



MINUTES

Ordinary Council Meeting

3 August 2022

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**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 3 AUGUST 2022 AT 2PM**

PRESENT: Mike Colreavy (Administrator)

IN ATTENDANCE: Paul Martin (Acting General Manager), Phil Reid (Manager Environment & Planning), Greg Roy (Manager Infrastructure & Services)

Kim Vander Kevie (Manager IT)

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

Mr Andrew Roach (General Manager)

Sandy McFeeters (Manager Economic Development)

CONDOLENCES

Nil

4 DISCLOSURE OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 6 JULY 2022

RESOLUTION 2022/89

The Administrator resolved:

That the Minutes of the Council Meeting held on 6 July 2022 be received, taken as read and confirmed with the following amendment to Paragraph 5d) text on Agenda page 26 as follows:

Resolution 2022/82 - under "WASTE MANAGEMENT CHARGES"

REPLACE Paragraph 5d) with:

d) In accordance with Section 501 of the *Local Government Act 1993 (NSW) (NI)* and as detailed in Enclosure Part 2 - Fees and Charges 2022-2023 showing Sub-categories for Waste Management Charges.

CARRIED

6 PUBLIC ACCESS

The Administrator advised that the Public Access session was held on Tuesday 2 August at 3.00pm with one attendee, Robin Adams, who spoke to items 12.1 and 12.3 of the meeting agenda.

7 ADMINSTRATOR MINUTE

Nil

8 REPORTS FROM COMMITTEES

8.1 MINUTES OF THE BUSINESS INNOVATION AND TOURISM ADVISORY COMMITTEE (BITAC) MEETING HELD ON 25 MAY 2022

SUMMARY

This summary report provides an overview of the outcomes of the May 2022 Business Innovation and Tourism Advisory Committee meeting.

RESOLUTION 2022/90

The Administrator resolved:

1. That the Minutes of the Business and Tourism Advisory Committee (BITAC) Meeting held on 25 May 2022 be received and the recommendations considered by Council.
2. Council approves that the Manager Economic Development seek quotes from secret shopper services who would travel to Norfolk Island and conduct an audit review and rating of products and services.

CARRIED

8.2 MINUTES OF THE BUSINESS INNOVATION AND TOURISM ADVISORY COMMITTEE (BITAC) MEETING HELD ON 13 JULY 2022**SUMMARY**

This summary report provides an overview of the outcomes of the July 2022 Business Innovation and Tourism Advisory Committee meeting.

RESOLUTION 2022/91

The Administrator resolved:

That the unconfirmed Minutes of the Business Innovation and Tourism Advisory Committee (BITAC) Meeting held on 13 July 2022 be received.

CARRIED

8.3 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 14 JULY 2022**SUMMARY**

This summary report provides an overview of the outcomes of the July 2022 Youth Advisory Committee meeting.

RESOLUTION 2022/92

The Administrator resolved:

1. That the Minutes of the Youth Advisory Committee held on 14 August 2022 be received and the recommendations considered by Council.
2. That Council support the YAC (via the General Manager) in writing to the Department of Infrastructure and National Parks advocating for rubbish bins at Cascade Pier and at the top of Mount Pitt.
3. That Council provide information to the community about the road works program being implemented to repair potholes.
4. That Council support the YAC (via the General Manager) in writing to the Department of Infrastructure advocating for outdoor shower facilities to be installed at Emily Bay and Slaughter Bay.

CARRIED

9 REPORTS FROM GENERAL MANAGER

Nil

10 REPORTS FROM MANAGER CORPORATE AND FINANCE**10.1 NIRC INVESTMENT REPORT AS AT 30 JUNE 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 at 30 June 2022.

RESOLUTION 2022/93

The Administrator resolved:

That Council notes the information provided in this report.

CARRIED

11 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT

Nil

12 REPORTS FROM MANAGER SERVICES**12.1 AUGUST 2022 ROADS TO RECOVERY FUNDING REPORT****SUMMARY**

Norfolk Island Regional Council is consistently investigating opportunities to improve the infrastructure on the island. As is the challenge across rural and remote Australia, demands and planning for infrastructure in remote regions, such as Norfolk Island are often unique.

NIRC staff have applied for two government grants.

- Local Roads & Community Infrastructure Program (LRCIP); and
- Roads to Recovery (R2R)

This report forms part of the reporting for the reporting for the grants.

RESOLUTION 2022/94

The Administrator resolved:

That the information in the report be received and noted, and the 2022/23 Budget be amended to reflect the additional grant funding.

CARRIED

12.2 BALL BAY TENDER REPORT

SUMMARY

Norfolk Island Regional Council is planning the design and construction of a semi-permanent roll-on/roll-off wharf, at Ball Bay.

Council entered the market with the intent to procure a suitably qualified, experienced and capable construction contractor to design and construct a RORO facility via a two-stage procurement process consisting of:

- Stage 1 - an expression of interest (EOI) - **completed on 09 February 2022**
- Stage 2 – a request for tender (RFT) – **tender closed 03 June 2022**

This report is a summary of the results of the EOI & Tender Process for a RORO Facility at Ball Bay and subsequent recommendations moving forward.

OFFICER RECOMMENDATION:

That:

1. The design for a RORO facility specific to Norfolk Island, particularly Ball Bay, be formalised.
 - (a) Engage Wagners and proceed to formalise the design of the proposed Non-Conforming Bid to a stage which can be issued for formal consideration with Marine Parks.
 - (b) Manager Infrastructure, be given authority to negotiate a RORO design solution, to the maximum of \$50,000, funded through SDA – Ports, with Wagners.
2. That Marine Parks be approached to solidify a path towards the approval of a RORO facility on Norfolk Island.
 - (a) Engage Marine Parks to seek a formal clarification and possible relaxation of legislative frameworks, so that a RORO facility can be constructed in appropriate timeframes for the benefit of the community.

RESOLUTION 2022/95

The Administrator resolved:

That subject to compliance with any tendering provisions Under Part 7 of the *Local Government (General) Regulation 2021 (NSW) (NI)*:

1. The design for a RORO facility specific to Norfolk Island, particularly Ball Bay, be formalised.
 - (a) Engage Wagners and proceed to formalise the design of the proposed Non-Conforming Bid to a stage which can be issued for formal consideration with Marine Parks.

- (b) Manager Infrastructure, be given authority to negotiate a RORO design solution, to the maximum of \$50,000, funded through SDA – Ports, with Wagners.
2. That Marine Parks be approached to solidify a path towards the approval of a RORO facility on Norfolk Island.
- (a) Engage Marine Parks to seek a formal clarification and possible relaxation of legislative frameworks, so that a RORO facility can be constructed in appropriate timeframes for the benefit of the community.

CARRIED

12.3 ROAD STUDY OF EXISTING NETWORK

SUMMARY

This report is to align Council and Commonwealth agencies with a road strategy to improve the road network on Island, primarily to develop a management plan to seek funding over a period 10 years. Council has been working collaboratively with the Department Infrastructure, Regional Development, Communications, Local Government & Territories over the past three months, to engage with industry consultants who can develop the necessary strategy to secure long term funding.

RESOLUTION 2022/96

The Administrator resolved:

That, NIRC at the recommendation of the Road Study Working Group engage Milanovic Neale, Engineers, through the Local Buy Network, to undertake the first 3 steps of the Norfolk Island Roads Study program:

1. Road Network Assessment & Classification
 - (a) \$83,830
 - (b) Excl. Travel & Expenses
2. Road Specification & Standard Drawings
 - (a) \$99,040
 - (b) Excl. Travel & Expenses
3. Road Mapping Series
 - (a) \$44,000

CARRIED

12.4 FREIGHT FORWARDING - TENDER**SUMMARY**

Freight forwarding is the shipment of goods from one destination to another through a single or several carriers via varying transport methods, including shipping. It acts as an intermediary that provides logistics services to transport cargo and handles the relevant shipping process via a network that includes third parties.

To complement the Council's proposed shipping solution, NIRC needs to engage a reliable and consistent Freight Forwarding company which can meet the needs of Council, Government, and the local Community.

OFFICER RECOMMENDATION

1. That Council instructs the General Manager to negotiate terms of engagement with a freight forwarding firm to manage the sale, coordination of space and liaise with ports, ships and associated services; and
2. That once the above terms are agreed, Council inform the community of the arrangements.

RESOLUTION 2022/97

The Administrator resolved:

That subject to compliance with any tendering provisions Under Part 7 of the *Local Government (General) Regulation 2021 (NSW) (NI)*:

1. Council instructs the General Manager to negotiate terms of engagement with a freight forwarding firm to manage the sale, coordination of space and liaise with ports, ships and associated services; and
2. Once the above terms are agreed, Council inform the community of the arrangements.

CARRIED

13 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT**13.1 FOOD SECURITY****SUMMARY**

This report provides an update on the development of a Food Security Strategy for Norfolk Island, a recommendation of the Norfolk Island Environmental Assessment developed by the University of Newcastle and Monash University.

RESOLUTION 2022/98

The Administrator resolved:

That:

Council notes the progress of the Norfolk Island Food Security Strategy development.

CARRIED**13.2 WASTEWATER TREATMENT PLANT UPGRADE - DESIGN PROGRESS****SUMMARY**

This report provides an update on the design of a new Wastewater Treatment Plant (WWTP) for Norfolk Island. The usable life of the current WWTP has lapsed, with largely untreated effluent discharged from the plant outlet into the Marine Park. The design and costing for a new WWTP is hoped to inform a business case to the Commonwealth Government for the full development.

RESOLUTION 2022/99

The Administrator resolved:

That Council notes the progress of the Wastewater Treatment Plant Design process.

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 7 September 2022 at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Administrator declared the meeting closed at 3.08pm.

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 3 August 2022.

Submitted to the Ordinary Meeting of Council held on Wednesday 7 September 2022.



MB Colreavy (Mar 10, 2023 16:53 GMT+11)

NIRC Administrator

Mr. Mike Colreavy

Date Mar 10, 2023



UD UD (Mar 13, 2023 09:27 GMT+12)

NIRC General Manager

Mr. Andrew Roach

Date Mar 10, 2023