

Council also held funds in trust of \$944,071 at 31 August 2022.

Funds held in Trust	\$
CBA - Trust Account (Legal Aid)	227,852
CBA - Curator of Deceased Estates	<u>716,218</u>
Total funds held in trust	<u>944,071</u>

3. Restricted cash

In addition to funds held in trust, Council holds internally and externally restricted funds. Externally restricted cash must be spent on the purpose for which it was raised or received and cannot be used for any other purpose. Internally restricted cash is cash that is deemed to be required by the Council in either the current budget or for future years.

Externally restricted funds	\$
Iven 'Toon' Buffet Enviro Fund	101,695
Security Deposits	24,645
Bookeasy ticket sales	224,547
Historic Shipwrecks (Sirius Museum)	65,634
Protecting National Historic Sites	2,500
NI Language Trust	11,554
SDA Funding 2019-20 c/fwd	63,579
SDA Funding 2020-21 c/fwd	129,582
SDA Funding 2021-22 c/fwd	964,674
SDA Electricity Upgrade	584,397
SDA Waste Upgrade	1,178,000
SDA RFFS Remediation	315,725
LRCI Roads Funding	124,394
Underwater Cultural Heritage Program	19,533
Our Marine Parks Round 2 Grant	189,736
Total externally restricted funds	<u>4,000,196</u>
Internally restricted funds	\$
Employee leave entitlements	1,363,382
Payables	1,531,748
Financial assistance grant prepaid	1,487,579
Capital - Final payment 3G/4G	385,000
Total internally restricted funds	<u>4,767,710</u>
Total of restricted funds	<u>8,767,906</u>

4. Cash Projections

Estimated cash and cash equivalents at 30 June 2023 is \$8,106,277.

Forecast cash position at 30 June 2023	\$
Cash at bank as at 31 August 2022	9,726,789
Oncall deposits as at 31 August 2022	4,650,386
	<u>14,377,175</u>
Estimated restricted funds as at 31 August 2022	<u>8,767,906</u>
Estimated unrestricted funds as at 31 August 2022	5,609,269
Annual net increase/ decrease in cash as per 2022-23 Budget Cashflow*	<u>2,497,009</u>
Estimated Unrestricted Cash and Cash equivalents as at 30 June 2023	<u>8,106,277</u>

* Forecast cash flow adjusted for movement in cash balance from 1 July 2022 to 31 August 2022

A key finding from the External Audits conducted in Q2 2020-21 was that the Council should retain \$8M in working capital. Council anticipates reaching this target by 30 June 2023.

5. Responsible Accounting Officer certification

I hereby certify that the investments listed within this report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council’s Investment Policy.

Paul Martin

Responsible Accounting Officer

RECOMMENDATION

That Council notes the information provided in this report.

ATTACHMENTS

Nil

11 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT

11.1 EAF 63 UPDATE NORFOLK ISLAND FIRE SERVICE

Author: Sandra McFeeters, Manager Economic Development

SUMMARY

This paper provides a status update of GM Briefing Paper Norfolk Island Fire Service dated 6 April 2022.

The results of the internal audit of the Norfolk Island Fire Service inclusive of Aerodrome Fire Fighting Service (ARFFS), Community Fire Service (CFS) and the CASA on site surveillance of ARFFS operations undertaken 26 to 29 April 2022, identified serious safety breaches and noncompliance over multiple years.

The CASA surveillance report identified 28 Safety breaches and one offence under Part II of the regulations with the potential of NIRC being fined for the breach.

CASA had issued an Exemption Instrument in 2019 which authorised the operation of the ARFFS, under the Civil Aviation Safety Regulations (CASR). This expired on 31 May 2022. Due to the identified safety breaches and noncompliance CASA were not prepared to renew or extend this exemption instrument which meant the Norfolk Island ARFFS was uncertified until the breaches were remediated and acquitted.

This did not affect domestic flights however an ARFFS provision is required for international flights which were due to recommence on 1 September. This ensured a very challenging deadline for remediation.

BACKGROUND

A review of strategic options for the management of ARFFS and Community Fire Services is an outcome of the External Audit undertaken in 2020 and aligns with EAF 63.

Council and Commonwealth are looking at the future management structure of our ARFFS and Community Fire Services. Before any transition of responsibilities Norfolk Island Regional Council (NIRC) require a clear view of exactly what is required to deliver both services on Norfolk Island. This includes:

- what the current status of the service delivery is;
- gaps or deficiencies in current practises and potential costs to bring it to standard if required;
- the real cost to run both services.

To ensure an accurate an independent review of ARFFS operations NIRC requested in December 2021 that an audit be undertaken by CASA.

As a precursor to the CASA inspection the Acting Team Leader was requested to undertake a comprehensive audit of NIFFS operations manual and all operational procedures, maintenance programs, equipment, training and uniform registers. Across both ARFFS and CFS to identify gaps prior to this inspection and remediate any high-risk issues.

Casa began a desk top audit on Friday 25 February 2022 and completed an onsite Surveillance of ARFFS from 26 to 29 April.

On receipt of the final report from CASA on 31 May 2022, NIRC undertook the remediation and acquittal of the identified 28 Safety breaches. Work to remediate deficiencies had begun in January 2022 when first identified through both internal and desk top audits. This proactive approach meant rectification of some of the highest risk deficiencies had been completed or the necessary equipment orders were in place.

The cost associated with remediation of an extended period of non-compliance dating back to 2008 was beyond Council budget capacity with initial estimates at \$350,000 with a total of \$34,618 remediation costs expensed within existing budgets through January to June 2022. The Commonwealth was approached by NIRC to request support through the Service Delivery Agreement. The Commonwealth approved \$320,000 support to expedite the project.

The work undertaken by Shane Wallis, Acting Team Leader and Cassandra Jones, Fire Fighter has been exceptional and began in response to the NIRC internal audit deficiencies. NIRC worked closely with CASA to ensure the extremely tight time frame for remediation of safety breaches to ensure compliance prior to reinstatement of International Flights was completed. As a result, a high percentage of the safety breaches had already had remediation processes enacted

As of 30 August 2022, Casa has issued Instrument CASA.139H.0008 approving Norfolk Island Regional Council as an ARFFS Provider – Category 6 Norfolk Island Aerodrome.

The Instrument commences on 30 August 2022 and is repealed at the end of 29 August 2025.

CASA has also issued three exemptions effective from 30 August 2022 three exemptions request (ARFFS Training Facilities, Qualifications and Vehicle Colour) have also been.

- CASA EX70/22 — Norfolk Island Regional Council (Firefighting Vehicle Colour) Exemption 2022
- CASA EX71/22 — Aerodrome Rescue and Fire Fighting Service Qualifications (Norfolk Island Regional Council) Instrument 2022
- CASA EX72/22 – ARFFS Training Facilities (Training Grounds, Hot Fires, Tactical Positioning and Application of Extinguishing Agents – Norfolk Island Regional Council) Exemption 2022.

Summary of Key concerns and status:

1. CASA issued an exemption certificate in 2019 allowing NIRC ARFFS to provide a Level 2 Service based on compliance with an approved NIRC operations manual the operations manual provided to CASA differs from that being used on site, CASA was not notified of any amendments. The ARFFS has been non-compliant and thus in breach of CASA regulations

- Fully Acquitted with new operations manual completed and NIARFFS now fully certified to operate

2. Failure to rectify identified serious deficiencies in equipment, maintenance, reporting, and training schedules resulting in unsafe work practices.

- Detailed noncompliance and safety issues across both ARFFS and CFS have been remediated and acquitted

Status of key examples of serious safety breaches

- Self Contained Breathing Apparatus

- Last stocktake 9/09/20 – remediated (new stocktake schedule implemented and managed)
 - Spare equipment past use by date as of September 2020 - remediated
 - BA cylinders supplied in 2020 with non-compliant valves - remediated
 - No BA control board installed in trucks - remediated
 - Breathing Apparatus Air sampling and Compressor Statutory Servicing.
 - Air compressor used to refill breathing apparatus had not been serviced since installed in 21/09/2020 this is an annual statutory requirement. remediated
 - Testing of air quality is required to be undertaken 3 monthly and had not been tested for over year - remediated
 - Testing had been undertaken twice since installation and was inadequate with no Oxygen or Nitrogen levels tested due to inability - remediated
3. Failure to address the compliance issues raised by CASA in previous Surveillance 2008, 2010, 2013, 2017.
- Remediated as part of the 28 safety breaches acquittal
4. Current Certificate IV qualified staff member and previous Fire Officer Certificate IV qualifications are not recognised by CASA therefore Qualification is not compliant.
- NIRC is working with Air services Australia to provide required training support
5. Lack of Standard Operating Procedures, maintenance schedules and records, training schedules and records, across both ARFFS and CFS operations.
- Remediated with new schedules, records across ARFFS completed.

CFS documentation to be remediated over the next 6 months

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Aligns with outcome of External Audit Finding EAF 63.

GOVERNANCE/POLICY IMPLICATIONS

Results of the internal audit and preliminary findings of ARFFS Surveillance highlighted lack of governance over the operations of both ARFFS and CFS.

- New procedures, schedules and reporting protocols are in place to ensure appropriate ongoing governance of NI Fire Fighting Service operations.

LEGAL IMPLICATIONS

The deficiencies identified through the internal audit of ARFFS and CFS and the 28 safety findings identified through the CASA surveillance have confirmed serious breaches in safety and compliance over many years.

Risk 1. Failure to comply with Operations Manual under the Exemption 65/19 is an offence under Part II of the CASR regulations can result in a fine and or closure of ARFFS operations.

- CASA have determined that due to NIRC's request for audit and exceptional efforts to remediate safety findings that a fine will not be imposed.

Risk 2. Cert IV qualified staff have been fulfilling roles without a CASA approved Cert IV qualifications a noncompliance and safety risk.

- NIRC has sought training support from AirServices Australia who are the CASA approved training provider for ARFFS competencies and diploma training.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A summary of potential costs and request for further financial assistance through Service Delivery Agreement (SDA) was approved through the Assistant Director, Norfolk Island Economy, Infrastructure and Environment. A further \$320,000 was funded through the SDA to assist with the remediation work to ensure compliance across both ARFFS and CFS operations.

A total of \$180,000 was committed to building a hot fire training ground. Due to cancellation of Council barges excessive waste has not been able to be removed from island. As Airport grounds are the only industrial site available to store the increasing waste, the existing fire ground is being used to store waste. Until an alternative site can be identified the 90-day competencies for Hot Fire Training must now be taken off site with the first scheduled for early November.

This requirement brings a significant recurring cost. Six ARFFS staff plus 3 CFS staff (who provide staff coverage during leave) require 90day training modules to be compliant with CASA legislative requirements. Only one staff member can be released for training at a time. Estimated travel costs \$4,500 per staff member plus an Air Services training fee with a total estimate of \$58,500 per 90 days or \$234,000 annual cost).

The costs associated with additional training requirements for Certificate 4 and Diploma qualification are still to be finalised with AirServices Australia and will be addressed in a further paper on the future management options of NIFFS.

CONCLUSION

There has been an extended period of noncompliance of the both the ARFFS and CFS operations for many years resulting in unsafe work practices and placing NIRC at risk.

All ARFFS breaches identified through CASA surveillance audit have been acquitted though some have ongoing work over the next few months to meet requirements. Training and competency maintenance is a priority with scheduled training for 90day competencies being coordinated with Air Services currently. CFS operational standards and procedures will be remediated over the next 6 months.

RECOMMENDATION

That council note the status of ARFFS and CFS operations and actions taken to date.

1. That council thank the Acting Team Leader, Shane Wallis and Fire Officer, Cassandra Jones for their efforts to ensure the safety breaches were acquitted in the time frame to allow international flights to resume as of 1 September.

ATTACHMENTS

Nil

11.2 SUPPLY INSTALL AND SERVICE CHECKED BAGGAGE X-RAY EQUIPMENT

Author: Sandra McFeeters, Manager Economic Development

SUMMARY

This report summarises the tender outcome for supply install and service of checked baggage X-ray machine equipment that was tendered in June 2022.

BACKGROUND

Under the Aviation Screening Notice 2013 NIA are required to screen all checked baggage for explosives using a CBS X-ray. Following ongoing equipment failures Council approved purchase of replacement equipment at the Ordinary June 2022 Council meeting.

This paper presents the outcome of that tender and provision of contract.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

RPT movements play a key role in the Norfolk community from a cultural and commercial perspective.

DISCUSSION

One tender was received from Smiths detection (Australia) Pty Limited.

The equipment was assessed based on the following areas:

- Fit for purpose and quality of equipment (20%)
- Leadtime for the delivery of equipment (40%)
- Quality and effectiveness of the aftermarket maintenance/servicing regime (10%)
- Price (30%)

GOVERNANCE/POLICY IMPLICATIONS

The above tender was implemented in accordance with NIRC procurement rules.

LEGAL IMPLICATIONS

The tender was compliant with the tendering provisions of the *Local Government Act 1993 (NSW)(NI)* and the *Local Government Regulation 2005 (NSW)(NI)*.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Funding for the above equipment has been facilitated by the Commonwealth Government, under the Service Delivery Agreement.

CONCLUSION

Based on the tender process run by Council, with the assistance of Peak Services, and an objective tender assessment process run consistent with a pre-determined Probity and Tender Assessment Plan, the tender for a supply, install and service of checked baggage X-ray has been awarded to Smiths Detection (Australia) Pty Limited.

RECOMMENDATION

1. That Council acknowledge the awarding of the contract to Smiths Detection Pty Ltd
2. That Council thank Peak Services for their assistance in managing the tender process.

ATTACHMENTS

Nil

12 REPORTS FROM MANAGER SERVICES

12.1 BALL BAY PROGRESS

Author: Gregory Roy, Manager Infrastructure and Services

SUMMARY

Norfolk Island Regional Council is progressing with the design and construction of a permanent roll-on/roll-off facility, at Ball Bay. Council entered the market to procure a suitably qualified, experienced and capable design & construction contractor to undertake the works. Wagners have been shortlisted as the preferred tenderer and Council has progressed the early contractor involvement (ECI) phase of the project. Further to this, Council has sort further funding from the Commonwealth to further advance the design and outcomes under the SDA. This approval has been secured under the provision of the SDA.

In addition, the Department of Infrastructure along with Council have developed early engagement with Department of Agriculture, Water and Environment to ascertain processes and procedures for First Port of Entry status and building and construction within a Marine Park.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Freight is a significant issue for Norfolk Island, and strategically moving forward, the island needs to cater for multiple vessel interactions. Council pursued the Ball Bay EOI & Tender with the intent of moving forward with a Roll on Roll off facility to enable RORO barges to access the island.

The RORO facility enables larger equipment to be delivered to the island, the unloading of freight vessels more efficiently, reducing freight costs and genuinely enabling greater resources to the benefit of the economy.

Council selected Wagners as the preferred candidate for the works, and early contractor involvement has progressed along with other important steps.

DISCUSSION

WAGNERS Engagement

Early Contractor engagement has been initiated with Wagners in September. Wagners form the bridge to a wider select group of specialist who are providing advice to Wagners and ultimately the Council on design. The specialist team below outlines a selection of world leading experts who provide specialist services to Wagners globally for all marine projects.

ICUBED – Design & Engineering

- preliminary engineering design and documentation.
- Provide initial advice on wave and ocean interactions
- Provide initial advice on land impact and build-up of material to support new structures
- Provide design outcomes for main wharf structure
- Provide design outcomes for main biosecurity and FPOE infrastructure
- Initiate and coordinate discussion as required with MMA and Freyssinet as the preliminary design progresses on each sub-consultant's side.

FREYCINET – Structural Marine Design

- Scoping structural design and selection of suspension cables, fittings and ground anchors
- Provide objective advice to support Commonwealth Government submissions for Marine Parks and Biosecurity

MMA – Vessel & Jetty Design

- Coordinating with Icubed & NIRC re vessel size and jetty reach
- Initial advice re vessel mooring and stevedoring
- Initial advice for anchoring
- Initial advice for multiple ship interactions within Ball Bay (Fuel, Gas, Freight)

Surveyor General Engagement

As part of the design process, a significant data capture needs to occur at Ball Bay in regards to the hydrographic across the bay. This will form the ultimate basis of the proximity of the structure and surrounding infrastructure.

The Surveyor General has been engaged to undertake lidar and bathymetry work at Ball Bay in October to feed into the design outcomes.

The Surveyor General will scan the entire bay both above and below water to ascertain heights and wharf proximities.

GOVERNANCE/POLICY IMPLICATIONS

It is clear that the market faced significant hurdles in contemplating the construction of a RORO facility in the Marine Park surrounding Norfolk.

The governance around constructing significant infrastructure within a Marine park, for the benefit of the Norfolk Island community is an issue that needs to be addressed with the Commonwealth Government.

The Department of Infrastructure along with Council have developed early engagement with Department of Agriculture, Water and Environment to ascertain processes and procedures for First Port of Entry status and building and construction within a Marine Park.

LEGAL IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

The Marine Parks legislative road blocks to constructing appropriate freight facilities, adds to the frustration of the community and council to being able to deliver freight alternatives.

FINANCIAL IMPLICATIONS

With the agreeance of the Department of infrastructure, in addition to the \$50,000 of expenditure which was approved in the August meeting, \$100,000 of the Ports Infrastructure SDA funding is to contribute to the initial design outcomes of Ball Bay.

The additional \$100,000 will allow Hydrographic work to be undertaken, and wave study data to be implemented into design outcomes. It will also enable greater ability for subconsultants to positively impac design

The expenditure is deemed to meet the SDA objectives of Ports Services.

CONCLUSION

There is genuine momentum for a solution at Ball Bay to be developed and materialised from all levels of government.

Early Contractor engagement is progressing well. The initial stages of the design process involve considerable input from a number of experts which are outlined above.

The sea state surrounding Norfolk island is very unique. The differing sea conditions are extreme from tide height, wave, wind and storm interaction to marine parks, there is no easy fix. However, over the course of the next quarter, a design will be developed which will look to solve a lot of the overarching problems with building infrastructure on Norfolk Island.

The solution developed will definitely be unique to Norfolk and combine the knowledge of many experts in their field.

Once a solidify design is developed, the project team can start to develop timelines, schedules and pricing for funding submission in Q3 for the 23 – 24 Financial Year.

Council is confident that we have found a world class team to provide a solution for the community.

RECOMMENDATION

1. That Council adopts the department's position, that \$100,000 of the SDA Ports Services, be attributed to the Ball Bay design process and outcomes.

ATTACHMENTS

Nil

12.2 COMMERCIAL BATTERY AND SOLAR INVESTMENT**Author: Gregory Roy, Manager Infrastructure and Services****SUMMARY**

The NIRC is now implementing the **technical and commercial feasibility roadmap** (the roadmap) to place the operations of the Electricity Business Unit on a sustainable footing.

BACKGROUND

The Norfolk Island Regional Council's (NIRC) received funding from the Commonwealth Government to transition Norfolk Island electricity supply to renewable power. The funding provided was for the following anticipated investments:

Investment	Budget Cost (\$000)	Timing
Tesla BESS ¹ (1.257MW/2.514MWh)	\$2,250	Q4 2022
Voltage Regulators (or alternatives)	\$1,600	Q3 2022
Metering, billing software	\$1,000	Q1 2022
EV Charges	\$200	Q2 2022
Engineering, Project Delivery Support Services	\$200	2022
TOTAL	\$5,250	

Meters

Norfolk Island Telecom SIM cards are now with Secure Meters in India where testing is underway before production is scheduled. The process of ensuring the new meters are compatible with the NI Telecom network has taken an extended period of time.

It required the installation of a second "APN gateway" to the NI Telecom network at significant additional cost, which is not expected to be functional until November.

The APN gateway allows for the distribution of meter reading safely within a single use gateway. The current gateway wasn't large enough to cater for additional 1500 customers.

Incite Energy, Secure Meters, NIRC & Blue Arcus are currently negotiating the finer details of the APN technology. Some of the details include:

- SIM data numbers
- APN details
- Completed VPN Form
- Confirmation that issued SIM cards are defined under new APN

It is envisaged that 20 of the new meters will be expressed post from India for trial and testing once the information above is confirmed with SecureMeters. Following the initial test phase, the remainder of the meters will be sent to island for installation.

Energy Billing System

Over the last quarter we have loaded every customer's details into a new electricity billing system and Incite Energy have been testing it to ensure that it provides consistent outcomes.

The new billing system will match customers electricity consumption with the new electricity tariffs, allowing NIRC to lower tariffs when Norfolk Island is not consuming diesel to create electricity.

We are pleased to say that the billing system is ready to be implemented, and in the next few weeks Customer Care personnel will be trained in its use, before NIRC formally switch over.

The good news for customers is that there are several features on the dedicated and secure Besy Energy Norfolk Island website and new billing system that will make things easier for Norfolk Island residents:

- A solar system calculator tool for residents to enter residential information to use as a guide.
- Register of interest form for installation of Solar Systems.
- Billing Portal (My account) to update or register their details, make payments and keep track of your electricity account.
- FAQs to address various questions.
- Live Chat button to ask questions or guide residents through the process.
- Choice of paper or digital bills.
- Various Form of Payment are available


WE ARE BESY


More Renewables, Lower Tariffs

Cheaper, safer and reliable electricity for Norfolk Island residents and regional utilities for the whole community to use.

BESY's aim is to empower consumers through green energy solutions.

[Learn more](#)






My Account

Register your details and access your account.


[Login](#) >



Solar Energy Systems

Interested to know more about packages?

[Register now](#) >



FAQs

Frequently asked questions

[See FAQs](#) >

The Green Energy Solution



As the world moves towards a clean-energy future, BESY gives electricity users the power to make smart decisions about their energy use, delivering real price relief and encouraging greater use of renewable energy.

BESY is backed by a team of engineers and industry professionals who are passionate about the long term energy-future for remote communities. They achieve this by implementing bespoke solutions to ensure consumers have access to renewable energy and cheaper electricity.

BESY is a registered National Electricity Market participant, is authorised to retail electricity by the Australian Energy Regulator, and is a Clean Energy Council Authorised Solar Retailer.



Progress on Providing Solar & Battery Systems to Norfolk Residence

Incite Energy will shortly be able to provide solar and battery solutions for Norfolk Island residents. They have worked with Norfolk Island Regional Council to update the connection enquiry form and the requirements for new solar systems connecting to the NI Electricity grid to ensure that they meet current Australian and New Zealand standards.

NIRC recognise it is important that all new solar systems on Norfolk Island conform to the current standards as they will then help control the quality and reliability of power supply while we increase the use of renewable energy.

Connection of new and upgraded solar systems will be free for typical residential systems with capacity of less than 8kW. For larger residential systems a charge of \$500 will apply to cover the associated engineering costs. Applications for large solar systems from businesses will be charged on a case-by-case basis.

Besy Energy has developed a simple calculator that will be available on Besy Energy website to demonstrate the expected payback period for residents investing in a solar solution.

It demonstrates that while Norfolk Island continues to consume diesel to create electricity during the day, the payback period will be as short as two years, but as more solar is installed payback periods can be expected to lengthen towards 7 years.

This outcome encourages residents to take up solar sooner rather than later! We will also encourage residents to install a battery to store solar energy into the evening, thereby helping us reduce diesel consumption and avoid the high diesel-generation based tariff.

It is envisaged that new systems will be available for purchase Q1 2023.

Commercial Battery & Solar Investment

A Tesla BESS (2.25 Mill.) was received in the funding and roadmap activity. The funding is completed by the proposed investment in a centralised battery (listed as the Tesla BESS (Battery Energy Storage System)).

Additional battery solutions allow greater penetration of solar energy on Norfolk Island, which directly reduce the amount of diesel consumed in electricity production.

With the recent increase in diesel prices this strategy has taken on increased urgency. Due a number of factors, NIRC is proposing a similar but different approach to this funding.

Noting: The change in funding approach outlined below, has been sort from the Department of Infrastructure, with verbal approval confirm. Finalisation to be confirmed with written description and approval following the administrators approval.

Proposed Investment

NIRC propose to replace the planned investment in an additional centralised BESS with a series of smaller BESS solutions at NIRC facilities. This proposal is motivated by:

- Increase in diesel prices immediately and into the future
- Limited availability of large-scale BESS. Global demand for BESS has resulted in long lead times for large-scale BESS. Orders placed today will not be filled for at least 24-36 months, with expectations that actual delivery could be further delayed.
- Identified benefits of distributed BESS on the NI electricity network. Batteries located within the NI electricity network have the effect of increasing the capacity of the network and improving the quality of electricity supply (reducing the fluctuations in voltage).
- The challenges and delays associated with landing heavy items on Norfolk Island.
- Potentially 24 months before a barge facility of sufficient capacity for approximately 30 will be available.

Although the market for BESS sized for Commercial and Industrial (C&I) installations is also tight, competition for market share between manufacturers ensures ongoing supply and competitive pricing to the Australian market.

NIRC have identified the following NIRC sites for BESS and solar installations:

1. Emergency Centre
2. Community Centre
3. Rawson Hall
4. Liquor Bond building

NIRC have asked Incite Energy to conduct a study into the viability, cost and implementation of the above site. Together with Incite Energy, the Council propose to install BESS of 200kW with energy storage of 706kWh which would be spread across the 4 sites.

This represents approximately 17% of the injection capacity and 28% of the energy storage of the originally identified Tesla BESS (1.257MW/2.514MWh).

The proposed mix reflects the need of the island to reduce diesel consumption, the requirements of each of the identified sites, and the economic sizing from manufacturers.

Incite Energy have used SunGrow batteries for the purposes of this proposal, however, the actual product specified will be determined when final prices and availability and schedules are known.

SunGrow has a significant and growing share of the inverter and energy storage market in Australia, and have a residential product is included in the Queensland Government's program that supports current installations. Indicative quotes have also been received from Energy Renaissance, EvoPower and Chelion.

At each site Incite Energy will also install solar panels reflective of the anticipated capacity of the available roof tops.

Large single inverter systems are proposed for Rawson Hall, the Emergency Centre and Liquor Bond building, while the diversity of angles on the Community building results in the use of multiple smaller inverters.

Either Canadian Solar or Longi solar panels will be used. Each manufacturer has proposed the use of a 415W panel with very similar technical characteristics and immediate availability. These panels will continue to be available in the market for an expected 24-months and are suitable for residential installations as well. Final prices will determine which product is selected.

Act Now Energy Solutions (ActNow) was asked for budget pricing for the racking, balance of plant and installation cost. An ActNow representative has visited Norfolk Island as part of the planned meter replacement, meeting with local electricians and tradespeople.

It is proposed that ActNow will be responsible for system implementation and will embed within its team local resources where available.

The budget estimated cost for installing the four systems is as follows:

Investment	Budget Cost (\$000)	weight (kgs)
Sungrow BESS (2 x 50kW/202kWh) + (13 x 10kW/20kWh)	\$703.3	7,427 (ext.)
Solar Panels (575 panels + spares)	\$ 83.0	13,110
Racking	\$ 9.7	500 (est.)
Balance of Plant (cabling, etc)	\$ 4.9	
Labour	\$ 20.0	
Contingency (5%)	\$ 41.1	
Freight and on-island storage (not priced)		
TOTAL	\$862.0	

Weights are provided for associated equipment. Burnt Pine Travel and NPDL has confirmed the availability of freight space and the ability to transport the nominated equipment. Pricing is dependent on contracting arrangements.

The business case for this investment is robust but is tied to the overall transition of the island to renewable energy.

The annual energy created of 222MWh could ultimately displace 68,309 litres of diesel at a notional value of \$136,618 (at \$2 per litre). This would provide a payback period of approximately 6 years.

With more batteries on Norfolk Island, it will become increasingly possible for the power station operators to switch off the diesel power stations, relying on solar power and stored energy to achieve the optimal savings.

Ultimately, the implementation of these solutions provides a way for the community to benefit from solar power both created and stored almost immediately.

Funding

Unfortunately EPC Technologies (which has now rebranded to “Incite Energy”) was unsuccessful in its grant application with ARENA. In its assessment ARENA stated “*The subsidisation of residential solar and batteries is not considered high merit*” and that “*the concept of providing customers control of DER assets to manage electricity use has some merit but has been demonstrated before.*”

CONCLUSION

The Electricity Project has progressed well over the first quarter of 2022. The creation of the website, training and transferring of customer data has been a success.

The new meter technology is unquestioned with the integration with the NIRC Telecom system creating significant challenges. However, the challenges are being rectified with implementation approaching in late Q2 2022-23.

Ultimately, the significant request associated with this paper is the implementation of the proposed solar and BESS solutions consistent with the roadmap on existing NIRC assets. With more batteries on Norfolk Island, it will become increasingly possible for the community to rely on solar power and stored energy to achieve optimal savings. Ultimately, the implementation of these solutions provides a way for the community to benefit from solar power both created and stored almost immediately.

RECOMMENDATION

That That Council

1. Agree to the development (Engineering & Pricing) and implementation of solar and BESS solutions at the four sites as outlined in the report.
2. Seek formal approval from the department of infrastructure to implement this change to the funding approach

ATTACHMENTS

Nil

12.3 ASSET MANAGEMENT - EAF 040

Author: Gregory Roy, Manager Infrastructure and Services

SUMMARY

This paper provides an update on Council's initiative to improve its asset management capability.

BACKGROUND

There are legislated requirements for councils to manage the community's infrastructure responsibly and sustainably.

The two external audit reports submitted to the Council in December 2020 and the findings of the public inquiry into Norfolk Island Regional Council (NIRC) contained the Commissioner's final report of 4 November 2021 concluded that the NIRC had failed to manage the assets under its control in accordance with legislated requirements and that the NIRC must enhance its asset management practices and project management capabilities.

Of the 113 external audit findings adopted by Council on 24 February 2021, 11 relate directly to asset management practices

DISCUSSION

Asset management is Council's coordinated activities to realise the full value of assets in delivering service delivery objectives. Asset management covers the four key stages of an asset's lifecycle: planning, acquisition, operation and maintenance, and disposal. A mature asset management system supports the evidence based decision making necessary to ensure the timely and efficient delivery of service supporting infrastructure to the community.

Within Council's current Delivery Program 2022-2026, the operational area of asset management sits within the strategic operational area of Infrastructure Services. Asset planning including building an asset management team and adopting strategies for asset maintenance is a key task.

An asset management improvement programme is being developed to take the Council's asset management practices from the current state, described by asset management maturity frameworks as either aware or immature, to a mature state. The programme outlined below is expected to run over the next 18 months to 2 years depending on the availability of resources.

Overview of the asset management improvement programme

1. Develop an asset management strategy
2. Review and update asset management plans
3. Review and update the asset accounting policy
 - Asset classes
 - Recognition levels
 - Useful lives
4. Develop a long-term financial plan for assets
 - Incorporating planned maintenance schedules
 - Asset renewal schedules

- Identify what assets will not be replaced
5. AssetFinda
 - Resolve outstanding issues
 - What fields are of use to the NIRC
 - Standardise the use and lexicon of descriptive and attribute fields
 6. Develop a programme for revaluations
 - Desktop
 - Comprehensive
 7. Finalise ownership of roads between NIRC and the Commonwealth
 8. Develop and implement asset management processes
 - Planning including budgeting
 - Procurement
 - Cost capture: control over work orders
 - Recognition
 - Maintenance: planned maintenance schedules
 - Renewal/disposal

GOVERNANCE/POLICY IMPLICATIONS

Asset Management Governance and Policies will require significant change through 2022-2026 as per the audit reports and recommendations

FINANCIAL IMPLICATIONS

Moving forward, as Council develops an overall asset management strategy, a number of lead indicators will require funding.

RECOMMENDATION

1. That Council develop a funding submission to the Commonwealth, outlining the additional costs to Council, associated with meeting the findings of the Audit Committee, in relation to Asset Management (EAF 040)

ATTACHMENTS

Nil

12.4 PURCHASE OF ECOTEQ ELECTRIC LAWN MOWERS

Author: Gregory Roy, Manager Infrastructure and Services

SUMMARY

The purpose of this report is to request approval to purchase two ECOTEQ Electric Lawn Mowers

BACKGROUND

A key initiative of the Transition to Sustainability strategy is to identify and address process inefficiencies that will directly result in the reduction of costs and/or free up resources to undertake more value-added activities.

The current system of maintaining parks and gardens across the Island has been identified as a process where more efficiency could be realised by the purchase of new equipment.

The majority of the equipment used by council employees is significantly outdated, constantly in repair and inefficient. This leads to constant downtime and ongoing cost of maintenance and repair.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Use and manage NIRC resources wisely

Develop and implement sound asset management strategies

DISCUSSION

The current system of cutting grass across the island is generally inefficient and costly. The Grounds Team are mechanically under resourced, and the existing mowers are well passed the end of their operational life.

There are 5 mowers currently used by our Grounds and Public Places Staff. A brief profile of 4 of the mowers relevant to this discussion for replacement are as follows:

- Ex Forestry Dept. Wright 2001 Model. Handed down to Works Depot in May 2011. Requires ongoing attention to keep it serviceable and passed end of life.



- Purchased by Council in 2016. Significantly heavy on fuel and nearing end of life for a machine consistently in service. Constant maintenance to maintain works



- Another ex-Forestry Dept. Wright 2000 Model. Transferred to Works Depot in 2008. Another mower that requires ongoing eg: daily attention to keep it serviceable



- Ex KAVHA. Handed down to Works Depot in July 2009. Currently unserviceable. Sitting in Norfolk Island Mechanical awaiting front end seals, cutting deck etc.



Equipment Review – Similar Council Constraints

A review has been undertaken of the equipment used by other Council's to maintain street curbs, parks and recreational reserves. In general, there has been a common thread emerging amongst heavy growth areas close to the fresh / salty water. Lawn mowing units provided by Ecoteq have been purchased outright by several Council's including:

- Sunshine Coast
- Noosa (Garden City)
- Moreton Bay
- Newcastle
- Toowoomba
- Lake Macquarie
- Bega
- Geelong
- Camden
- Carbone

The Ecoteq Mowers are the preferred unit because it is proven to be effective in similar communities which have a heavy reliance on parks and gardens and with an eye on long term asset management.

Ecoteq Mowers

With powerful torque, outstanding run times and zero emissions, EcoTeq is the pinnacle of electric outdoor maintenance equipment. Using next-generation technologies perfected in Europe and North America, you no longer have to choose between the environment, safety and productivity. You get the best of all worlds in a high performance, high-efficiency solution that's great for the community, the bottom line and the planet.

Ecoteq Mowers produce:

- Zero emissions
- Low maintenance
- No belts
- No filters
- No fuel
- Low Noise
- Greater overall return on investment

- Paid off after 3 years of operation vs traditional diesel operated machine
- High performance 7-8 hours runtime.

Council's current equipment requires daily maintenance just to keep the units operational. The electric mowers don't require daily maintenance other than general cleaning.

It is envisaged that council would purchase two Ecoteq (60 inch and 74 Inch) mowers to replace the 4 units listed above improving efficiencies across the workplace through utilisation of staff and downtime associated with inactivity, maintenance & repair.

ECOTEQ RIVAL

HIGH VERSATILITY + OPERATOR COMFORT

All-day performance and comfort with up to 15 acres of continuous mowing on a single charge. Engineered for power, versatility, stability and comfort, the EcoTeq RIVAL is an excellent all-round choice for community mowing needs.



The 100% electric Impulse Drive System™ produces horsepower comparable to a 36hp gas mower and maximum speeds of 18kmh – with low noise and zero emissions.

Operable with 60" deck, each charge delivers up to 7 hours of continuous run time allowing crews to mow up to 15 acres per shift.

EcoTeq RIVAL also features an ergonomically designed customisable high-back suspension seat to ensure optimum operator safety and comfort levels at all times.

ECOTEQ EVO

MAXIMUM POWER + MAXIMUM COVERAGE

Outstanding performance for large areas with up to 30 acres of mowing on a single charge.

The flagship mower in the EcoTeq range, EVO is engineered to make light work of maintaining even the largest public spaces.

Powered by our patented 100% electric Impulse Drive System™, the EVO delivers best-in-class horsepower comparable to a 37hp diesel mower, allowing it to operate safely at speeds of up to 21kmh.

Coupled with its expansive 74" deck and up to 8 hours of run time, it allows your crews to mow 20-30 acres on a standard shift.

If you want a quiet, low maintenance, zero emission mower capable of cutting large areas all day long, day after day, put EVO at the top of your list

ADDITIONAL BENEFITS

Both the EVO and RIVAL have the following benefits:

- Zero Emissions, Hydraulics or oil
- 100pc Electric
- High Back Suspension Seat for longer shifts
- Interactive Touch Screen Display
- SmartDeck™ Rapid Height Deck Lift system
- Rear Discharge mulching deck
- Michelin Tweel airless radials
- Solar Canopy (optional)
- LED Floodlight
-

SOCIAL IMPLICATIONS

Purchase of the Units will provide an improved quantity and quality of grass cutting on island including increasing safety for all users.

The condition of the parks and gardens is also important for tourism and economic development, in addition to community pride and resident satisfaction.

NIRC also faces challenges attracting and retaining appropriately qualified personnel to manage these assets. Having effective safe equipment will lead to job satisfaction and improve Council's ability to attract and retain staff.

With the labour drain on island currently, similar to the East Coast of Australia, retaining staff is paramount.

FINANCIAL IMPLICATIONS

The quote for the units are the following:

- Ecoteq Rebel: \$71,805
- Ecoteq EVO: \$96,140

The purchase of the ECOTEQ mower is a long term solution to our parks and gardens. Whilst the initial expenditure is approximately 1.5 to 2 times that of a standard unit, Council can provide evidence which

indicates the electric units pay for themselves within 36 months and provide on going benefit to the community for 10+ years.

Like many small Councils, NIRC face significant challenges regarding their ability to raise revenue, with a very limited rate base, to pay for infrastructure and assets, which impacts capacity to deliver parks and ground maintenance programs.

These units represent step change in our approach to parks and gardens with a heavy focus on long term asset management.

CONCLUSION**RECOMMENDATION**

That Council

- (i) Approves the purchase of the following Ecoteq Mowers:
 - Ecoteq Rebel: \$71,805
 - Ecoteq EVO: \$96,140

ATTACHMENTS

Nil

12.5 ROADS STUDY & NEW ROAD PRODUCT TRIAL (EAF 094)

Author: Gregory Roy, Manager Infrastructure and Services

SUMMARY

In Q1 2022 NIRC Infrastructure Department sort extensive funding from the Department to study, engineer solutions and ultimately provide a road map to future proof the road network and associated infrastructure on Norfolk Island.

NIRC offered to lead and work in unison with all Commonwealth departments on island, to develop a solution for a road infrastructure audit and the development of a range of strategy in design and engineering solutions, culminating in a multi-year plan on managing roads on Norfolk Island.

NIRC was awarded significant funding from the department of infrastructure as noted in August. In September significant work occurred to solidify and nail down the scope of works for the 4 study phases. After security of scope and price, the final process of ministerial sign off has begun and approval to begin is imminent.

To aid in the value of the upcoming studies, Council are also embarking on two new product trials (engineering solutions) which will feed into the studies.

- Sustainable Engineering
 - PotHole Fix TM
 - Pavement Rejuvenation Seal
- Fibre Composite Concrete Roads

Ultimately, Council is seeking a multi-year / multi stage funding outcomes to improve the roads on Norfolk Island to improve the needs of the community and tourists alike.

BACKGROUND

Norfolk Island is unique, in that is confined by location, equipment, people, transport and raw material. Below provides a synopsis of the current state of roads and associated infrastructure on Norfolk Island.

- There are approximate 80 km of paved roads on the island.
- Potholes are ubiquitous and a source of community and tourist frustration.
- 40 km of the roads are rated as needing urgent attention
- There are 12 bridges and major structures on the Island with challenges associated
- Rock supply is inadequate in the short, medium and long term
- New road technologies are needed for the island to effectively travel between spaces
- Equipment is inadequate, with a number of pieces of equipment needed to service roads effectively on island
- There is no long term visibility and cost planning on the future of roads on Norfolk Island
- There is no design premise on which roads and associated infrastructure have been constructed on island over the long term
- Significant gaps in all deliverables occur
- Local council rates will never be able to pay for the upgrading of the roads on Norfolk Island and significant investment from external providers or a change in road construction strategy is needed.

Improving the road network on Norfolk Island is a priority for Council and the Commonwealth. To achieve this, there are a number of processes which need to occur.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Ensuring the sound Asset Management principals are applied to our road network through strategy in design, engineering, and delivery.

DISCUSSION

Road Study Progress

NIRC in a working group with the Commonwealth which have now completed scoping works, pricing and awaiting ministerial sign off.

Improving the road network on Norfolk Island is a priority for Council. Council requires a long term multi-layered plan and there are a number of processes which need to occur to achieve this outcome.

After a number of months of consultation with the Commonwealth, in summary, the major objectives of the working group is to provide the following outcomes for the island.

- Roads Network Assessment and Classification
- Roads Specification and Standard Drawings
- Roads Map Series
- Norfolk Island Roads Infrastructure Cost Plan
 - 10 Year Model
 - People, Equipment, Material
 - Policy for Council Delivery

This ultimately presents and exciting opportunity for the community and NIRC Staff.

Product Trial – Sustainable Engineering

Sustainable Engineering (SE) are the manufacturers in Australia of high tech (military grade) pavement repair, rejuvenation and construction products.

To provide a little background, Sustainable Engineering has a range of cost saving technologically advanced, fully sustainable and proven products for the maintenance and construction of pavement assets. Further, SE products are suitable for application with flexible, rigid and even compacted earth pavements and hard stand areas across the complete gamut of such assets from roads and airfields to industrial and construction sites.

Sustainable Engineering are a wholly Australian owned Sydney/Brisbane based company with production facilities in Brisbane and Sydney as well as additional batching facilities in Regional Bathurst. As such Sustainable Engineering have a very exciting new range of technologically superior products that they offer in the 'pavements' maintenance, repair and construction field.

Importantly, SE products are manufactured, delivered and installed 'cold'; making them much safer and easier to work with than traditional pavement repair technologies. PHF for example can be stored for over a year and still used easily and effectively.

NIRC are looking to trial two of Sustainable Engineering Products

- PotHole Fix TM (PHF)
- Pavement Rejuvenation Seal (PRX)

PotHole Fix

PotHole Fix TM (PHF TM) is a proven, genuine '1-step' pothole, or patch, repair that may be quickly and easily applied in **wet or dry** conditions and makes a **permanent** repair which can be trafficked **immediately** following installation. PotHole Fix TM is equally effective in repairing broken concrete pavements, repairs to

pathways and pedestrian access areas. PHF requires **no prior preparation** of the repair site hence typical installation time for say 25kg of PHF in a repair site is 5 minutes including compaction by hand with a 'hand tamping bar' or plate compactor for a permanent, warrantied fix.

One of the key engineering features of PotHole Fix is the way in which its proprietary ingredients 'lock' the repair in place by anchoring it to base and surrounds via the creation of copolymer bonds with those surrounding materials.

PHF has been declared as Non-Hazardous By safe work Aust, and is fully sustainable, as well as uses recycled profiling's helping to reach your emissions reduction targets. Please find link to installation video which shows the installation process, with virtually no preparation, immediately trafficable, and permanent fix.

Pavement Rejuvenation Seal (PRS)

Pavement Rejuvenation Seal (PRS) is not a seal or rejuvenation product that is commonly used, in fact PRS combines the valuable benefits of each into a single, superior product.

PRS works with a triple action and benefit as follows:

- a. PRS firstly rejuvenates the existing bitumen on the road/pavement while drawing out unseen water from under the pavement
- b. PRS then seals the newly rejuvenated pavement against moisture and chemicals ingress;
- c. PRS then acts as a sunscreen, blocking harmful UV rays over the longer term preventing chemical breakdown of the sealed pavement.

The end result is true long term life extension of the pavement asset, trials/tests have shown that a doubling of the pavement life is possible.

PRS is applied cold. This means that it can be shipped to Norfolk Island in IBC's and applied with a sprayer directly from the IBC pre mixed with no heating etc. Negates the necessity for infrastructure to heat the product prior to application which makes it safer and environmentally friendly, i.e. Sustainable. Furthermore, it also means that Norfolk Island crews can be readily trained to apply the product themselves.

In this format it is also able to be sprayed directly onto a compacted dirt road sealing it to a long lasting trafficable surface thereby introducing massive saving when compared to a new road

Fibre Reinforced Concrete Roads

Fibre Reinforced Concrete Roads is common for major arterial roads in Australia. Whilst genuinely 1/3 more expensive the traditional construction, FRCR's are proven to have greater longevity and therefore reduce maintenance costs overtime.

The introduction of a FRCR Trial on Norfolk Island is warranted given the lack of material on island both short, medium and long term.

In nature, concrete is brittle and will crack with the application of increasing tensile force (strain). Once concrete cracks, it can no longer carry tensile loads. Therefore for building roads, traditional concrete is not appropriate.

However, in order to make concrete capable of carrying tension road strength, it is necessary to reinforce the mix matrix. Across Australia, a number of suppliers can provide different strengths for different projects by using differing fibres. The addition of fibres to concrete will result in a composite material that has properties different to that of un-reinforced concrete. The extent of this variation depends not only on the type of fibres, but also on the fibre dosage.

In theory, the incorporation of fibres into a brittle concrete matrix can have the effect of controlling the growth and propagation of micro cracks and eventually, macro cracks. Fibres initially work to contain micro cracks that grow and join to form visible macro cracks as the tensile strain in the concrete increases.

NIRC are going to undertake a trial of approximate 150m of road to ascertain the correct properties and ability for a FRCR to operate appropriately on Norfolk.

GOVERNANCE/POLICY IMPLICATIONS

The trial of product will feed into the road studies and help frame and develop solid asset management functions moving forward on roads.

FINANCIAL IMPLICATIONS

The purchase of the trial product will be funded through LRCIP and the Roads Budget.

CONCLUSION

The urgency of the road and infrastructure network being upgraded on Norfolk Island is important to the community, government, and tourists alike. Following the imminent approval of the road study's on island, the understanding of appropriate engineered solution for application on island is as important outside of the traditional methods.

The combined use of PotHole Fix TM and Pavement Rejuvenation Seal TM by Sustainable Engineering represents the ability to improve the sustainable use of already constructed roads by up to 10 years. The combined solution, once applied, represents a cost of 1/3 that of normal resealing of a road. The Infrastructure Department will implement the trial of these two products in tandem, on Taylors Road, rejuvenating the sections which have not been covered by Boral previously.

Secondly, it is important to understand the ability for our Fibre Reinforced Composite Roads to work on Norfolk Island. The addition of trialling a small stretch of road between Country Road and Ferny Lane will allow us to trial the product through the LRCIP funding mechanism and not fundamentally impact NIRC's bottom line. Given Fibre Composite Roads are more expensive in general, however, produce greater longevity, the ability to use government funding in connection alleviates pressure from Council.

RECOMMENDATION

1. That NIRC undertake trial of three new products for road construction with the cost of the trials to be born out of the Roads Budget and LRCIP Funding.
 - Sustainable Engineering
 - PotHole Fix TM
 - \$46,000
 - Pavement Rejuvenation Seal TM
 - \$126,000
 - Fibre Reinforced Concrete
 - Fibre Reinforced Concrete Mix
 - \$40,000

ATTACHMENTS

Nil

13 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT

13.1 WASTE EQUIPMENT TENDER - EAF 61

Author: Philip Reid, Manager Planning and Environment

SUMMARY

This report summarises the tender outcome for large waste processing equipment that was tendered in June 2022.

BACKGROUND

Following the granting of \$3.2 million for waste and recycling equipment from the Commonwealth Government, Council tendered for a specific set of equipment with the potential to exceed \$150,000. The tender was administered by Peak Services. This equipment was specifically:

- Shredder (for green waste)
- Grinder (for construction and demolition waste)
- Weighbridge
- Excavator (17 tonne)
- Skid Steer
-

This paper presents the outcome of that tender and a recommendation for procurement.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

The responsible management of waste relates to Objective 1 – Use and manage our Resources wisely, of the Community Strategic Plan, specifically *reduce, reuse and recover waste and end disposal of waste into the sea* (1.3).

DISCUSSION

The following were the number of responses received for each piece of equipment resulting from the tender:

- Shredder – 5
- Grinder – 7
- Weighbridge – 2
- Excavator – 7
- Skid Steer – 4

The equipment was assessed based on the following areas:

- Fit for purpose and quality of equipment (30%)
- Leadtime for the delivery of equipment (20%)
- Price (50%)

In assessing the tender responses and following clarifications, it is recommended that a single machine is purchased for both shredding and grinding processes. This provides a cost saving to the funding budget with the potential to redirect funding to other purposes in consultation with the Commonwealth and manages Council's asset footprint to one machine instead of two. A visit to two

sites on mainland Australia was conducted to investigate the suitability of the machine, with the recommendation presented below.

Based on the above, it is recommended that the following equipment is procured at the present time:

- Teuton Z50, tracked (shredder/grinder), Skala Industrial Process Equipment and Systems - \$797,850
- PP7341 Portable Weighbridge, DiverseCo - \$123,800

There is currently no recommendation for the skid steer or excavator. During the tender process, NIRC became aware of an option for an electric skid steer, for which there were no tender responses. It is proposed that further investigation of electric skid steer options is conducted before a machine is procured. If this machine is above \$150,000 and allowable under the current funding arrangements, then this will be brought to Council for recommendation.

In addition to this, NIRC is still working through Peak to confirm the most appropriate excavator for the various functions in waste operations. It is anticipated that recommendations for procurement of both the skid steer and excavator will be made for the November 2022 Council meeting.

The above prices include installation, training and delivery to the Port of Brisbane. NIRC will be responsible for the cost of freight from Brisbane to Norfolk Island.

GOVERNANCE/POLICY IMPLICATIONS

The above tender was implemented in accordance with NIRC procurement rules.

LEGAL IMPLICATIONS

The tender was compliant with the tendering provisions of the *Local Government Act 1993 (NSW)(NI)* and the *Local Government Regulation 2005 (NSW)(NI)*.

ENVIRONMENTAL IMPLICATIONS

The implementation of this project is considered to have significant environmental outcomes for the modernisation of Norfolk Island's waste management system.

SOCIAL IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Funding for the above equipment has been facilitated by the Commonwealth Government \$3.2 million grant, under the Service Delivery Agreement.

CONCLUSION

Based on the tender process run by Council, with the assistance of Peak Services, and an objective tender assessment process run consistent with a pre-determined Probity and Tender Assessment Plan, it is recommended that the tender for a Shredder/Grinder and Weighbridge is awarded to Skala Industrial Process Equipment and Systems and DiverseCo respectively.

RECOMMENDATION

That Council award the tender for the following waste and recycling equipment:

- Skala Industrial Process Equipment and Systems for a Teuton Z50, tracked shredder/grinder for \$797,850
- DiverseCo for a PP7341 Portable Weighbridge for \$123,800

ATTACHMENTS

Nil

14 REPORTS FROM MANAGER CUSTOMER SERVICE

Nil

15 NOTICES OF MOTION

Nil

16 URGENT BUSINESS WITHOUT NOTICE

17 CONFIDENTIAL MATTERS FOR CONSIDERATION

Nil

18 QUESTIONS FOR THE NEXT MEETING

19 CLOSE OF COUNCIL MEETING