



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

Date: Wednesday, 24 June 2020
Time: 2:00pm
Location: Norfolk Island Regional Council Chambers

BUSINESS PAPER
Ordinary Council Meeting
24 June 2020

Besnes Piepa
f daa Ordeneri Kaunsl Miiten
orn 15 Febri 2017

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 elected members and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.

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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 20 MAY 2020

Author: Meliame Plant, Media & Executive Assistant

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 20 May 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Council Meeting held on 20 May 2020



MINUTES

Ordinary Council Meeting

Menets

f daa Ordeneri Kaunsl Miiten

orn 20 Mieħ 2020

20 May 2020

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON WEDNESDAY, 20 MAY 2020 AT 2:00PM**

PRESENT: Cr Robin Adams (Mayor), Cr John McCoy (Deputy Mayor), Cr Rod Buffett (Councillor), Cr David Porter (Councillor), Cr Lisle Snell (Councillor)

IN ATTENDANCE: Andrew Roach (General Manager), Bruce Taylor (Group Manager Services), Alan Hollway (Executive Manager Organisational Development), Meliame Plant (Minute Taker)

1 WELCOME

The Mayor welcomed Councillors, 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 elected members and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.

3 APOLOGIES

Nil

CONDOLENCES

Cr Adams recorded the passing of:

- Arthur Laurence BIGG (Archie) – 29 March 2020
- John FRASER (Jack) – 04 May 2020
- Vera Agnes KNAPTION – 09 May 2020
- Mary SPREAG – she passed away in Australia

As a mark of respect to the memory of the deceased all Councillors stood in silence.

4 DISCLOSURE OF INTEREST

Officer	Agenda Item	Type	Nature of Interest
Councillor David Porter	10.4 Tourist Accommodation Legislation –	Pecuniary Interest	Own and operate accommodation property.

Officer	Agenda Item	Type	Nature of Interest
Councillor David Porter	13.2 Development Application – DA 2/2020	Pecuniary Interest	Own and operate accommodation property.
Officer	Agenda Item	Type	Nature of Interest
Councillor David Porter	13.3 Development Application – DA 3/2020	Pecuniary Interest	Own and operate accommodation property.

5 PUBLIC ACCESS

NIL

6 CONFIRMATION OF MINUTES

MINUTES OF THE COUNCIL MEETING HELD ON 18 MARCH 2020

RESOLUTION 2020/47

Moved: Cr John McCoy

Seconded: Cr David Porter

1. That the Minutes of the Council Meeting held on 18 March 2020 be received and the recommendations therein be adopted.

CARRIED

UNANIMOUS

7 MAYORAL MINUTE

7.1 MAYORAL MINUTE - NORFOLK ISLAND PORT DEVELOPMENT

RESOLUTION 2020/48

Moved: Cr Robin Adams

Seconded: Cr John McCoy

I, Cr Robin Adams propose to move the following mayoral minute;

THAT Council engage with the Commonwealth, in true collaboration, to develop the Cascade Port as a matter of urgency in order to resolve the ongoing problem of delivering sea freight to

Norfolk Island – a conceptual plan for the proposal is attached.

Over the past 24 hours, our Island has again witnessed the pressing need for our community to have a safe harbour. What mainland Australians take for granted, Norfolk Island continually struggles to battle the elements just to receive food, building supplies, fuel, necessities for normal life.

Our Federal member for Bean in the ACT, David Smith MP said the following in a share on his Facebook page yesterday –

“There are decades of reports highlighting the inadequacy of Norfolk Island’s shipping freight facilities but it’s a can that continues to get kicked down the road with plenty of interim arrangements. The current arrangements are not the fault of the Council or the Islanders who have used their ingenuity over the years to try and make facilities work. Norfolk Island desperately need an investment in long term infrastructure rather than year-by-year solutions.”

I am confident that Council joins me in thanking our Member for Bean for his post which says it all.

Council at its meeting in February adopted a nine-point Strategic Action Plan, with point three being Island Freight. Council also agreed to focus on the long term development of the Cascade Port, given that this area has served the local community for many years, it has a strong pier and crane, and has been an approved first point of entry site with the Department of Agriculture.

A continual challenge for any port operation, is its intersection with Marine Parks, and how we can maintain our pristine environment.

Attached to this minute is a concept of the Cascade Port, where excavation into the rock wall, rather than encroachment into the Marine Park is a solution Council believes will produce an outcome the Island really needs. The additional bonus of this concept is that the community will benefit from the winning of rock resources that are currently depleted on the Island.

Today, more than ever, our community is facing extreme high freight costs, with comparative costs of other Australian Islands being several hundred dollars per tonne less than we face now. This situation is only going to worsen unless we act now. In January of this year, the community pleaded with Council to help find a solution to Island Freight. Council acted and engaged a Barge company to bring considerable freight to the Island. After many months of applications, lobbying, and final approval, the experiment with Ball Bay has highlighted to me and the community that the long-term solution of Cascade can no longer wait. It must happen now.

CARRIED

UNANIMOUS

7.2 MAYORAL MINUTE - DEMOUNTABLE FIELD HOSPITAL**RESOLUTION 2020/49**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

I, Cr Robin Adams propose to move the following mayoral minute

The 2019 draft KPMG Norfolk Island Health Service Plan states –
Remote island communities such as Norfolk Island provide a unique set of challenges in planning health services. Given the extensive time and logistical barriers to obtaining higher levels of care, the health system needs to have the capacity to account for a range of unlikely events and emergencies, such as instances of multiple major trauma, premature or unplanned labour and infectious diseases outbreaks

Further the intent of Strategic Direction 06 in the Community Strategic Plan 2016-2026 is that we provide a safe and healthy place to live, work and visit.

Council notes that as a consequence of the COVID-19 Pandemic the Norfolk Island Health and Residential Aged Care Service (NIHRACS) is currently not fit for purpose to provide a modern ICU facility for patients suspected of having contracted the COVID-19 virus.

Accordingly, Council encourages the Commonwealth as a matter of urgency to have a demountable ICU 'field hospital' capable of accommodating a minimum of two patients flown in for use at NIHRACS in the event of an infectious disease outbreak.

CARRIED

UNANIMOUS

7.3 MAYORAL MINUTE - RECOVER AND RENEW: NORFOLK ISLAND COMMUNITY ENGAGEMENT

RESOLUTION 2020/50

Moved: Cr Robin Adams

Seconded: Cr John McCoy

Cr Adams to move -

Council endorses -

The Mayor and the Administrator working together to understand how the COVID-19 pandemic has impacted on the Norfolk Island community and what steps can be taken towards recovery and renewal of Norfolk Island.

Background

Community feedback on the impacts and opportunities for Norfolk Island is needed to help guide priorities and recovery initiatives. This will be completed first by targeted community workshops. Feedback will inform a community survey and also provide advice on the next steps, project planning and broader community consultation.

Why are we doing this?

Further to the state of emergency and travel ban being imposed in March 2020 in response to COVID-19, many community members have raised with us a need to revisit what is important to the community to 'reset Norfolk Island going forward'. There is an opportunity to consider the short term goals coming out of the state of emergency, and our long term strategic goals. The questions are – what does resetting Norfolk Island mean; what may be needed; and how do we

recover and renew?

What do we want to know today?

- Where are we now?
- Where do we want to be?
- How do we get there?
- What do we need to do?

CARRIED

UNANIMOUS

8 STATUS REPORTS

8.1 FINAL PLAN OF MANAGEMENT FOR ANSON BAY RESERVE

SUMMARY

The Final Plan of Management for Anson Bay Reserve is now complete and is attached for Council. Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting, it was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.2 FINAL PLAN OF MANAGEMENT FOR BALL BAY RESERVE

SUMMARY

The Final Plan of Management for Ball Bay Reserve is now complete and is attached for Council. Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting, it was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.3 FINAL PLAN OF MANAGEMENT FOR BUMBORA RESERVE**SUMMARY**

The Final Plan of Management for Bumbora Reserve is now complete and is attached for Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting it, was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.4 FINAL PLAN OF MANAGEMENT FOR HUNDRED ACRES RESERVE**SUMMARY**

The Final Plan of Management for Hundred Acres Reserve is now complete and is attached for Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period was taken, into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting it, was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.5 FINAL PLAN OF MANAGEMENT FOR STOCK RESERVE**SUMMARY**

The Final Plan of Management for Stock Reserve is now complete and is attached for Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting it, was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.6 FINAL PLAN OF MANAGEMENT FOR MIDDLE RIDGE RESERVE**SUMMARY**

The Final Plan of Management for Middleridge Reserve is now complete and is attached for endorsement by Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting it, was recommended that Final Plans of Management for Anson Bay, Ball Bay, Bumbora, Hundred Acres, Stock and Middleridge Reserves be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.7 FINAL PLAN OF MANAGEMENT FOR HEADSTONE RESERVE**SUMMARY**

The Final Plan of Management for Headstone Reserve is now complete and is attached for Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting, it was recommended that the proposed changes in the *Analysis of Feedback from the Community Report* be made to the three Final Plans of Management for Headstone, Point Ross and Two Chimneys Reserve. It was recommended that these 3 Final Plans of Management be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.8 FINAL PLAN OF MANAGEMENT FOR POINT ROSS RESERVE**SUMMARY**

The Final Plan of Management for Point Ross Reserve is now complete and is attached for endorsement by Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting, it was recommended that the proposed changes in the *Analysis of Feedback from the Community Report* be made to the three Final Plans of Management for Headstone, Point Ross and Two Chimneys Reserve. It was recommended that these 3 Final Plans of Management be presented to Council for endorsement and then be presented for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.9 FINAL PLAN OF MANAGEMENT FOR TWO CHIMNEYS RESERVE**SUMMARY**

The Final Plan of Management for Two Chimneys Reserve is now complete and is attached for Council.

Feedback received from the community about the Draft Plan of Management, following a 56 day public submission period, was taken into account during the preparation of the Final Plan.

At the February Public Reserves Advisory Committee meeting, it was recommended that the proposed changes in the *Analysis of Feedback from the Community Report* be made to the three Final Plans of Management for Headstone, Point Ross and Two Chimneys Reserve. It was recommended that these three Final Plans of Management be presented to Council and then forwarded to the Commonwealth for Ministerial approval soon after.

NOTED AND ENDORSED BY COUNCIL

8.1 - 8.9 MOTION TO CONSOLIDATE ITEMS TO BE DEALT WITH AS A BLOCK**RESOLUTION 2020/51**

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

Cr Robin Adams moves that Items 8.1 – 8.9 be dealt with as a Block, which is the Finalisation of the Plans of Management for Stated Reserves.

CARRIED

UNANIMOUS

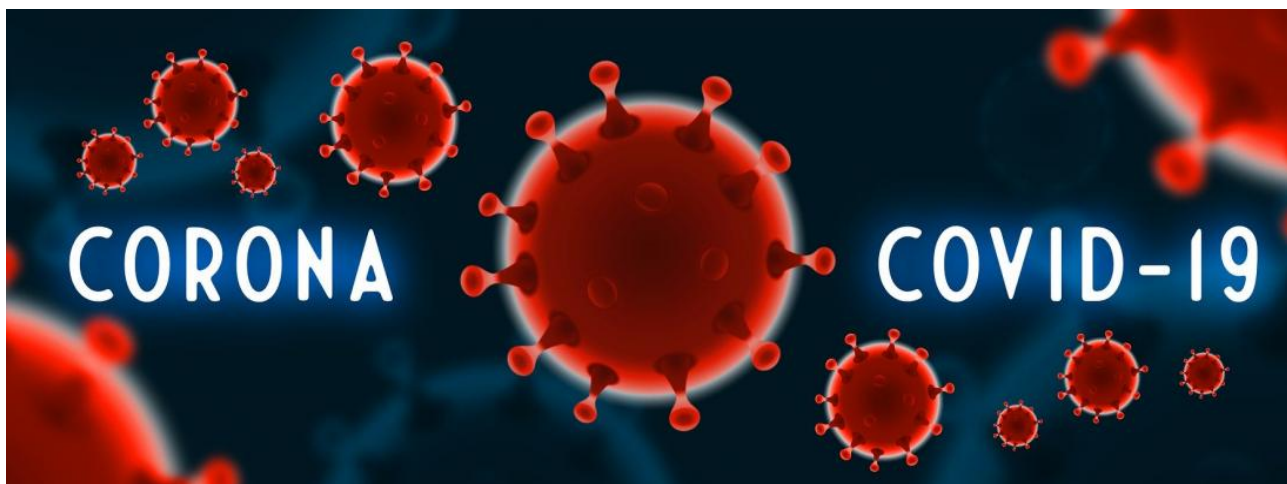
8.10 TOURISM & ECONOMIC DEVELOPMENT REPORT MARCH & APRIL 2020**SUMMARY**

The purpose of this report is for the Team Leader Tourism and Economic Development to provide a monthly update of industry news to Council, the Tourism Advisory Committee and the Community.

COVID-19

The COVID-19 pandemic has had a devastating impact on every region of the World and March 2020 will be historically remembered as the month Norfolk Island closed it's borders to visitors. The travel industry has basically come to a standstill due to the pandemic, with the hardest hit areas being: aviation; cruise ships; hotels; accommodation; tours; activities. With the tourism industry future unknown, we have been forced to change our way of thinking and focus on how we can successfully come through the pandemic on the other side. We won't ever go back to normal - as there will be a 'new normal'. What the new normal will look like is uncertain, however we now have the opportunity and the time to determine what we would like it to look like and plan on how we intend on achieving this goal.

It will take a long time for international travel bans to be lifted, to rebuild the international travel industry, and to regain people's confidence in safe travel to other countries. Norfolk Island Tourism are confident that during the next 12 months, Australians will primarily focus their travel plans on domestic destinations within Australia. Our marketing campaigns have been adapted to target this audience, who will be eager and ready to travel as soon as our borders are open. Marketing will now focus on capturing the vast stay-at-home audience who are spending more time than ever on their devices.



Norfolk Island Tourism staff have utilised the visitor free months completing tasks that are normally shelved due to lack of time. Tasks include: complete audit of the destination website; audit of all Bookeasy Operator listings; writing website blogs; coordinating video messages from local operators; watching training webinars and tutorials; coordinating competitions; brainstorming free ways to market the destination; providing Bookeasy training for operators; creating packages and itineraries; staff development training; updating procedure manuals, folders, spreadsheets, documents, flyers, brochures, signs etc.



BUY LOCAL CAMPAIGN

With the terrible impact of COVID-19 on businesses, Norfolk Island Tourism developed a Facebook page. 'Buy Local Norfolk Island' has been launched to steer as much money as possible to local businesses to ensure that they remain open through the pandemic. Now more than ever, the businesses need support from community.

Locally owned businesses provide many economic benefits to our community. Local people who own businesses live in our community, are less likely to leave, and are more invested in the community's future. Shopping at local businesses creates more local jobs than shopping at major chains or online companies. Local businesses not only pay their employees, they also spend money at other local businesses. By buying local, you help create jobs for your family, friends and neighbours, contribute to improved public infrastructure, and invest in your community both socially and economically.

TOURISM VIDEOS

During the COVID-19 pandemic, Norfolk Island Tourism's aim is to keep our destination at the top of the bucket list with potential travellers. Local business operators were approached and asked to create a short video (30-60 seconds) featuring their own business. Videos will be shared on the Norfolk Island Tourism Facebook page to regularly showcase the many exciting activities and facilities we have available on island. This campaign will be great exposure for local businesses and will highlight exactly why potential travellers should plan to visit Norfolk Island in the future.

BUSINESS SUPPORT

During the pandemic, Norfolk Island Tourism are offering support to local businesses by providing regular emails containing useful website and webinar links and offers of assistance.

25 March 2020 – Working together and staying apart... What do we do now?

(All businesses: Look after yourself Adapt your business; Buy local; Pool resources and work together; Utilise the down time; Let us know how we can help; Increase your social media presence; Research what assistance is available for your business)

20 April 2020 – Are you looking for ways to add value to the visitor experience you provide? (Bookeasy listed operators: Offering Affiliate Booking Engine option)

30 April 2020 – Suggested Webinars and Links to Information Resources

(All businesses: A suggested shortlist of useful information for businesses during Covid-19)

TOURISM GROSS SALES

Tourism gross sales include Tours, Accommodation, Car Hire, and Retail sales.

Sales transactions are from the destination website and Visitor Information Centre.

GROSS SALES	COMPARISON to Mar Last Year	COMPARISON to Apr Last Year	COMPARISON Year to Date
Retail Sales	⬇️Down 32%	⬇️Down 97%	⬇️Down 7%
Accommodation Sales	⬇️Down 86%	⬇️Down 100%	⬇️Down 14%
Tour Sales	⬇️Down 28%	⬇️Down 100%	⬆️Up 8%
TOTAL SALES	⬇️Down 54%	⬇️Down 100%	⬇️Down 2%

SUMMARY: Whilst COVID-19 had a dramatic impact on Tourism during March and April, the Year To Date NI Tourism Gross Sales are only down 2%

DIGITAL MARKETING INSIGHTS – APRIL 2020

Website

46,403 Page Views
 362,013 Impressions
 7,327 Users



Facebook

143,510 Impressions
 111,248 Reach
 11.20% Average engagement on reach post



Top Post

March: Facebook Post
 Border Close Media Release
 April: Facebook Post
 Ray Martin Video to community



Instagram

56,718 Impressions
 40,486 Reach
 11.45% Average engagement on reach per post



AIRLINE PASSENGER STATISTICS – March 2020

	Incoming Flights	Seats Available	Incoming Passengers	Visitors	Load Capacity	Visitor % of PAX
NEW ZEALAND	3	111	101	63	91%	62%
AUSTRALIA	22	3300	1769	1390	53%	79%
TOTAL	25	3411	1870	1453	55%	78%

AIRLINE PASSENGER STATISTICS – April 2020

	Incoming Flights	Seats Available	Incoming Passengers	Visitors	Load Capacity	Visitor % of PAX
NEW ZEALAND	0	0	0	0	0%	0%
AUSTRALIA	8	1200	65	29	5%	45%
TOTAL	8	1200	65	29	5%	45%

TOTAL - COMPARISON to Last Year

	Visitors	Passengers
Mar	⬇️ DOWN 49%	⬇️ DOWN 42%
Apr	⬇️ DOWN 99%	⬇️ DOWN 98%
Year to Date	Down 12%	Down 11%

NOTED

8.11 STATUS REPORT FOR WASTE AND ENVIRONMENT**SUMMARY****Waste Management**

Waste Management Staff have been busy preparing legacy and operational waste streams for the impending Council Barge service. Waste has been cleaned and organised into container loads in the Airport car park and the Waste Management Centre.

The waste will be spread across 44 containers including two 40ft high cube and three 40ft flat rack containers. The tally of waste that is anticipated to be exported is as follows:

Waste Stream	Tonnage	Pallets
Asbestos	121.17	141
Waste Oil	56	56
Residual Waste	8	20
Ewaste	9.7	41
Aluminium Cans	10.9	61
Steel Cans	13	39
PET	15.1	41
Total	233.87	399

In addition to this there will also be the three disused cummins generators, two forklifts and a grader

Pest Animal Control

Feral cat and rat control is continuing within Public Reserves on Norfolk Island.

A contractor has been targeting feral chickens, Red Parrots and Tarler Birds in council Reserves during January, February and March.

A total of 343 feral chickens, 20 feral cats, 29 Red Parrots and 9 Tarler birds were eradicated in Public Reserves in the 3rd quarter of 2019-20.

The totals number of pest animals eradicated from Public Reserves to date for 2019-20 is 728 feral chickens, 45 feral cats, 244 Red Parrots and 18 Tarler birds.

Argentine Ant Eradication Program Update

The Argentine Ant Eradication program is on track. The team recently completed baiting with sugar bait from the ground in Zone 3 and will continue searching for remaining ants within the areas recently baited by drone and from the ground - zones 4, 5, 7, 10 and 11.

Monitoring has so far shown that there has been a significant reduction in Argentine Ant numbers within treated areas when compared to areas that have not been treated. Follow up targeted baiting will be used to eradicate the existing ants within these areas as they are discovered.

Planning for the treatment of other zones in 2020 is underway, although there is some uncertainty around the use of the drone due to covid-19 travel restrictions.

The Argentine Ant Field Officer Position is currently vacant and we are relying on experienced contractors and a casual staff member to keep the program running effectively.

An expression of interest call went out for the kennelling and handling of Bella the Argentine Ant Detector dog and the Kennelling contract has been prepared.

There is no current contract for handling Bella and we are looking at options to engage a trainee dog handler as a council employee as soon as possible. Dean Fitzpatrick is handling Bella in the meantime and she is doing a good job detecting ants.

Habitat restoration and enhancement

The restoration and maintenance of native vegetation within Public Reserves is being considered as part of the current update of the Plans of Management.

All Plans of Management contain high priority actions to ensure the protection and enhancement of native vegetation within Public Reserves.

Native seedlings have been ordered from the Parks Nursery for restoration work.

Fencing at Cascade Reserve has been replaced and/or repaired to protect native vegetation and allow better management of stock grazing within the Reserve.

We have obtained funding from DITCRD for follow up weed control within Cascade Reserve, and revegetation activities are planned for quarter 4 of 2019-20.

Reserve Management

A safety audit was undertaken in March within Public Reserves with Council's Insurance Company to identify areas where visitor safety could be an issue, and plans are being developed for the installation of signage and barriers in priority locations. This work is detailed within Final Plans of Management.

Cliff top safety signs were ordered and prepared and have been installed at Headstone and Hundred Acres Reserve.

Walking track signs have been installed in Hundred Acres Reserve and feedback from the community has been very positive.

Planning is underway to install a waterless composting public toilet within Hundred Acres Reserve and the maintenance of Reserve facilities continues.

Planning is underway to install gas BBQ's and small shelters/ pergolas at Anson Bay Reserve, and potentially Bumbora Reserve and Two Chimneys Reserve (exact locations to be confirmed).

Progress with Plans of Management for Public Reserves

Work on Plans of Management for Public Reserves is continuing.

The community consultation process is complete and Final Plans have now been prepared for Hundred Acres, Anson Bay, Ball Bay, Middleridge, Stock and Bumbora Reserves.

Final Plans of Management for Two Chimneys, Headstone and Point Ross Reserves are also complete. Feedback from the community was summarised within a separate report and presented to the Public Reserves Advisory Committee, and the Final Plans for these three Reserves were updated taking into account the feedback received.

A Foreword has been prepared by the Council of Elders and added to all nine final plans in both English and Norfolk languages, and these plans can now be presented to Council for endorsement at the May Council meeting and then to the Minister for sign off.

A Draft Plan of Management for Selwyn Reserve is complete and the community consultation

process finished on 14th March. Once again, feedback from the community was supportive of the proposed actions within the Draft Plans.

We are in discussion with DITRDC about funding for the ongoing management of Selwyn Reserve and Cascade Reserve, and how (or if) Council should proceed with Plans of Management for these Commonwealth Reserves.

Pest and Noxious Weeds Management Plan

The first draft of the Norfolk Island Pest and Noxious Weed Management Plan is complete and will be presented to the Public Reserves Advisory Committee at the June meeting so we can progress with this important document.

Public Health

Sale of Food Licence (SOF)

1 Food safety inspection was conducted in April. Premises used for the preparation of food for sale or in which sale of food operations are based are inspected to ensure that food safety risks are being controlled.

Information on food safety practices specific to each business is provided during inspections. This month a Media release regarding Food Safety and COVID-19 was prepared. The guidelines mentioned in the media release were from the WHO interim guidance report 'COVID-19 and food safety: guidance for food businesses' - 07 April 2020.

Animal importation Licence

2 dogs were imported to Norfolk Island from Australia in April. Breeds: Pug and French Bulldog.

Water/Wastewater Monitoring

Water samples from creeks/streams/dams/bores and wastewater samples from the wastewater treatment plant are analysed for multiple parameters weekly. Parameters include pH, conductivity, TDS, OD, turbidity, alkalinity, NO₃, NH₄, total nitrogen, total phosphorus, COD.

New tests are being purchased in order to increase NIRC's water testing capability. These tests are important for locally assessing environmental samples, including creeks and streams that have been affected by Acid Sulfate Soils or sewerage contamination as well as heavy metals in drinking water.

NOTED

8.12 COMMERCIAL SERVICES UPDATE**SUMMARY**

The purpose of this report is to provide an update on project activities in the Commercial Services section of Council. Many project activities have been impacted by the State of Emergency on Norfolk Island, specifically the travel restrictions, and isolation requirements for contractors travelling to the Island, due to COVID-19.

PROJECT UPDATE BY COMMERCIAL UNIT**Electricity**

No further progress has been made with finalising the engagement of an energy consultant to provide technical assistance and project management advice to Norfolk Island Electricity (NIE) to install a new generator and battery storage system. This will be addressed once there is clarity on the duration of the State of Emergency on Island, and the travel restrictions imposed on the mainland.

Electricity staff's capacity to source a generator, and batteries during March and April, has also been limited because of the pandemic and other priorities, including assisting with the Airport Reseal and 4G Projects, in addition to regular maintenance activities for the Powerhouse and reticulation network.

DeltaPearl Partners (DPP) were engaged to prepare a short Issues and Pathways paper to review the conclusions of the Hydro Tasmania (HT) Plan and Frontier Economics analysis (a transition to ~45 – 50% renewables), and to consider these in the context of achieving the objective of 100% renewable energy by 2024, outlined in Target 2 on Renewable Energy for the Nine Point Strategic Action Plan, approved by Council.

The draft report was provided by DPP at the end of March including a suggested pathway forward to assess the impact of the amended renewables target on the implementation of the HT Plan. A paper will be provided at a subsequent Council meeting with recommendations on whether, and how, to implement the DPP recommendations.

Norfolk Telecom

Work has continued largely on schedule for the installation of the equipment that is located on the 3G/4G telecommunications antenna poles, and the base stations. This has been achieved notwithstanding challenges, notably the inability of the contractor to have all their installation team on the Island due to the pandemic. This has meant creative solutions have had to be developed to solve, and resource, various issues and activities, with reduced technical support on the ground. This is a credit to the diligence of the Telecom and Electricity team(s), and the three (3) contractor's staff already on Island.

Council, and the Principal contractor, are continually reviewing the current 4G project schedule, and the impact of the State of Emergency and International travel restrictions. At this stage there will be a delay in achieving the Mobile Network "Ready for Service" (RFS) milestone, and subsequent "Go-live" date. These are now the end of September and October 2020, respectively. Training and system fine tuning will be conducted in the month between RFS and Go-live.

Council provided an initial Q&A for the community on the 3G/4G project in the Norfolk Islander. Further Q&A's are scheduled for release up to the new mobile network going live.

Council has now received additional information from shortlisted tenderers who responded to the RFQ to provide commercial satellite bandwidth and support services for Norfolk Telecom.

The Evaluation panel will meet in May 2020 to prepare a final recommendation to Council.

Airport

The manufacture of Body Scanning and Multi-View (EDS) X-Ray Cabin Baggage & Goods equipment remains, at this stage, on schedule (June and July respectively). What is difficult to evaluate is the impact on the freight schedule, with additional restrictions being placed by freight forwarders as the pandemic situation evolves. Council will continue to monitor the schedule in conjunction with the supplier, Smiths Detection.

A draft design of the structural alterations required to accommodate the new equipment at the Terminal has been prepared. Subject to final assessment, and approval, of the design, a Request for Tender will then be prepared for Island based contractors.

Leading Edge Aviation Planning Professionals Pty Ltd (LEAPP), the consultancy engaged to develop a Norfolk Island Airport Master Plan (AMP), have drafted an Options Paper which details various options for the passenger terminal, freight processing, aircraft apron and terminal location. A separate report on the Options paper is provided in this Business paper

A separate report on the Airport Resurfacing Project is also provided in this Business Paper.

NOTED

8.13 WATER TANK UPGRADE FOR COUNCIL BUILDINGS

SUMMARY

The 'Strategic Action Plan' presented by the General Manager in a February 5 Council Workshop and endorsed by Council in its recent March 2020 Council meeting (Resolution 2020/32) flagged Water Security as the first of nine Targets proposed.

Despite the heavy reliance on groundwater through bores – the primary and most important source of water for the island, is rainwater. The attached report gives an overview of the Water Tank Upgrade for Council Buildings, with an audit of the Council's Water Capturing and Storage Capacity, including Usage across its buildings and assets. The report provides direction for the on-going upgrade of Council's Capacity for rainwater storage and harvesting in order to help the community in future events of water scarcity as with the recent severe drought, or in the case of Water contamination as that recently experienced with the PFAS contamination around the Airport and Fire Station facilities.

NOTED

8.14 AIRPORT PAVEMENT REPAIR AND RESURFACING PROJECT UPDATE**SUMMARY**

The purpose of this report is to provide an update on the progress of the Runway Reseal Project.

Many project activities have been impacted by the State of Emergency on Norfolk, specifically the travel restrictions, and isolation requirements for contractors travelling to the Island. This was in addition to inclement weather conditions experienced by the contractor, Boral Resources, notably the recent cyclone.

Despite these issues Boral, with Council support, have endeavoured to maintain momentum on the works, and remain on target to complete the airfield scope of works by the end of July 2020. The projected practical completion date for the whole project, including demobilisation is the end of September 2020. Achievement of these dates remain subject to weather conditions.

Specific outcomes to date include;

- Unloading of the all aggregate materials was completed 22 April, and the tug and barge left the Island on 24 April. The last bulk storage ship, the Sesoda, also left on the 22 April.
- The lean mix concrete base for the Regular Public Transport (RPT) apron parking bays 1 & 2 had been placed, and temporary parking positions 3 & 4 had been established.
- Asphalt production trials had been undertaken in the airport carpark, for example, as part of the commissioning of the mobile asphalt batching plant.
- Patching on the main runway and taxi area and asphalt resurfacing of runway 1129, commenced mid to late April.
- Runway flanking(verge) placement trials had been successfully trialled, utilising recycled asphalt from the existing airport runway.
- Construction of the upgrade to the Airfield Lighting system is underway with 95% of pit and duct installation to Taxiway and Runway 04/22 now complete. Installation of cabling and new lights are to follow.
- The Desalination Plant has arrived on Norfolk, and Council is progressing the permit approval process. In parallel Boral is working through the commissioning plan for the plant, in conjunction with the installers who due to COVID-19 restrictions in Australia, and Norfolk, have been unable to come to do the install onsite. The Desalination plant will provide water for multiple project activities, reducing demand on local supplies and providing an ongoing resource for the community once the project is completed.
- Boral staff have also directly contributed over \$1 million to the local economy through the provision of accommodation, car hire, and meals for, and by their staff.

NOTED

8.15 WASTE MANAGEMENT CENTRE FEE STRUCTURE 2020-21 FINANCIAL YEAR**SUMMARY**

All communities face difficulties with the sustainable management of waste. This is particularly true in small isolated communities such as Norfolk Island.

The management of waste on Norfolk Island has long been seen as inappropriate and poses a large risk to both public health and the environment. The Norfolk Island Regional Council (NIRC) is, however, committed to reforming the waste sector to create a Waste Management Centre (WMC) that is both compliant with the Department of Environment and Conservation NSW *'Handbook for Design and Operation of Rural and Regional Transfer Stations'*, meets the needs of its' community and ceases all ocean outfall.

The current WMC runs at a significant deficit as result of the high cost of transporting waste for appropriate disposal in either Australia or New Zealand. Waste management is a cost that all communities have to bear, and steps need to be taken to redesign the charging regime to ensure that the WMC covers its costs and allows for funding for capital depreciation.

REPORT HELD OVER – DEFERRED TO JUNE 2020 MEETING

8.15.1 MOTION TO DEFER 8.15 REPORT TO JUNE 2020 COUNCIL MEETING**RESOLUTION 2020/52**

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council defer this report to June 2020 Council Meeting and call upon the General Manager to organise a Workshop between Staff and Councillors to further discuss this Waste Management fee structure before it's return to Council for endorsement at a future date.

CARRIED

UNANIMOUS

8.16 MAY 2020 ORGANISATIONAL DEVELOPMENT REPORT**SUMMARY**

The purpose of this report, is for the section, Organisational Development to report on its activities for the quarter January 2020- March 2020.

1. Coronavirus – COVID -19

The report from the Group Manager Organisational Development and work activities continued to be heavily influenced by COVID-19. Up until early May, we were passing on essential information to all staff about restrictions, public distancing, and supporting staff working from home or self-isolating. The risk level has now been reduced to level 2 and the activities now include the following: -

- Supervising social distancing ambassadors throughout Burnt Pine at the request of EMNI.
- Supervising working from home guidelines and procedures for a small number of staff

2. Employee Relations

- The Executive Manager Organisational Development organised a ballot of all staff on Tuesday the 7 of April 2020 and the agreement was strongly supported with just 7 persons voting against. The agreement has now been sent to the Fair Work Commission for certification and we await its decision.
- The Executive Manager Organisational Development has been managing two unfair dismissal applications. One was resolved in our favour and the other will be heard by the Commission on the 12 of May 2020.
- The Executive Manager Organisational Development is to launch a promotion of no bullying in the workplace utilising Certificate 3 material from Fair Work Australia.

3. Organisational Development

A video presentation of TAAPILI is being made for staff and Councillors who could not attend the original presentation.

- The Executive Manager Organisational Development has had to realign the performance management system to a new timeline matching the financial year timetable. Performance appraisals will resume in late June 2020.

4. Governance and Integrated Planning and Reporting

- The development of a new drug and alcohol policy is been created and approved by the Executive Team. That policy has been presented to Councillors by the General Manager.
- The Operational Plan review has been completed by the Governance Officer and consultation with internal stakeholders is occurring.
- End of Term Report Planning is being conducted by the Governance Officer and the Executive Manager Organisational Development has sent out to Team Leaders and Managers a list of requirements in advance of the August deadline.

5. Workplace Health and Safety

Development, implementation and training of a NIRC Work Health Safety (WHS) Risk Management Framework:

- Original Request For Quote (RFQ) advertised February 2018
- Quotes have been received and reviewed for the new WHS system
- The selection panel are considering negotiations with the preferred provider.

Test & Tag program

- Cataloguing of all portable electrical appliances per section has commenced by the WHS Officer. This data is to be used to determine funding requirements.

Monthly and Annual WHS Awards:

Congratulations go to Richie Douran - Section Leader Electricity who is awarded NIRC’s Safety Award for March 2020 Richie was nominated by his peers for his constant promotion, and encouragement of WHS best practice and the correct wearing of PPE. Richie works in a very High-Risk area where constant attention to WHS matters is paramount.

Well done Richie, keep up the good work.

Congratulations go to Cheryl LeCren – Registry who is awarded NIRC’s Safety Award for April 2020. Cheryl was nominated for her integral role with EMNI in relation to the State of Emergency, declared as a result of COVID-19 because she has gone above and beyond in her efforts to help control and restrict the spread of the disease on Norfolk Island. Cheryl’s application and dedication were critical in making the emergency declaration functional. Her role has also required her to work a considerable number of hours in her own time, including weekends and public holidays, in an effort to keep us all safe. I’m sure you will join me in thanking Cheryl for her outstanding service to NIRC and the community.

Richie and Cheryl will be presented with certificates and will be in the running to become the NIRC Safety Award recipient of the year, which will be awarded at the Christmas party in December.

WHS Incidents for April 2020: 1 x minor injury / 0 x lost time injuries

<p>Electricity 6/4/2020</p>	<p>Employee's front wheel slipped on wet cattle stop and rider injured himself on the barbed wire fence.</p>	<p>Attended NIHRACS for cleaning of wound</p>	<p>Team Leader has advised the worker he must always approach a cattle stop head-on in future. No remedial action required other than more care by employee. WB</p>
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NOTED AND ENDORSED

8.17 OFFSETS FOR TREE REMOVAL ON COUNCIL LAND**SUMMARY**

The purpose of this report is to update Councillors and the community on two aspects of protected tree removal from Council owned land.

There are currently a number of protected trees (primarily Norfolk Island Pines and White Oaks) on Council Land, including DCA Circle that require lopping or removal. There are also a number of trees that have been removed from Council owned land because of concerns with public safety or to allow road works to be carried out.

Lopping trees to reduce their height is expensive and very dangerous, and in most cases the lopping has to be done more than once, which substantially increases the cost of ongoing tree maintenance.

Offsets

It is more cost effective to remove the trees (particularly within DCA Circle) and apply offsets so replacement trees can be planted in Public Reserves and other areas where they have better habitat value, and where they will not be a safety concern or require ongoing management in the future.

Hardwood trees such as White Oaks and White Woods will be assessed on a case by case basis and will be lopped and retained where possible. If removed, they will be subject to the offset.

The following offsets are to apply to all trees removed from Council Land: -

Tree Species	Offsets	Cost per Unit	Total offset per tree removed
Norfolk Island Pine	15 replacement trees, including planting and ongoing maintenance	\$25	\$375
Other Protected Trees	25 replacement trees, including planting and ongoing maintenance	\$25	\$625

The Plans of Management for Public Reserves and the recently completed native vegetation mapping will be used to select planting locations to ensure the trees are planted in locations where they will have the most conservation benefit. This will ensure there is an increase in trees on the island over time.

Airport Obstacle Limitation Surface (OLS)

Airports must provide an obstacle-free airspace. Trees in DCA Circle and other areas surrounding the airport that protrude into that space must be removed/lopped. Council is introducing a programme ensuring trees are not planted on Council land where they may protrude into that airspace; and in coming months will be advising landowners within that space of their responsibilities to not plant trees that will grow into the OLS.

The attachment is an example of the OLS area for the main runway.

NOTED

9 REPORTS FROM COMMITTEES

9.1 MINUTES OF THE NORFOLK ISLAND YOUTH COUNCIL MEETING HELD ON 5 MAY 2020

RESOLUTION 2020/53

Moved: Cr Robin Adams

Seconded: Cr John McCoy

1. That the Minutes of the Norfolk Island Youth Council Meeting held on 5 May 2020 be received and the recommendations therein, and as follows, be adopted:
 - (a) That, the Norfolk Island Youth Council, notes the 2019 Norfolk Island Draft Health Services Plan and feedback sessions in March 2020.
 - (b) That the Norfolk Island Youth Council,
 - (i) contribute to the review and amendment of the Norfolk Island Youth Council and Junior Youth Council Terms of Reference
 - (ii) as part of the amendment, review the tenure of membership
 - (iii) support an Expression of Interest for new members, and
 - (iv) the term of current Norfolk Island Youth Council membership is extended for another year to allow the review of TOR to take place.
 - (c) That, the Norfolk Island Youth Council:
 - (i) support Norfolk Island in becoming a sanctuary for bees, and
 - (ii) the agreed recommendation be conveyed to the Office of the Administrator for information and attention.

Note: This Norfolk Island Youth Council meeting was officially held online using Microsoft Teams to practice social distancing in response to COVID-19.

CARRIED

UNANIMOUS

9.2 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 7 MAY 2020

RESOLUTION 2020/54

Moved: Cr Lisle Snell

Seconded: Cr Rod Buffett

1. That the Minutes of the Tourism Advisory Committee Meeting held on 7 May 2020 be received and the recommendations therein be adopted.
2. That the General Manager encourages Radio Norfolk to incorporate a regular Norfolk segment each week dedicated entirely to Norfolk language, music, archived stories and interviews.

3. That the Tourism and Economic Development Report March & April 2020 be noted.
4. That the General Manager pursues a conversation with Air New Zealand about the possibility of the flight service being run out of the Brisbane and Sydney Domestic Airports during the COVID-19 pandemic.

CARRIED

UNANIMOUS

10 REPORTS FROM GENERAL MANAGER

10.1 NORFOLK ISLAND YOUTH COUNCIL ANNUAL REPORT AND REVIEW OF THE TERMS OF REFERENCE

SUMMARY

The purpose of this report is for Council to note the Norfolk Island Youth Council annual report and review of the Terms of Reference.

RESOLUTION 2020/55

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council,

1. Extends the term of the current Youth Council for 12 months from 10 April 2020.
2. Adopts the amended Norfolk Island Youth Council Terms of Reference,
3. Supports the Community Development Officer to seek Expression of Interest for the Norfolk Island Youth Council,
4. Notes the achievements of the Norfolk Island Youth Council listed in the Norfolk Island Youth Council Priorities 2019/20 and Annual Report.

CARRIED

UNANIMOUS

10.2 COUNCIL ELECTION 2020**SUMMARY**

Norfolk Island Regional Council (NIRC) elections that were to be held on 12 September 2020 may be delayed due to changes to the applied Local Government Act.

RESOLUTION 2020/56

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council recommend to the DITRDC that the September 2020 Council elections proceed, subject to amendments to the LGA in relation to elections on Norfolk Island being finalised before the end of May and, with no significant changes to the ballot paper.

CARRIED

4 IN FAVOUR: CR. ADAMS, CR. PORTER, CR. SNELL, CR. MCCOY

1 AGAINST: CR. BUFFETT

10.3 RATING MODEL 2020 - 2021**SUMMARY**

That Council adopt the 2020-2021 Land Rate Model.

RESOLUTION 2020/57

Moved: Cr Rod Buffett

Seconded: Cr John McCoy

That Council adopt the proposed rating model for the 2020-2021 financial year as follows.

Category	Base Rate	Multiplier
Residential	\$240.00	0.00233824
Business	\$689.00	0.00557076
Farmland	\$199.00	0.00122285
Mining	\$0.00	0.00000000

CARRIED

4 IN FAVOR: CR. ADAMS, CR. PORTER, CR. MCCOY, CR. BUFFETT

1 AGAINST: CR. CR. SNELL

At 4:25 pm, Cr David Porter left the meeting.

10.4 TOURIST ACCOMMODATION LEGISLATION - DISCUSSION PAPER

SUMMARY

That Council considers the passing of the Tourist Accommodation Legislation Discussion Paper to the Department Infrastructure Transport, Regional Development and Communication (DITRDC) for their revision.

RESOLUTION 2020/58

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That:

1. Council approves that the Tourist Accommodation Discussion Paper (in its current form) as well as the single submission received, be passed to the Department Infrastructure, Transport, Regional Development and Communications (DITRDC) for their revision.
2. Council formally requests the DITRDC to commence the legislative reform and modernisation of the *Tourist Accommodation Act 1984* (NI) and Tourist Accommodation Regulations (NI).

CARRIED

3 IN FAVOR: CR. ADAMS, CR. MCCOY, CR. BUFFETT

1 AGAINST: CR. SNELL

At 4:37 pm, Cr David Porter returned to the meeting.

10.5 LOCAL NORFOLK ISLAND SURVEY

SUMMARY

Given the State of Emergency is still in effect, it provides Council with a unique opportunity to collect data of its residents unlike any other time of a census. This data can truly reflect the "residential" status of the island, without having data populated with visitors.

RESOLUTION 2020/59

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council recommends:

1. That the General Manager conduct an Island survey as soon as practicable and engage with the Administrator's office to coordinate outcomes in their proposed survey and funding sources.

CARRIED

UNANIMOUS

10.6 NIRC ENDORSEMENT FOR A COMMUNITY LEGAL CENTRE FOR NORFOLK ISLAND

SUMMARY

The purpose of this paper is to seek in-principle support from the Norfolk Island Regional Council for an application to the Commonwealth of Australia for funding from the National Legal Assistance Partnership programme (Attorney General) for the establishment of a Norfolk Island Community Legal Centre.

RESOLUTION 2020/60

Moved: Cr Lisle Snell

Seconded: Cr David Porter

That Council supports and endorses in principle the following:

1. the urgent development and making of one or more immediate applications by the General Manager on behalf of the Council seeking the provision of Commonwealth funding from any and all sources including but not limited to the National Legal Assistance Partnership programme within the Commonwealth Attorney General Department as a matter of urgency before 30 June 2020 to enable the urgent establishment of a community legal centre and access to justice panel of Norfolk Island lawyers for the benefit of the people of Norfolk Island in regard to improved remote area access to justice on Norfolk Island as well as providing a local mechanism for retaining of Norfolk island lawyers on an appropriate rotating or specialist legal knowledge cost effective basis for the conduct of Norfolk Island Regional Council legal work as and when required.

CARRIED

UNANIMOUS

10.7 PANEL OF LEGAL ADVISORS**SUMMARY**

It is proposed that Council alter the way in which legal services are provided and, that it *go to market* to seek the services of qualified legal practitioners who would form part of a Panel of Legal Advisors that Council can engage on an 'as required' basis.

RESOLUTION 2020/61

Moved: Cr Rod Buffett

Seconded: Cr David Porter

That Council approve the General Manager to;

1. Go to tender for two weeks to seek expressions of interest from local legal professionals to provide advice on day to day matters.
2. Make use the panel of experienced legal professionals approved by LGNSW for larger more complex legal matters.

CARRIED

UNANIMOUS

11 REPORTS FROM EXECUTIVE MANAGER ORGANISATIONAL DEVELOPMENT**11.1 NORFOLK ISLAND REGIONAL COUNCIL ALCOHOL AND DRUGS POLICY 2.14****SUMMARY**

The purpose of this report is to advise Councillors of the introduction of a new Alcohol and Drugs Policy requiring Employees to adhere to the Policy on the grounds of Workplace Health and Safety.

RESOLUTION 2020/62

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council approve the new Alcohol and Drug Policy 2.14:

1. Upon endorsement, its adoption as a compliant employee policy.

CARRIED

UNANIMOUS

11.2 SUBMISSION TO RELOCATE NORFOLK ISLAND REGIONAL COUNCIL FROM KINGSTON TO BURNT PINE**SUMMARY**

The purpose of this report is to evaluate the positioning and location of the Corporate Office for Norfolk Island Regional Council. With the objective of identifying justifying causes to either stay in Kingston at New Military Barracks or move to the commercial heart of Norfolk Island at Burnt Pine. This report will analyse the economic benefit to the community and the customer service benefits of either decision.

RESOLUTION 2020/63

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council:

1. Endorses the Relocation of the Norfolk Island Regional Council Offices from Kingston, New Military Buildings to the Bicentennial Centre and surrounds in Burnt Pine; and
2. For the General Manager to seek Commonwealth Support in progressing this project.

AMENDMENT

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That Council:

1. Endorses the Relocation of the Norfolk Island Regional Council Offices from Kingston, New Military Buildings to the Bicentennial Centre and surrounds in Burnt Pine; and
2. For the General Manager to seek Commonwealth Support in progressing this project.
3. A working group be formed as set out in Section 3 of the Submission.

CARRIED

UNANIMOUS

12 REPORTS FROM GROUP MANAGER CORPORATE / CHIEF FINANCIAL OFFICER**12.1 NIRC FINANCIAL QUARTERLY REVIEW FOR QUARTER 3 (2019 - 2020)****SUMMARY**

The purpose of this report is to present to Council the Quarterly Financial Review Report as at 31 March 2020, which outlines the financial performance of Council's operations and capital expenditure against budget with recommended variations.

RESOLUTION 2020/64

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That:

1. Council notes the 2019–20 Budget Review Statements for the period from 1 July 2019 to 31 March 2020, consisting of the seven reports, detailing the income and expenditure.
2. Council notes the financial result is \$703,000 surplus for the 9 months to 31 March 2020.
3. Council notes the capital expenditure is \$8.3m for the 9 months to 31 March 2020. The full year budget stands at \$71.6m with the additions of \$5.065m for road reseals, \$34,000 for a waste management trailer and wash-down bay and an additional \$128,000 for the 4G project. \$27.1m in capital works has been identified to be carried forward into the 2020-21 budget year.
4. Council notes the variations to the budget as outlined in Quarterly Budget Review Statements and Report.

CARRIED

UNANIMOUS

13 REPORTS FROM GROUP MANAGER SERVICES**13.1 COMMUNITY SUPPORT PACKAGE UPDATE****SUMMARY**

The purpose of this report is to update Council and the Community on the Community Support Package announced by Council on 27 March, 2020.

RESOLUTION 2020/65

Moved: Cr John McCoy

Seconded: Cr David Porter

That Council note the contents of this report on the Community Support Package.

CARRIED

UNANIMOUS

At 5:40 pm, Cr David Porter left the meeting.

13.2 DEVELOPMENT APPLICATION DA 2/2020

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/2020 is referred to Council for consideration and a recommendation under section 44 of the Planning Act 2002 (NI).

DA 2/2020

- Applicant: Richard and Kobi Campbell
- Subject Land: Portion 52b3, 136 Taylors Road
- Proposed Use or Development: Change of Use to add *Residence – Accommodation Unit* as an additional permitted use at the existing *Residence – Dwelling House*

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Assessment Report have been viewed by the Councillors 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)*.

section 44 of the *Planning Act 2002 (NI)*:

RESOLUTION 2020/66

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That

2. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 2/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
3. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 2/2020 to the Minister's delegate with Council's recommendations on the application.

AMENDMENT

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That:

1. The Norfolk Island Regional Council, rejects the Recommendation provided for DE APPLICATION DA 2/2020 on the grounds that;

'Consistent with Council resolution 2020/16 that a moratorium be imposed on the development of further tourist accommodation until a review of the Norfolk Island Plan 2002 has been formally undertaken Council resolves that consideration of DA 2/2020 be deferred until a review of the Norfolk Island Plan 2002 has been formally undertaken by Council.'

2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 2/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

13.3 DEVELOPMENT APPLICATION DA 3/2020

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 3/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA 3/2020

- Applicant: James Walden
- Subject Land: Portion 90e1, 46 Beefsteak Road
- Proposed Use or Development: Change of Use to add *Residence – Accommodation Unit*; as an additional permitted use at the existing *Residence – Dwelling House*; and *Signage*.

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Assessment Report have been viewed by the Councillors 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 2020/67

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 3/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 3/2020 to the Minister's delegate with Council's recommendations on the application.

AMENDMENT

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That:

1. The Norfolk Island Regional Council, rejects the Recommendation provided for DE APPLICATION DA 3/2020 on the grounds that;

'Consistent with Council resolution 2020/16 that a moratorium be imposed on the development of further tourist accommodation until a review of the Norfolk Island Plan 2002 has been formally undertaken Council resolves that consideration of DA 3/2020 be deferred until a review of the Norfolk Island Plan 2002 has been formally undertaken by Council.'

2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 3/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

13.4 APPLICATION TO MODIFY DEVELOPMENT APPROVAL DA 5/2017-2**SUMMARY**

Under Section 57 of the *Planning Act 2002 (NI)* (the Act) development applications to modify development approval for 'permissible (with consent) use or development' are to be referred to the Council together with a 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 5/2017-2 is referred to Council for consideration and a recommendation under section 57 of the *Planning Act 2002 (NI)*:

DA 5/2017-2

- Applicant: Peter Woodward and Peter Meers
- Subject Land: Selwyn Reserve, Anson Bay Road
- Proposed Application: Application to Modify Development Approval DA 0045/14 - Earthworks – Drill Core Holes, Selwyn Reserve

It is recommended that Council recommends to the Minister's delegate that the Application to Modify development approval as described in the Notice of Decision be approved.

The Application and Planning Assessment Report have been viewed by the Councillors.

RECOMMENDATION

That

1. The Norfolk Island Regional Council, pursuant to section 57(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 5/2017-2 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision.

GENERAL MANAGER ADVISES ITEM TO BE HELD OVER UNTIL JUNE 2020 COUNCIL MEETING

13.5 DEVELOPMENT AND BUILDING APPLICATION DA.BA 4/2020**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.BA 4/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA.BA 4/2020

- Applicant: Norfolk Island Regional Council
- Subject Land: Portion 92, New Farm Road: Hundred Acre Reserve
- Proposed Use or Development: *Park*: Construction of Composting Toilet Block

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Assessment Report have been viewed by the Councillors 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 2020/68

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 4/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA.BA 4/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

13.6 DEVELOPMENT AND BUILDING APPLICATION DA BA 6/2020**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.BA 6/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA.BA 6/2020

- Applicant: Department of Infrastructure, Transport, Cities and Regional Development
- Subject Land: Portion 44d, Cascade Road: Norfolk Island Central School
- Proposed Use or Development: Covered Outdoor Learning Area (COLA)

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Assessment Report have been viewed by the Councillors 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 2020/69

Moved: Cr John McCoy

Seconded: Cr David Porter

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 6/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA.BA 6/2020 to the Minister's delegate with Council's recommendations on the application.

CARRIED

UNANIMOUS

13.7 DEVELOPMENT APPLICATION DA 19/2019**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 19/2019 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA 19/2019

- Applicant: Charles and Kimberley Christian-Bailey
- Subject Land: Portion 26z2, New Cascade Road
- Proposed Use or Development: *Subdivision – Major*: Create three (4) additional lots; *Road*; and *Signage*

It is recommended that Council recommends to the Minister's delegate that the development application is approved subject to conditions in the Notice of Decision.

The Application and Assessment Report have been viewed by the Councillors 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 2020/70

Moved: Cr David Porter

Seconded: Cr John McCoy

That

1. Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 19/2019 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 19/2019 to the Minister's delegate with Council's recommendations on the application.

AMENDMENT

Moved: Cr David Porter

Seconded: Cr John McCoy

That this application be approved subject to the following:

1. That the separate parcel of land (R&) to be used as road to provide access to the four development lots and retained access to portion 26Z3 be,
 - a. transferred to Council for dedication as public road;

- b. this transfer to occur concurrent with the sealing of the plan of subdivision;
 - c. that this road be developed to a suitable standard, at least 6.0 metre sealed width with appropriate turning circle at the cul-de-sac, and connection to New Cascade Road. Provide edge treatment to protect the seal;
 - d. that the appropriate stormwater management be undertaken to mitigate adverse impacts on adjoining properties; and
 - e. that public services to access these lots are located in this road reserve to the service managers approval (sewer may be separate).
 - f. that easements be dedicated for sewerage mains where they cross the subject lands and further, any existing buildings on subject lands be connected to existing mains if available.
2. That these requirements be included by the Senior Strategic Planner prior to submissions to the Ministers Delegate.
 3. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 19/2019 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
 4. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 19/2019 to the Minister's delegate with Council's recommendations on the application.

CARRIED**UNANIMOUS****13.8 SUPPORT FOR UNIVERSITY OF QUEENSLAND PHD STUDENT****SUMMARY**

The purpose of this report is to seek Council's interest to provide in-kind and financial assistance for PhD student Paula Campos Teixeira. The project title is '*Improved understanding of Norfolk Island's water balance: characterisation and quantification of spatial and temporal distribution of groundwater recharge*' and has been designed to complement both the CSIRO 'Norfolk island Water Resource Assessment' and the Environmental Assessment being conducted by the Monash University.

MOTION

Moved: Cr John McCoy

Seconded: Cr David Porter

That Council provide in-kind and financial assistance to the University of Newcastle for the PhD Project Titled: '*Improved understanding of Norfolk Island's water balance: characterisation and quantification of spatial and temporal distribution of groundwater recharge*' to the value of \$6,321 for the equipment component cost of the project.

LOST**1 IN FAVOR: CR. PORTER****4 AGAINST: CR. ADAMS, CR. SNELL, CR. BUFFETT, CR. MCCOY**

13.9 COUNCIL RESOLUTIONS REVIEW: JANUARY TO MARCH 2020**SUMMARY**

The purpose of this report is to inform Council and the community of the progress of the tasks adopted by resolution of Council, during the period January to March 2020.

RESOLUTION 2020/71

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council notes the progress of tasks from resolutions adopted by Council for the period the January to March 2020.

CARRIED

UNANIMOUS

13.10 OPERATIONAL PLAN 2019 -2020: QUARTERLY REVIEW JANUARY TO MARCH 2020**SUMMARY**

The purpose of this report is for Council to note the progress in the Operational Plan 2019–2020 for the period January to March 2020.

RESOLUTION 2020/72

Moved: Cr John McCoy

Seconded: Cr Rod Buffett

That Council notes the progress of activities in the Operational Plan 2019–2020 for the third quarter, January to March 2020.

CARRIED

UNANIMOUS

14 NOTICES OF MOTION**14.1 NOTICE OF MOTION - CHANGE IN MANAGEMENT OF THE NORFOLK ISLAND WORKER'S COMPENSATION SCHEME**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 20 May 2020, I intend to move the following motion:-

RESOLUTION 2020/73

Moved: Cr Robin Adams

Seconded: Cr David Porter

That Council:-

1. Notes the response to the question provided to Council at the August 2019 meeting – see attached;
2. Notes the media release of 7 May 2020 from the Administrator announcing the new service provider for Norfolk Island's Workers' Compensation arrangements is Gallagher Bassett Services Pty Limited, following an open tender process – see attached.
3. Noting the stated intention in the Administrator's media release that:-

"Some legislative change is needed to implement the new arrangements and this will occur through amendments to the Employment Act 1988 (NI) which are currently being progressed. As these changes will be focused on the administration or 'back office' aspect of the Scheme, they will have minimal effect on the community. Consistent with the Community Engagement Framework, information will be available to the community as the work progresses." -

Council requests that a copy of the Administrator's media release of 7 May 2020 be provided either electronically or by post to every Employer currently registered under the Norfolk Island Workers Compensation scheme (the Scheme) so that they are aware of the changes being proposed under the Scheme.

CARRIED

UNANIMOUS

14.2 NOTICE OF MOTION - CO-OPERATION, COLLABORATION AND PARTNERSHIP

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council to be held on 20 May 2020, I intend to move the following motion:-

RESOLUTION 2020/74

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That

Council acknowledges the issues raised in the joint media release are complex and supports the Mayor and the General Manager communicating with the Administrator and the Federal Minister on how the conversation requested by The Council of Elders and Norfolk Island People for Democracy Ltd might best commence in a spirit of co-operation, collaboration and partnership.

Councillors have consistently endorsed the following view when meeting with Federal Ministers in

recent years:

To achieve the best outcome on complex matters the way forward is through collaboration, co-operation and partnership and that the continuing challenge is to devise and maintain open processes of dialogue between the Commonwealth and Norfolk Island; processes of dialogue that ensure the community is directly engaged in discussion on complex matters thereby establishing a sense of ownership and responsibility. In resolving this challenge Norfolk Island and Australia will be the winners.

Councillors note that on 9 May 2020 *The Council of Elders and the Norfolk Island People for Democracy Ltd* published in the local press a joint media release titled **'We Live in Hope'** – see attached.

Council acknowledges the issues raised in the joint media release are complex and supports the Mayor and the General Manager communicating with the Administrator and the Federal Minister on how the conversation requested by The Council of Elders and Norfolk Island People for Democracy Ltd might best commence in a spirit of co-operation, collaboration and partnership.

CARRIED

UNANIMOUS

15 URGENT BUSINESS WITHOUT NOTICE

NIL

16 CONFIDENTIAL MATTERS FOR CONSIDERATION**RESOLUTION 2020/75**

Moved: Cr David Porter

Seconded: Cr Rod Buffett

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

16.1 Land Rates Debt Recovery

This matter is considered to be confidential under Section 10A(2) - a and b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) and discussion in relation to the personal hardship of a resident or ratepayer.

16.2 Norfolk Island Airport Master Plan - Options Paper

This matter is considered to be confidential under Section 10A(2) - c and di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

UNANIMOUS

RESOLUTION 2020/76

Moved: Cr John McCoy

Seconded: Cr David Porter

That Council moves out of Closed Council into Open Council.

CARRIED

UNANIMOUS

16.1 LAND RATES DEBT RECOVERY**SUMMARY**

That Council considers the commencement of debt recovery action against six land owners who have significant outstanding rate debt accrued since 2016, the total being \$110,906.14 at 30 April 2020.

RESOLUTION 2020/77

Moved: Cr David Porter

Seconded: Cr John McCoy

That Council approves debt recovery action through the legal process against six landowners who owe in total \$110,906.14 in unpaid land rates dating back to 2016.

CARRIED

UNANIMOUS

16.2 NORFOLK ISLAND AIRPORT MASTER PLAN - OPTIONS PAPER**SUMMARY**

The purpose of this report is to request Council consider and select option(s), developed as part of the Airport Master Plan, addressing issues of congestion and capacity at the Norfolk Island Airport.

RESOLUTION 2020/78

Moved: Cr Rod Buffett

Seconded: Cr David Porter

That the Council approves

- (i) Option T3 - New Passenger Terminal as Council's preferred Redevelopment Option for the Norfolk Island Airport Terminal, as detailed in the Airport Master Plan Options Paper provided by Leading Edge Aviation Planning Professionals Pty Ltd.
- (ii) The General Manager be authorised to develop and submit a Development Application for a new Norfolk Island Airport Terminal.
- (iii) The General Manager be authorised to approach the Commonwealth Government to seek funding for a new Norfolk Island Airport Terminal.

CARRIED

UNANIMOUS

17 QUESTIONS FOR THE NEXT MEETING**17.1 ACCOUNTABLE RECONCILIATION PROCEDURE – CR. LISLE SNELL**

Would the General Manager please advise what procedures are in place to ensure an accountable reconciliation procedure is conducted on cargo arriving by sea to Norfolk Island. EG is the manifest checked against actual items received covering description, weight and value and how is this performed and are you satisfied that the methodology is accurate.

EXPLANATION

Member, we have been advised this afternoon that Waste Management charges (new Waste Disposal Levy) could be increased. However NIRC, as I understand, cannot verify with absolute certainty that all goods imported into NI is as claimed on invoice and ships manifest. This is also important in our current FAG with the Commonwealth in relation to Lighterage and other related services.

The next Ordinary Meeting of Council will take place on Wednesday 24 June 2020 held at the Norfolk Island Regional Council Chambers commencing at 2:00pm.

There being no further business the Mayor declared the meeting closed at 7:52pm.

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 20 May 2020.

Submitted to the Ordinary Meeting of Council held on Wednesday 24 June 2020.

Mayor Robin Adams

Date

5.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 JUNE 2020

Author: Meliame Plant, Media & Executive Assistant

RECOMMENDATION

1. That the Minutes of the Extraordinary Council Meeting held on 1 June 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Extraordinary Council Meeting held on 1 June 2020



MINUTES

Extraordinary Council Meeting

Menets

f daa Ekstrordeneri Kaunsl Miiten

orn 1 Juun 2020

1 June 2020

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON MONDAY, 1 JUNE 2020 AT 2:00PM**

PRESENT: Cr Robin Adams (Mayor), Cr Rod Buffett (Councillor), Cr John McCoy (Deputy Mayor), Cr David Porter (Councillor), Cr Lisle Snell

IN ATTENDANCE: Andrew Roach (General Manager), Bruce Taylor (Group Manager Services), Alan Hollway (Executive Manager, Organisational Development), Meliame Plant (Minute Taker)

1 WELCOME

The Mayor welcomed Councillors, Officers and the community to the meeting of the Norfolk Island Regional Council.

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 elected members and staff of the Norfolk Island Regional Council undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make, and the actions we take on behalf of the Norfolk Island community. We acknowledge the Norfolk Island people, the traditional custodians of this Island.

3 APOLOGIES

NIL

4 DISCLOSURE OF INTEREST

NIL

5 PUBLIC ACCESS

NIL

6 REPORTS FROM GENERAL MANAGER**6.1 APPOINTMENT OF THE GENERAL MANAGER AS THE PUBLIC OFFICER/OFFICE BEARER****SUMMARY**

The purpose of this report is to request that Councillors formally appoint the General Manager as the Public Officer and/or Office Bearer to meet the legal criteria of the Australian Taxation Office (ATO).

RESOLUTION 2020/79

Moved: Cr David Porter

Seconded: Cr Rod Buffett

1. That Councillors of the Norfolk Island Regional Council (ABN 60 103 855 713) formally appoint the General Manager, Mr Andrew Blair Roach, to be the Norfolk Island Regional Council Public Officer at today's date, being 1 June 2020.
2. That Councillors revoke the appointments of Public Officer Joy Walker and Office Bearer Phillip Wilson as they are no longer employees of Council.

CARRIED

UNANIMOUS

6.2 NIRC ORGANISATIONAL RESTRUCTURE**RESOLUTION 2020/80**

Moved: Cr John McCoy

Seconded: Cr Lisle Snell

That:

Council endorse the General Managers report on the organisational restructure and approve application as a matter of urgency to address the fiscal challenges facing the council.

.AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Lisle Snell

That:

Council notes the General Managers report on the Organisational Restructure be placed in the Operational Plan 2020 – 2021 for public exhibition and approves the General Manager as a matter of urgency to address the fiscal challenges facing the council.

CARRIED

UNANIMOUS

6.3 DRAFT OPERATIONAL PLAN 2020 - 2021**SUMMARY**

The purpose of this report is for Council to adopt the draft Operational Plan 2020-2021 and for the draft Plan to be placed on Public Exhibition for 28 days.

RESOLUTION 2020/81

Moved: Cr David Porter

Seconded: Cr Rod Buffett

1. That Council adopts the draft Operational Plan 2020-2021 and places the Plan on public exhibition for 28 days, asking for submissions on all parts of the Plan, excluding the Rating structure as this has already been attended to in a separate report, but including Activities, Revenue Policy; the proposed fees and charges; and the proposed budget for 2020-2021; and
2. That the General Manager arrange for a public meeting to inform the community of the draft Operational Plan 2020-2021 during the exhibition period.

AMENDMENT

Moved: Cr Robin Adams

Seconded: Cr Rod Buffett

1. That Council agrees the draft Operational Plan 2020-2021 be placed the Plan on public exhibition for 28 days, asking for submissions on all parts of the Plan, excluding the Rating structure as this has already been attended to in a separate report, but including Activities, Revenue Policy; the proposed fees and charges; and the proposed budget for 2020-2021; and
2. That the General Manager arrange for a public meeting to inform the community of the draft Operational Plan 2020-2021 during the exhibition period.

CARRIED

UNANIMOUS

7 URGENT BUSINESS WITHOUT NOTICE

NIL

8 QUESTIONS FOR THE NEXT MEETING

NIL

9 CLOSE OF COUNCIL MEETING

There being no further business the Mayor declared the meeting closed at 3.02PM.

.....

Councillor Robin Adams

Mayor

Dated: 1 June 2020

6 PUBLIC ACCESS

7 MAYORAL MINUTE

8 STATUS REPORTS**8.6 QUESTION FROM PREVIOUS MEETING - ACCOUNTABLE RECONCILIATION PROCEDURE**

Author: Alistair Innes-Walker, Manager Corporate and Finance

SUMMARY

The General Manager was asked to advise what procedures are in place to ensure an accountable reconciliation procedure is conducted on cargo arriving by sea to Norfolk Island.

Question:

Would the General Manager please advise what procedures are in place to ensure an accountable reconciliation procedure is conducted on cargo arriving by sea to Norfolk Island. EG is the manifest checked against actual items received covering description, weight and value and how is this performed and are you satisfied that the methodology is accurate.

EXPLANATION

Member, we have been advised this afternoon that Waste Management charges (new Waste Disposal Levy) could be increased. However, NIRC, as I understand, cannot verify with absolute certainty that all goods imported into NI is as claimed on invoice and ships manifest. This is also important in our current FAG with the Commonwealth in relation to Lighterage and other related services.

Response:

Reconciliation of actual cargo received on Norfolk against a vessel's manifest, is the responsibility of the shipping agent. Advice received from the shipping agent is that they have a representative (tally clerk) on board each vessel, but the ultimate check is performed by the importer when they check the cargo they have received, against their order. If there is a discrepancy the shipping agent will investigate and make a determination as to the validity of the importers claim. The manifest checked and approved at the port of departure is generally considered correct.

Any Council charges relating to the import of cargo are derived from information detailed in the manifest provided by the Shipping agent, and any subsequent amendments provided by the shipping agent.

ATTACHMENTS

Nil

8.2 PLANNING AND ENVIRONMENT UPDATE

Author: James Castles, Manager Planning and Environment

SUMMARY

Argentine Ant Eradication Program Update

The Argentine Ant Eradication Program team continue to work according to the strategic eradication program developed by Dr Ben Hoffman (CSIRO) and is updated regularly.

The team is currently working through program milestones set out by Dr Ben Hoffman in order of priority.

The team recently completed baiting in Zones 3 and 14 from the ground and are now searching for remaining ants within the other areas recently baited by drone and from the ground - zones 4, 5, 7, 10 and 11 (Figure 1).

Monitoring has so far shown that there has been a significant reduction in Argentine Ant numbers within treated areas when compared to areas that have not been treated.



Figure 1. Argentine Ant zones as of March 2020

As expected, there are still some small pockets of ants present within some of the areas previously treated by sugar bait and hydrogels, but these areas are small and most are easily treated.

The remaining pockets of Argentine Ants are being baited from a tractor or truck with a motorised blower attached to distribute dry sugar containing a small amount of Fipronil.

Fipronil is an insecticide with very little potential activity in vertebrates. It is a standard chemical used widely globally within agriculture, but it is being used at less than 1000th the rate of typical applications.

No bait or insecticides are being applied in gas form or as a mist that could be blown off target or inhaled by people or livestock.

All products and methods are approved by Australia's chemical authority, the APVMA. A major component of the approval process is that the products and treatments meet health requirements in that they do not pose a risk to people or livestock.

The hydrogel bait and the dry sugar bait are safe for use around bees. Monitoring by NIRC staff has found that bees are not attracted to any of the ant baits and do not feed from the baits. This corroborates research conducted by other teams throughout the world also using sugar-based baits for ant eradication who have also found that bees are not attracted to, and do not feed from, sugar-based ant baits.

Planning for the treatment of other zones is underway, and the work plan for the drone in 2020-21 will depend upon travel restrictions due to Covid-19 and the impact of this on the ability of the Yamaha drone crew to travel to and from Norfolk Island.

The Argentine Ant Field Officer Position is currently vacant and we are relying on experienced contractors and casual staff to keep the program running effectively.

An expression of interest call went out for the kennelling and handling of Bella the Argentine Ant Detector dog and the Kennelling contract has been awarded.

There is no current contract for handling Bella and we are looking at options to engage a trainee dog handler as a council employee or a contractor as soon as possible in 2020-21.

Four (4) media releases were prepared in Quarter 3 with updates on the Argentine Ant Eradication Program and information for the community about limiting/stopping the spread of Argentine Ants, bringing the total up until the end of quarter 3 of 2019-20 to 15 media releases.

The schedule for Argentine Ant Eradication Program Steering Committee meeting is on track. Meetings have so far been scheduled for when Dr Ben Hoffman is on Island. Another Argentine Ant Steering Committee meeting will be scheduled for late June – early July 2020. Steering Committee Meetings are attended by NIRC and Parks Staff, Invasive Species Council staff and members of the community.

Pest Animal Control

Targeted feral cat and rat control is continuing within Public Reserves on Norfolk Island and a contractor has been targeting feral chickens, Red Parrots and Tarler Birds in council Reserves during early 2020.

The total number of pest animals eradicated from Public Reserves to date for 2019-20 is 728 feral chickens, 45 feral cats, 244 Red Parrots and 18 Tarler birds. Final achievements for pests and noxious weeds in 2019-20 will be provided at the July Council meeting.

Pest plant and animal control activities will now be planned and targeted to high priority areas according to actions within the Draft Norfolk Island Regional Council Pest Management Plan and final plans of management for public reserves.

Habitat restoration and enhancement

The restoration and maintenance of native vegetation within Public Reserves is being considered as part of the current update of the Plans of Management.

All Plans of Management contain high priority actions to ensure the protection and enhancement of native vegetation within Public Reserves.

The Norfolk Island native vegetation mapping project is now complete and information from this report can be used to ensure we are planting the correct plant species in the right areas.

Native seedlings have been ordered from the Parks Nursery for restoration work and planning is underway for revegetation in early 2020-21.

Fencing at Cascade Reserve has been replaced and/or repaired to protect native vegetation and allow better management of stock grazing within the Reserve.

We have obtained funding from DITCRD for follow up weed control within Cascade Reserve, and revegetation activities are planned for quarter 4 of 2019-20.

Reserve Management

A safety audit was undertaken in March within Public Reserves with Council's Insurance Company to identify areas where visitor safety could be an issue, and plans are being developed for the installation of signage and barriers in priority locations. This work is detailed within Final Plans of Management.

Planning is underway to install three gas BBQ's and small shelters/pergolas within high visitor use areas in public reserves before December 2020.

Planning is underway for the replacement of existing carpark safety barriers and the construction of cliff-top safety barriers in dangerous areas that were identified during the safety audit in Anson Bay, Headstone and Selwyn Reserves.

Planning is underway to install a waterless composting public toilet within Hundred Acres Reserve and the maintenance of Reserve facilities continues.

Progress with Plans of Management for Public Reserves

Final Plans of Management are now complete for the following Public Reserves. These Final Plans have been endorsed by Council and will now be forwarded to the Commonwealth for Ministerial Approval. **Anson Bay, Ball Bay, Bumbora, Headstone, Hundred Acres, Point Ross, Two Chimneys, Stock and Middleridge.**

Work is expected to commence on Draft Plans of Management for the following Reserves in early 2020-21 in order of priority. 1). **Quarantine Reserve**, 2). One Plan of Management (covering biodiversity conservation) for the (6) Kingston/KAVHA Reserves (**Cemetery, Government House Domain Reserve, Kingston Common Reserve, Kingston Recreation Reserve, Point Hunter Reserve, War Memorial Reserve**); and 3). The overarching Plan of Management (or Part A).

The Draft Plan of Management for **Selwyn Reserve** is complete and the community consultation process finished on 14th March. Once again, feedback from the community was supportive of the proposed actions within the Draft Plan.

We have commenced discussions with Department of Infrastructure, Transport, Regional Development and Communications about funding and responsibilities for the ongoing

management of **Selwyn Reserve** and **Cascade Reserve**, and if Council should proceed with Plans of Management for these Commonwealth Reserves.

Pest and Noxious Weeds Management Plan

The first draft of the Norfolk Island Pest Management Plan is complete and will be presented to the Public Reserves Advisory Committee at the June meeting so we can finalise this important document.

Waste Management

Waste Management Staff have cleaned, organised and packed legacy waste into containers ready for export.

The waste is spread across 44 containers including two 40ft high cube and three 40ft flat rack containers.

The tally of waste that is ready to be exported is shown in Table 1.

Table 1. Waste packed and ready for export.

Waste Stream	Tonnage	Pallets
Asbestos	121.17	141
Waste Oil	56	56
Residual Waste	8	20
Ewaste	9.7	41
Aluminium Cans	10.9	61
Steel Cans	13	39
PET	15.1	41
Total	233.87	399

In addition to this there will also be the three disused cummins generators, two forklifts and a grader

Public Health

Sale of Food Licence (SOF)

2 Food safety inspection were conducted in May. Premises used for the preparation of food for sale or in which sale of food operations are based are inspected to ensure that food safety risks are being controlled.

Premises are encouraged to follow EMNI advice regarding COVID-19, such as provide hand washing facilities and hand sanitizer for staff and patrons, ensure social distancing, remove serve-yourself food service to avoid cutlery sharing, clean frequently touched surfaces, put signs up to remind staff and patrons of COVID-19 measures etc.

Animal importation Licence

1 dog was imported to Norfolk Island from Australia in May. Breed: Red Heeler.

Water/Wastewater Monitoring

Testing of water samples from creeks/streams/dams/bores and wastewater samples from the wastewater treatment plant is continuing to be analysed for multiple parameters weekly. Parameters include pH, conductivity, TDS, OD, turbidity, alkalinity, NO3, NH4, total nitrogen, total phosphorus, COD.

Water quality and wastewater monitoring are fundamental tools in the management of water resources. They provide essential information characterizing the physical, chemical and/or biological status of water resources, determining trends and changes over time, and identifying emerging water quality issues.

ATTACHMENTS

Nil

8.3 SERVICES**UPDATE****Author: Bruce Taylor, Manager Services****SUMMARY**

The purpose of this report is to provide an update on project activities in the Services section of Council.

Building Maintenance

In addition to the ongoing maintenance duties, works included rebuilding Puppies Point toilets, constructing three coffins and dismantling rusted play equipment at Lions Park.

Mechanical Section

In addition to the ongoing maintenance duties, the department received and registered the 60t mobile crane and other vehicles received on the barge, and prepared old equipment for export.

Roads

Again, in addition to the never-ending maintenance work, this department built a biosecurity inspection pad at Ball Bay and are involved in the roundabout construction at Cascade Road/Queen Elizabeth Avenue. Culvert work continues in preparation for the asphalt resealing in coming months.

Employees from these departments also assisted in the cartage of goods from the barge, and the preparation of goods to be back-loaded.

Service Delivery Agreement

In addition to providing the services as required under the agreement, work has been completed on estimated final expenditure for 2019/20. The SDA extension for 2020/21 and associated budget are currently being developed.

ATTACHMENTS

Nil

8.4 COMMERCIAL SERVICES UPDATE

Author: Alistair Innes-Walker, Manager Corporate and Finance

SUMMARY

The purpose of this report is to provide an update on project activities in the Commercial Services section of Council.

PROJECT UPDATE BY COMMERCIAL UNIT**Electricity**

A tender has been advertised seeking a design and construct contractor to supply and install a new Battery Energy Storage System (BESS) at the Norfolk Island Powerhouse. The tender closes 6 July 2020. A consultant with technical expertise has been engaged to assist Electricity staff and the Evaluation panel in assessing tenders that are received. The Evaluation Panel recommendation will be presented for consideration at the August Council meeting.

Quotes have been sought from Cummins Generators for smaller generators, that in combination with the BESS, will result in more efficient, environmentally friendly, and cost-effective power generation.

Actions recommended in a report by DeltaPearl Partners (DPP) have been incorporated in the Operational Plan for 2020/21. As reported in May, DPP reviewed the conclusions of the Hydro Tasmania (HT) Plan and Frontier Economics analysis (a transition to ~45 – 50% renewables) and considered these in the context of achieving the objective of 100% renewable energy by 2024, outlined in Target 2 on Renewable Energy for the Nine Point Strategic Action Plan, approved by Council.

Norfolk Telecom

Installation of the external 3G/4G telecommunications hardware (antennas, poles and base stations) is largely completed. Work is continuing on configuring the network, and preparing the systems that sit in the background, and support the operation of the network, such as the billing and reporting modules.

Norfolk Telecom was also very proud to be able to provide access to the 4G network enabling the Baunti Day celebrations to be streamed live on social media for the first time. This was a good, albeit small, example of some of the benefits that will accrue to the Island because of having a 3G/4G network.

At this stage there is no change to achieving the Mobile Network “Ready for Service” (RFS) milestone, and subsequent “Go-live” date, being the end of September and October 2020, respectively. Training and system fine tuning will be conducted in the month between RFS and Go-live.

The evaluation of tenders to provide commercial satellite bandwidth and support services for Norfolk Telecom has been completed. The Evaluation Panel’s recommendations are being finalised and will be presented at the next Council meeting.

Airport

The manufacturers of new Body Scanning and Multi-View (EDS) X-Ray Cabin Baggage & Goods equipment, to be installed at the Airport Terminal, have advised that the equipment will be available for installation sometime in September 2020. This is subject to the travel restrictions,

and freight options, available and in place at that time. It will also depend on whether structural alterations required to accommodate the new equipment at the Terminal have been completed.

Due to current funding challenges facing the Council the proposed alterations have had to be delayed. The Commonwealth have approved an extension to the deadline to install the equipment, from 31 December 2020 to 31 July 2021. Other sources of funding are being investigated.

Leading Edge Aviation Planning Professionals Pty Ltd (LEAPP), the consultancy engaged to develop a Norfolk Island Airport Master Plan (AMP), prepared an Options Paper for Council's consideration at the May Council Meeting. The paper provided three (3) distinct alternatives to address future congestion and capacity issues at the Norfolk Island Airport. A preferred Redevelopment option was identified, and the General Manager authorised to (i) develop and submit a Development Application for a new Terminal, and (ii) approach the Commonwealth to seek funding for the new terminal.

LEAPP will provide the draft Airport Master Plan Report in mid-June. The final Report will be presented to the Council at the July Council Meeting.

A separate report on the Airport Resurfacing Project is also provided in this Business Paper.

ATTACHMENTS

Nil

8.5 AIRPORT PAVEMENT REPAIR AND RESURFACING PROJECT UPDATE**Author: Alistair Innes-Walker, Manager Corporate and Finance****SUMMARY**

The purpose of this report is to provide an update on the progress of the Airport Pavement Repair and Resurfacing Project.

As previously reported many project activities have been and continue to be impacted by the State of Emergency on Norfolk, specifically the travel restrictions, and isolation requirements for contractors travelling to the Island.

Despite these issues Boral, with Council support, have endeavoured to maintain momentum on the works, and remain on target to complete the airfield scope of works by the end of August 2020. The projected practical completion date for the whole project, including demobilisation is the end of September 2020. Achievement of these dates remain subject to weather conditions, and essential material supply.

Specific outcomes to date include;

- The two concrete pads for the Regular Public Transport (RPT) apron parking bays 1 & 2 had been placed, and temporary parking positions 3 & 4 were in operation.
- Asphalt placement on primary runway 11/29 was completed excluding corrective actions.
- Asphalt placement on the apron adjoining the concrete bays had commenced.
- Runway flanking(verge) placement trials had been tweaked, utilising recycled asphalt from the existing airport runway combined with topsoil won from airport land.
- Construction of the upgrade to the Airfield Lighting system is underway with 98% of all pit and duct installation now complete. Installation of primary lighting cabling is 85% complete and new lights and control system are to follow.
- Concrete footings for the new Apron floodlight towers had been installed.
- Council has received the permit to install the Desalination unit at Cascade pier. The Desalination plant will provide water for multiple project activities, reducing demand on local supplies and providing an ongoing resource for the community once the project is completed. Boral have developed a commissioning plan for the plant, in conjunction with the installers who due to COVID-19 restrictions in Australia, and Norfolk, have been unable to come to do the install onsite.
- Boral staff also continue to directly contribute to the local economy (\$1M+) through the provision of accommodation, car hire, locally sourced materials, local labour and equipment hire, and meals for, and by their staff.
- Boral have been providing valuable knowledge transfer to Council employees and local labour hire in construction techniques, familiarisation with equipment to be handed over to Council at project conclusion.
- The project had supplied concrete to school roundabout works being constructed.

ATTACHMENTS

Nil

8.6 PEOPLE AND CULTURE UPDATE

Author: Alan Hollway, Manager People and Culture

SUMMARY

The purpose of this report is to provide an update to the elected officials on the activities of the People and Culture Department.

1. Workplace Health and Safety

- One major workplace safety incident to talk about is the injuries sustained to Hans Bender at Waste Disposal. Hans was getting out of the works vehicle and stumbled and fell into the burning embers suffering burns to the lower part of his body. The matter is still be investigated and the employee is still off work recovering from his injuries.
- A new Workplace Health and Safety System has been approved for the organisation. A request for tender was sent out and the successful bidder is Centum Systems. The greater proportion of the cost of this system is paid through the SDA.

2. Employee Relations

It is with considerable regret that Council implemented workplace redundancies on Tuesday the 2nd of June. This followed consultation with the Council in an extraordinary general meeting and consultation with the Staff Consultative Committee. The General Manager addressed the financial issues causing the need for redundancies with both Council and the SCC.

A further staff consultative committee meeting has been called for Thursday the 18th of June to allow committee members to discuss the process.

3. Performance Management

Managers have begun to create their personal plans and department business plans cascading priorities from the General Managers strategic plan and operational plan in time for the commencement of the new performance management system on 1 July 2020.

4. Recruitment

Council is currently recruiting for only 3 positions considered essential for the financial operations of Council and for good governance. They include:-

- Financial Accountant
- Management Accountant
- Payroll Officer

ATTACHMENTS

Nil

8.7 TOURISM & ECONOMIC DEVELOPMENT UPDATE

Author: Rose Evans, Team Leader - Tourism and Heritage

SUMMARY

The purpose of this report is for the Team Leader Tourism and Economic Development to provide a monthly update of industry news to Council, the Tourism Advisory Committee and the Community.



LOCALLY PRODUCED TOURISM VIDEOS

Norfolk Island Tourism has recently shared six locally produced business videos (The Hilli Goat Farm, The Homestead Restaurant, Cumberland Resort & Spa, Pinetree Tours, Norfolk Art, and Island Explorer Tours) on the Norfolk Island Tourism Facebook Page. The business videos showcase the many exciting activities and facilities we have available on island. Additionally the Tourism staff have

created four short videos to interpret the message that our destination is ready and waiting until the time when the border opens and it is safe for visitors to travel to the island. Additionally, Norfolk Island Tourism staff have developed a new destination video highlighting Norfolk’s language and uniqueness. The video was designed to feature in a digital campaign launch.

FACEBOOK FRAME

To expand destination awareness during the COVID-19 pandemic, Norfolk Island Tourism staff researched inexpensive and free ways to utilise Facebook as a platform to reach a vast audience. They came up with a fantastic idea and created a Facebook Frame titled Norfolk Island Ready & Waiting. The Frame can be added to the profile picture of any Facebook user. So far the post has reached approximately 12,000 people, had 1,300 Engagements, 45 Comments and over 100 Shares. The post launching the release of the frame was Norfolk Island Tourism’s best performing social media post for the month of May.

WEBSITE STORIES

Norfolk Island Tourism has utilised the down time during the pandemic to increase the stock of marketing content. Creative writing skills have been developed and all staff have actively contributed to building a year’s supply of stories for the destination website. Not only will the stories be included on the destination website, they will also feature in the monthly email newsletters distributed to the database of approximately 22,000 people.

TOURISM AUSTRALIA



In a project initiated by the Office of the Administrator, funding has now been approved enabling a team from Tourism Australia to travel to Norfolk Island for a famil. The proposed Tourism Australia team will potentially include the following representatives: Investment Attraction; Global Social Media; Global PR; Broadcast and Advocacy; Industry Relations.

Norfolk Island Tourism has formatted a draft itinerary for the team to highlight the many attributes the island has on offer. The Tourism Australia team have agreed to facilitate two workshops on island for the local tourism industry operators, and additionally will meet with core local tourism industry representatives.

ATTACHMENTS

Nil

8.8 MUSEUM & RESEARCH CENTRE UPDATE

Author: Rose Evans, Team Leader - Tourism and Heritage

SUMMARY

The purpose of this report is for the Heritage and Culture Advisory Committee to receive monthly updates on the activities on the Norfolk Island Museums and Research Centre.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

This report aligns with Norfolk Island Regional Council Community Strategic Direction 2, Objective 3 – Cultural expression is maintained and built heritage is protected.

It also aligns with the ‘Heritage and Culture Strategy 2017-2020, 4.2 - What the community said’.

DISCUSSIONVisitation

Totals for Jan-May 2020						
Month	Museum Passes Presented	Museum Passes Sold	Single Passes Sold	Paid Research Queries	Cemetery	Local Visitors
January	1031	251	251	62	57	285 (school holidays)
February	1205	374	284	16	55	69
March	1332	246	190	32	32	66
April	0	0	0	2	0	0
May	0	0	0	0	0	0

Income

Monthly	Monthly total	Research Income
Jan	\$25685.30	\$506
Feb	\$27305.80	\$425
March	\$26419.30	\$985
April	\$120	\$50
May	\$319.35	\$0

The museum remains closed to the public (since 25 March 2020), however a number of behind the scenes projects still ongoing. Projects included conservation of the international significant crank-wheel pieces displayed in the Commissariat Store as well as updating exhibition labelling, and in-depth cleaning of cases at the Commissariat, No. 9 and the REO. The remaining loan items from the Longest Paddock Temporary Exhibition were returned and a temporary showing of ‘Convict Connections Murals’ were placed on display to coincide with the reopening of the REO to locals.

Community Engagement

- Seven interesting items celebrating #MuseumWeek 10-17 May
- Media Release and posts celebrating International Museum Day 18 May.

General

- Three pieces of crank-wheel had corrosion removed and coating reapplied, four pieces still awaiting treatment. One casual worker is aiding Collections Officer in conservation treatment.
- KAVHA has provided funds for the reprinting signage for the KAVHA Collection housed in the Commissariat Store.
- Cleaning of cases and venues continue, currently two casuals working one shift a week
- Research projects recommenced, currently one researcher employed one day a week at the Research Centre.
- Preventative conservation continually completed.

ATTACHMENTS

Nil

9 REPORTS FROM COMMITTEES**9.1 MINUTES OF THE NORFOLK ISLAND YOUTH COUNCIL MEETING HELD ON 2 JUNE 2020****Author: Kym Buffett, Community Development Officer****RECOMMENDATION**

1. That the Minutes of the Norfolk Island Youth Council Meeting held on 2 June 2020 be received and the recommendations therein be adopted:
 - (a) That, the Norfolk Island Youth Council encourages Council to investigate a youth centre or hub.
 - (b) That the Norfolk Island Youth Council:
 - i. Advise the Community Development Officer on the development of a Youth Wellness Plan that supports and fosters active, healthy, informed and empowered youth.
 - ii. Advise the Community Development Officer on feedback on the youth focused actions in the Draft Action Summary Community Health Promotion Plan 2020-21 revised May 2020.

ATTACHMENTS

1. **Minutes of the Norfolk Island Youth Council Meeting held on 2 June 2020**



MINUTES

Norfolk Island Youth Council Meeting Norf'k Kaunsel fe Yang Salan Mitten

2 June 2020

**MINUTES OF NORFOLK ISLAND REGIONAL COUNCIL
NORFOLK ISLAND YOUTH COUNCIL MEETING
HELD AT THE NORFOLK ISLAND REGIONAL COUNCIL CHAMBERS
ON TUESDAY, 2 JUNE 2020 AT 5:30PM**

PRESENT:**IN ATTENDANCE:**

Name	Representative	Present	Apology
Cr. Robin Adams	Mayor, Norfolk Island Regional Council	✓	
Cr. John McCoy	Deputy Mayor, Norfolk Island Regional Council		✓
Lara Bigg	Youth Councillor	✓	
Kym Buffett	Community Development Officer, NIRC	✓	
Mikiela Christian-Reynolds	Youth Council Mayor, Chair	✓	
Maycee Deszeccsar	Youth Councillor	✓	
Mareeva Evans	Youth Councillor	✓	
Gaye Evans	Youth Council Community Member		✓
Harrison Hayes	Youth Councillor	✓	
Anson King	Youth Council Deputy Mayor, Chair		✓

1 WELCOME

The Youth Council Mayor welcomed the Committee to the meeting and opened the Meeting at 5:37pm.

2 ACKNOWLEDGEMENT AND OPENING PRAYER

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

Bles Aklan en maek wii sii d'rait wieh f' d'gud 'awas Yang Salan. Amen.

3 APOLOGIES

Apologies noted from Deputy Mayor, John McCoy and Youth Council Deputy Mayor, Anson King. Community Member Gaye Evans was not present.

4 DISCLOSURE OF INTEREST

NIL

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE NORFOLK ISLAND YOUTH COUNCIL MEETING HELD ON 5 MAY 2020

RECOMMENDATION

1. That the Minutes of the Norfolk Island Youth Council Meeting held on 5 May 2020 be received and the recommendations therein be adopted:
 - (a) That, the Norfolk Island Youth Council, notes the 2019 Norfolk Island Draft Health Services Plan and feedback sessions in March 2020.
 - (b) That the Norfolk Island Youth Council,
 - (i) contribute to the review and amendment of the Norfolk Island Youth Council and Junior Youth Council Terms of Reference
 - (ii) as part of the amendment, review the tenure of membership
 - (iii) support an Expression of Interest for new members, and
 - (iv) the term of current Norfolk Island Youth Council membership is extended for another year to allow the review of TOR to take place.
 - (c) That, the Norfolk Island Youth Council:
 - (i) support Norfolk Island in becoming a sanctuary for bees, and
 - (ii) the agreed recommendation be conveyed to the Office of the Administrator for information and attention.

Note: This Norfolk Island Youth Council meeting was officially held online using Microsoft Teams to practice social distancing in response to COVID-19.

<u>Moved</u>	Youth Cnr. Evans	<u>Seconded</u>	Youth Cnr. Bigg
Carried			

6 BUSINESS ARISING FROM MINUTES

6.1 YOUTH COUNCIL MEMBER ISSUES RAISED WITH THE NORFOLK ISLAND ADMINISTRATOR

SUMMARY

The Norfolk Island Youth Council sent the Administrator a letter about the issues of concern for young people, through the Mayor in February 2020.

The Norfolk Island Administrator asked to meet with the Norfolk Island Regional Council Mayor to discuss youth issues. The Youth Council preferred to send a letter to the Administrator, as a way to construct the conversation, ensure issues raised are well considered, and to allow other items to be progressed in the Youth Council meetings.

The initial verbal response has included: some items listed are already progressing; the statement about the Pharmaceuticals Benefit Scheme was incorrect and is available on Norfolk Island; the issue of Norfolk Island landline and mobile numbers in international databases and forms is an ongoing issue; inclusion of Norfolk Island nationality on birth certificates is being considered; and all Australian States pay land rates.

Issues relating to access to the National Diabetes Service Scheme on Norfolk Island was raised as part of the discussion about the Pharmaceutical Benefits Scheme. This is a different system, which has been resolved by NIHRACS.

ACTION ITEMS

Action 1: The Community Development Officer to respond to the Office of the Administrator's email on behalf of the Youth Council.

UPDATE/DISCUSSION

The Community Development Officer sent a response to the Office of the Administrator's email and copied the Youth Councillors. The response included Youth Council expectations on progressing the issues, an understanding that some things may be on hold due to the impact of COVID-19, potential partnering, and initially a letter of response.

ACTIONS

The following new actions were agreed.

Action 1: Community Development Officer to follow up on email sent to the Office of the Administrator.

6.2 NORFOLK ISLAND HEALTH PROMOTION PLAN – HEEADSSS – ADOLESCENT HEALTH CHECK

SUMMARY

The Youth Council encourage the development of a directory of youth health and wellness services and have provided advice about the development of the youth and health wellbeing assessment and tool (HEEADSSS – Home, Education and Employment, Eating and Exercise, Activities, Hobbies and Peer Relationships, Drug Use, Cigarettes and Alcohol, Sexual Activity and Sexuality, Suicide,

Depression and Self Harm, Safety).

The Youth Council provided advice on the directory and an App with the Youth and Health Wellbeing Assessment and Tool (HEEADSSS) Workshop Group and Key Assets.

NI Connect (Key Assets) have finalised development of the NI Children, Young People and Families Service Directory and once approved will upload onto the NI Connect website <https://ni-connect.net>.

As part of the discussion about mapping of services, A Local's Guide to Norfolk Island was discussed and information has been circulated.

Availability and access to off island health and wellbeing services currently available and promoted was raised in the Youth Council meeting 3 December 2019. The Department of Infrastructure, Transport, Cities and Regional Development provided the Community Development Officer with information on the cost of calling community services available on and off island promoted in the Norfolk Islander. The Community Development Officer worked with the Norfolk Islander to update the Community Services page to further identify which numbers are anonymous, free of charge and include the Youth Council suggested sites (listed above).

The Interagency Group has also developed and promoted a directory of mental health and wellbeing resources and contacts in response to COVID-19 (promoted in the Norfolk Islander, and available on NIHRACS and NIRC website).

A Draft Young Person Health and Wellbeing Checklist, to be promoted through the school, has been developed and circulated to the Youth Council for feedback.

ACTION ITEMS

Action 1: The Community Development Officer to recirculate the Draft Young Person Health and Wellbeing Checklist to the Youth Council for final confirmation on whether feedback will be provided by the Youth Council.

UPDATE/DISCUSSION

There is no further feedback and it is a quality checklist.

ACTIONS

Completed.

6.3 ALCOHOL AND SUBSTANCE MISUSE COMMUNITY HEALTH PROMOTION

SUMMARY

The Norfolk Island Youth Council supports Council's advocacy for health promotion on alcohol and substance misuse, including ICE. The Youth Council also supports the Alcohol and Other Drugs (AOD) Community Action Group and provision of advice on youth issues and alcohol and substance misuse health promotion activities.

The AOD Community Action Group meeting and updates have been circulated. The Youth Council have discussed ideas for community activities including: an arcade in town with games, pinball, bowling and a theatre. And also raised the need for a Youth Centre and if the old Youth Centre building still belongs to NIRC.

The Community Development Officer circulated examples of community activities and a template to list ideas to be shared with the AOD Community Action Plan Group. A Concept Brief template for the AOD Action Plan ideas has also been circulated with the Youth Council.

The AOD Community Action Plan Group meetings have been postponed during the declared state of emergency and in response to COVID-19.

The Community Development Officer updated that the old Youth Centre building needs maintenance, is in poor condition and contains asbestos. The Group Services Manager has been asked if there are any other Council buildings suitable to hold youth activities.

ACTION ITEMS

Action 1: The Community Development Officer to draft the Youth Council ideas into the AOD Community Action Plan Concept Brief template for the Youth Council to contribute and complete before the next AOD Community Action Plan Group meeting.

UPDATE/DISCUSSION

This action is outstanding and will be completed prior to the next AOD Community Action Plan Group meeting.

ACTIONS

The following action is to be carried over to the next meeting:

Action 1: The Community Development Officer to draft the Youth Council ideas into the AOD Community Action Plan Concept Brief template for the Youth Council to contribute and complete before the next AOD Community Action Plan Group meeting.

6.4 NOTICE OF MOTION – YOUTH ACTIVITIES

SUMMARY

The Notice of Motion, that the Norfolk Island Youth Council discuss the organisation of youth week and the allocation of the Youth Council budget for youth activities, was carried in the meeting in February 2020. Discussion about the types of activities were brainstormed to start initial discussion.

The Community Development Officer circulated examples of youth activities and a template to list other ideas to be considered.

The decision about expenditure of the budget needs to occur prior to the end of the financial year and with enough time for it to be actioned e.g. quotes obtained etc. Council's financial strain and community support package in response to COVID-19 has been discussed.

ACTION ITEMS

Action 1: The Norfolk Island Youth Council to share ideas outside the meeting and inform the Community Development Officer of the preferred options in the next couple of weeks, to enable expenditure prior to the end of the financial year.

UPDATE/DISCUSSION

The following ideas were discussed:

- Planting fruit trees in a public reserve – considering the cost of plants, watering, maintenance, and any impact on existing businesses and farmers. Possible link with the Norfolk Island Central School and Banyan Park Play Centre as alternative areas. The park next to the Guide Hall was raised as an underutilised park that could be another suitable place. The Youth Council Mayor sought initial advice from Senior Strategic Planner and the Environmental Officer that manages public reserves plans of management.
- Free WiFi access – set up a free hot spot – NBN unmetered plus \$65 web access and browsing. The need for a Youth Centre was raised. Discussion on location ideas included the cruise ship terminal. Log-in development and security was raised. Having a library with desks and computer access was raised.
- Sporting activities
- Donation to community organisation supporting COVID-19

It was acknowledged that most of these activities require further scoping and would not be realistically achieved within the financial year (2019/20). The state of Council's budget was acknowledged. The option to seek grant funding next financial year was raised.

ACTIONS

The following new actions were agreed:

- The Community Development Officer to follow up on the suggestions from the Strategic Planner Officer, and contact the Norfolk Island Central School and Banyan Park about the planting of fruit trees.
- The Community Development Officer to further scope the options discussed and any opportunities for Grant Funding.
- The Norfolk Island Youth Council to provide the Youth Council allocated funding for youth week/activities towards the NIRC Community Support Package – COVID-19. Due to COVID-19 the gesture of activities to commemorate youth week was postponed. The Youth Council has taken a decision to use their funding to assist Council with the budget.

RECOMMENDATION

That, the Norfolk Island Youth Council encourages Council to investigate a youth centre or hub.

<u>Moved</u>	Youth Cnr. Mayor	<u>Seconded</u>	Youth Cnr. Hayes
			Carried

6.5 NORFOLK ISLAND YOUTH COUNCIL TERMS OF REFERENCE AND ANNUAL REPORT

SUMMARY

The Norfolk Island Youth Council and Junior Youth Council Terms of Reference are due for annual review. An Expression of Interest for new members is also required.

The Norfolk Island Youth Council and Junior Youth Council Terms of Reference (Council Resolution 2018/206) were developed to establish the Youth and Junior Youth Council. The Terms of Reference includes, #23. Amendments to Terms of Reference: These Terms of Reference will only be amended by a resolution by Norfolk Island Regional Council. The Terms of Reference will be reviewed annually.

The recommendation that the Norfolk Island Junior Youth Council will be transformed into a sub-committee was carried by Council and needs to be updated in the Terms of Reference.

An Expression of Interest for new members is required and will ensure new members are upskilled in the Youth Council operations before more members leave the island. A revised Terms of Reference, including updated application form, will be circulated with the Expression of Interest.

The Terms of Reference also includes #12. Tenure of Membership: The tenure of membership for a Youth Councillor is one year. This will be reviewed annually by the Norfolk Island Regional Council. All Youth Council members present at the meeting 5 May 2020, agreed to continue on the Youth Council with an Expression of Interest sought for new members.

RECOMMENDATION CARRIED:

That the Norfolk Island Youth Council,

- a) contribute to the review and amendment of the Norfolk Island Youth Council and Junior Youth Council Terms of Reference
- b) as part of the amendment, review the tenure of membership
- c) support an Expression of Interest for new members, and
- d) the term of current Norfolk Island Youth Council membership is extended for another year to allow the review of TOR to take place.

UPDATE/DISCUSSION

Council Resolution 2020/53 Minutes of the Norfolk Island Youth Council Meeting Held on 5 May 2020.

Council Resolution 2020/55 Norfolk Island Youth Council Annual report and Review of the Terms of Reference.

Youth Council to raise if there are any further changes to the Terms of Reference.

The Annual Report was shared acknowledging the achievements of the Norfolk Island Youth Council since May 2019.

7 YOUTH COUNCIL MAYORAL MINUTE

NIL

8 REPORTS FROM OFFICERS

8.1 NORFOLK ISLAND YOUTH WELLNESS PLAN

SUMMARY

The 2019-20 Norfolk Island Regional Council Operational Plan and Norfolk Island Youth Council priorities includes, a Youth Wellness Plan is developed in partnership with youth and community organisations.

BACKGROUND

The Norfolk Island Community Strategic Plan, adopted by Council in 2016 includes the development of Youth Wellness plan that supports and fosters active, healthy, informed and empowered youth. This action is included in the Operational Plan and Norfolk Island Youth Council priorities for 2019-20.

The Norfolk Island Community Health Promotion Plan was developed in consultation with the community in 2018 and has a three-year time frame with action plans reviewed annually. It is implemented by the Norfolk Island Regional Health and Residential Aged Care Service and Central and Eastern Sydney Primary Health Network and other community organisations. It includes actions for focus groups across the lifespan. The goal for Children, parents, carers, families, young people, teachers and other school staff, is to improve the health and wellbeing of children, young people and families who live on Norfolk Island.

Council works collaboratively with NIHRACS in advocating for health and wellbeing for Norfolk Island and implementation of the Health Promotion Plan where appropriate.

The Draft Summary – NI Community Health Promotion Plan Actions April 2020 – March 21 (revised May 2020) has recently been developed. It includes actions on the following:

1. Sexual health
2. Mentoring/resilience skills development programs
3. Parenting programs
4. Support Antenatal, Postnatal and Child Health Services
5. Continue and evaluate NI Active Kids Program
6. Young People Health Checks
7. Youth Wellness Plan
8. Mental Health for young people

There are also some other actions with a focus across the whole community, that include young people. These include:

- Healthy Norfolk – health education, vaccination, and health campaigns
- Smoking reduction program
- Implement alcohol and other drugs (AOD) prevention programs (AOD Community Action Plan)
- Sensory Room – Evidence based support of a range of sensory-affected conditions

UPDATE/DISCUSSION

The Youth Council raised the following initial advice about the development of a Youth Wellness Plan:

- The Youth Wellness would come under the Health Promotion Plan

- A Youth Strategy could be developed instead. It might be hard to achieve young people’s contribution.
- A Youth hub would include the option to facilitate such information gathering.

The following items were raised as suggestions in response to providing feedback on the Draft Action Summary Community Health Promotion Plan 2020-21:

- The actions seem very teacher and top down oriented.
- Cyber health – educating parents on cyber health and bullying.
- Wellness promotion could include promotion of sports and activities, such as open day’s e.g. bowls, yoga, dancing open day.
- Young people smoking (including smoking socially) has been noticeable. Promotion of key messages targeting young people and behaviour about respect for second hand smoke. Smoking cessation health promotion aimed at younger people. However, not a clinic. Designated separated smokers and non-smokers area – outside clubs and pubs. Although, everyone might still group in those areas.
- Health promotion about marijuana use.

ATTACHMENTS

- 1. Draft Summary - NI Community Health Promotion Plan Actions April 2020 - March 2021 - Confidential**

RECOMMENDATION

That the Norfolk Island Youth Council:

1. Advise the Community Development Officer on the development of a Youth Wellness Plan that supports and fosters active, healthy, informed and empowered youth.
2. Advise the Community Development Officer on feedback on the youth focused actions in the Draft Action Summary Community Health Promotion Plan 2020-21_revised May 2020.

<u>Moved</u>	Youth Cnr. Bigg	<u>Seconded</u>	Youth Cnr. Hayes
			Carried

9 NOTICE OF MOTION

Nil

10 DATE OF NEXT MEETING

Next meeting will be held on Tuesday, 7 July 2020 .

11 CLOSE OF COMMITTEE MEETING

There being no further business the Chair declared the meeting closed at 7:08pm.

.....

Chair

Dated: [enter date](#)

9.2 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 4 JUNE 2020**Author: Rose Evans, Team Leader - Tourism and Heritage****RECOMMENDATION**

1. That the Minutes of the Tourism Advisory Committee Meeting held on 4 June 2020 be received and the recommendations therein be adopted.
2. That Council endorse the appointment of Sue-Ellen Quintal in the vacant TAC position of Tourism Operations.
3. That Council endorse the amendment of Elise McCaskie to replace Daniela Cristofaro in the TAC position of reserve ATA representative.
4. That the General Manager organises as a matter of urgency a discussion with Air New Zealand about improvement to the flight schedule servicing Norfolk Island, with intent of achieving a return to regular scheduled flights (prior COVID-19) by the end of August.
5. That the Tourism & Economic Development Report May 2020 be noted, and in particular that Tourism Australia is to travel to Norfolk Island for a famil with possible representation from Investment Attraction, Global Social Media, Global PR, Broadcast and Advocacy and Industry Relations.
6. When visitors are permitted to visit Norfolk Island again, consideration is to be given to existing tourism staff distributing the Visitor Survey Cards to departing visitors at every scheduled plane departure.
7. Committee notes that Glen Jacobs from World Trails has been invited to the island to scope the potential for a mountain bike trail.

ATTACHMENTS

1. **Minutes of the Tourism Advisory Committee Meeting held on 4 June 2020**



MINUTES

Tourism Advisory Committee Meeting

4 June 2020

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

PRESENT:**IN ATTENDANCE:**

Name	Representative	Present	Apology
Robin Adams	Mayor	✓	
Lisle Snell	Councillor	✓	
Fiona Anderson	The Administrator's Office	✓	
Rael Donde	Accommodation and Tourism Association	✓	
Paul Porter	Tourism Operations/Community Member	✓	
Naomi Thompson	Tourism Operations	✓	
Howard Martin	Community Member	✓	
Andrew Roach	General Manager - NIRC	✓	
Rose Evans	Team Leader Tourism & Economic Development	✓	
VACANT	Tourism Operations		
VACANT	RDA Representative		

1 WELCOME

The Chair welcomed the Committee to the meeting and opened the Meeting at 4:05pm.

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

2 DISCLOSURE OF INTEREST

Name	Agenda Item	Type	Nature of Interest

3 CONFIRMATION OF MINUTES**3.1 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 7 MAY 2020****RECOMMENDATION**

- That the Minutes of the Tourism Advisory Committee Meeting held on 7 May 2020 be received and the recommendations therein be adopted.

<u>Moved</u>	Paul Porter	<u>Seconded</u>	Howard Martin
			Carried

4 BUSINESS ARISING FROM MINUTES

4.1 ORDINARY COUNCIL MEETING MINUTES 20 MAY 2020 – TAC RESOLUTIONS

<p>9.2 MINUTES OF THE TOURISM ADVISORY COMMITTEE MEETING HELD ON 7 MAY 2020</p>	
<p>RESOLUTION 2020/54</p> <p>Moved: Cr Lisle Snell Seconded: Cr Rod Buffett</p>	
<p>1. That the Minutes of the Tourism Advisory Committee Meeting held on 7 May 2020 be received and the recommendations therein be adopted.</p>	<p>2. That the General Manager encourages Radio Norfolk to incorporate a regular Norf’k segment each week dedicated entirely to Norf’k language, music, archived stories and interviews.</p>
<p>3. That the Tourism and Economic Development Report March & April 2020 be noted.</p>	<p>4. That the General Manager pursues a conversation with Air New Zealand about the possibility of the flight service being run out of the Brisbane and Sydney Domestic Airports during the COVID-19 pandemic.</p>
<p>CARRIED</p>	
<p>UNANIMOUS</p>	

4.2 VACANT TAC POSITION

Received an application from Sue-Ellen Quintal, General Manager of Baunti Escapes for the vacant TAC position of Tourism Operations.

Received a request from the ATA for Elise McCaskie, ATA Vice President to replace Daniela Cristofaro as the reserve ATA representative.

RECOMMENDATION

That Council endorse the appointment of Sue-Ellen Quintal in the vacant TAC position of Tourism Operations.

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

Recommendation

That Council endorse the amendment of Elise McCaskie to replace Daniela Cristofaro in the TAC position of reserve ATA representative.

<u>Moved</u>	Rael Donde	<u>Seconded</u>	Naomi Thompson
Carried			

4.3 AIR NEW ZEALAND

Discussions regarding the drastic changes made to the Air New Zealand schedule to Norfolk Island leading into our busy season, and the lack of consultation or consideration to the devastating effects on the Norfolk Island economy. The number of flights is the limiting factor to our economy.

Recommendation

That the General Manager organises as a matter of urgency a discussion with Air New Zealand about improvement to the flight schedule servicing Norfolk Island, with intent of achieving a return to regular scheduled flights (prior COVID-19) by the end of August.

<u>Moved</u>	Naomi Thompson	<u>Seconded</u>	Howard Martin
			Carried

4.4 TRAINING WORKSHOPS

Team Leader has undertaken the coordination of volunteer trainers to conduct free training workshops for the Norfolk Island community. The purpose of the workshops is to improve service standards island wide, provide a free opportunity for locals during a difficult period, and offer personal development not normally available on island.

Courses will include:

- Customer Service;
- Barista Course; Coffee Art
- Serve Food and Beverage; Provide Table Service of Food and Beverage; Provide Silver Service;
- Social Media for Businesses.

A suggestion was made to incorporate the use of the Norfolk language as a component of the Customer Service training workshops.

Venues large enough for training (with social distancing regulations) are yet to be determined and every attempt will be made to secure training venues willing to waive fees.

Enrolment priority for the initial courses will be given to those who are already working in local businesses under the relative industries with any spaces filled by interested community members. If the initial courses are successful secondary courses may be scheduled for any residents who are interested in gaining employment in the relative industries.

4.5 NORFOLK LANGUAGE

The General Manager has mentioned the idea of the Radio Norfolk – Norfolk Segment to Darlene and she is very supportive of incorporating into the program.

Team Leader has again contacted the Council of Elders regarding the encouragement of using the Norfolk language more within the community. Team Leader has contacted all Tour Operators and asked them to use 'Watewieh' as a universal greeting and has received nothing but positive feedback and support for this suggestion.

4.6 MISS NORFOLK ISLAND PAGEANT

We have received positive feedback in support of the proposal of a Miss Norfolk Island Pageant. Team Leader to meet with stakeholders to discuss who will drive the project.

5 REPORTS FROM OFFICERS**5.1 TOURISM & ECONOMIC DEVELOPMENT REPORT MAY 2020****RECOMMENDATION**

That the Tourism & Economic Development Report May 2020 be noted, and in particular that Tourism Australia is to travel to Norfolk Island for a famil with possible representation from Investment Attraction, Global Social Media, Global PR, Broadcast and Advocacy and Industry Relations.

<u>Moved</u>	Robin Adams	<u>Seconded</u>	Howard Martin
			Carried

5.2 VISITOR DATA COLLECTION REPORT**SUMMARY**

The purpose of this report is for the Team Leader Tourism & Economic Development to provide information to the Tourism Advisory Committee regarding proposed ways to improve collection of visitor data.

RECOMMENDATION

When visitors are permitted to visit Norfolk Island again, consideration is to be given to existing tourism staff distributing the Visitor Survey Cards to departing visitors at every scheduled plane departure.

<u>Moved</u>	Rael Donde	<u>Seconded</u>	Paul Porter
			Carried

6 ITEMS FROM COMMITTEE MEMBERS**6.1 WORLD TRAILS FAMIL TO NORFOLK ISLAND****DISCUSSION**

World Trails is one of the largest and most experienced Mountain Bike trail companies in the world. Glen Jacobs has been invited to the island to understand the product offering of Norfolk Island and the viability of designing a mountain bike trail.

RECOMMENDATION

Committee notes that Glen Jacobs from World Trails has been invited to the island to scope the potential for a mountain bike trail.

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

7 COMMITTEE OF THE WHOLE

Did not go into Committee of the Whole

8 DATE OF NEXT MEETING

Next meeting will be held on Thursday, 2 July 2020 .

9 CLOSE OF COMMITTEE MEETING

There being no further business the Chair declared the meeting closed at 5.24pm.

.....

Councillor Robin Adams

Chair

Dated: [enter date](#)

10 REPORTS FROM GENERAL MANAGER

10.1 ELECTION 2020

Author: Leanne Webb, Manager Customer Service

SUMMARY

The Norfolk Island Regional Council (NIRC) Councillor elections are scheduled to be held on Saturday 12 September 2020. The following report provides information in regards to the status of this project.

BACKGROUND

Council is governed by the *Local Government Act 1993 (NSW)(NI)*. Legislation dictates that Council elections are held every 4 years; the next scheduled local government Council election in NSW is September 2020.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Community Strategic Plan 2016 – 2026 (CSP) – An informed and accountable community

- Objective 9 – An informed community
- Objective 10 – Transparency in decision making

DISCUSSION

Council has engaged the Australian Election Company (AustElect) to administer the election. A draft timetable has been released by the AustElect which lists the following key dates:

- It is anticipated that the electoral office on Norfolk Island will open 29 July 2020.
- All rolls close on 3 August 2020.
- Nominations will occur mid-August, the date at this time is listed as 4 August (nominations open) and 12 August (nominations close), this may be subject to change.
- Pre-Poll voting will commence 31 August 2020 and will run until 11 September 2020.
- The election will be held on Saturday 12 September 2020 8:00am – 6:00pm, Rawson Hall has been booked for this purpose.

Dates are still being explored for Councillor training.

More information will be provided to the Council as well as to the community in the coming months through a series of media releases.

GOVERNANCE/POLICY IMPLICATIONS

Due to the implications of COVID19 it is anticipated that an extended Pre-Poll voting period will be required to ensure social distancing requirements are met, postal voting will also be allowable.

LEGAL IMPLICATIONS

The AustElect timetable will meet the legislative requirements of conducting a local government election under the applied *Local Government Act 1993 (NSW)(NI)*

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The ability to vote by post and, an extended Pre-Poll voting time will allow those who are our most vulnerable to vote without having to come into close contact with others. This will ensure that fewer voters are in one location in large numbers at any one time, meeting the social distancing requirements.

FINANCIAL IMPLICATIONS

The cost of the election will be funded from next financial year's budget 2020-2021.

CONCLUSION

Whilst the finer details of the process are still to be configured, at this time it is confirmed that the NIRC Councillor elections will take place on 12 September 2020.

RECOMMENDATION

That Council note this report.

ATTACHMENTS

Nil

10.2 OUTSOURCING OF INTERNAL AUDIT FUNCTION

Author: Alan Hollway, Manager People and Culture

SUMMARY

Council is proposing to outsource the internal audit function to industry professionals to improve efficiency, save money and have enhanced independent advisors reviewing the audit function.

BACKGROUND

Due to the organisational restructure, the internal audit officer function was declared redundant and Council in reviewing this role determined that a full time employee was not necessary to undertake these functions and that a private firm could provide improved economies of scale.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

This recommendation meets the needs of the resourcing strategy.

DISCUSSION

Council contacted on “local buy” an external provider experienced at managing the internal audit functions for Council and a competitive price was submitted ensuring NIRC achieved cost savings in this area with improved services.

GOVERNANCE/POLICY IMPLICATIONS

Enhanced independent governance implications.

LEGAL IMPLICATIONS

No legal implication

ENVIRONMENTAL IMPLICATIONS

No environmental implication

SOCIAL IMPLICATIONS

No social implication

FINANCIAL IMPLICATIONS

Savings of approximately \$60,000 per annum to Council.

CONCLUSION

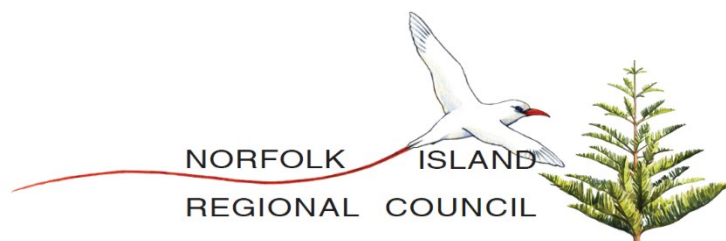
Council to achieve benefits for outsourcing internal audit functions.

RECOMMENDATION

That Council adopts the recommendation to appoint Pacifica Chartered Accountants (Cairns) to conduct internal audit programs.

ATTACHMENTS

- 1. Outsourcing of Internal Audit**



MEMORANDUM

TO: Andrew Roach

CC:

FROM: Alan Hollway

DATE: 18 June 2020

1. SUBJECT: Quotation for Internal Audit Services

Introduction

The purpose of this report is to make a recommendation on the possible outsourcing of the internal audit function.

Background

The Council has approved the proposal by the General Manager to restructure the organisation streamlining departments to achieve economies of scale and to reduce costs as a result of the dual impact of COVID-19 as well as a deteriorating financial situation caused by previous management.

Within that approved recommendation a number of permanent positions have been declared redundant including the position of Risk and Internal Audit Officer.

Why Outsource

This position has been declared redundant as there exists a number of external independent suppliers of this service that can conduct the service more cost effectively.

In addition the appointment of an independent firm separate to the Council maximises the opportunity of having greater independent scrutiny of costs and activities which are identified to be a risk to the Council.

We also believe that the "inhouse expertise" has not been to a standard that the Council desires and recent financial events have demonstrated the need for the engagement of an independent source with higher expertise.

The Preferred Supplier

The preferred supplier is Pacifica Chartered Accountants from Cairns Australia. Pacifica have a solid reputation in the Local Government environment and provide this service to many councils including the remote councils of Torres Strait Island Regional Council and Lockhart River Aboriginal Shire Council as well as regular mainstream Councils including amongst others Flinders Shire Council. References have been provided and have been checked confirming suitability of appointment.

The preferred supplier is on the “local buy” approved service providers and the depth of services matches our organisational needs.

Financial Benefits

The services to which Pacifica Chartered Accountants have offered to council which meets our customer service needs is \$45,000 per annum which includes work on establishing the internal audit plan, risk plan and assessment of projects and attending audit committee meetings by webcam 3 times a year. One visit will be made to Norfolk island once a year with travel and accommodation paid by Council. The Council expects to save approximately \$50,000 in salary and on costs and achieve a better standard of service.

Recommendation

I recommend the appointment of Pacifica Chartered Accountants to undertake the internal audit services of Norfolk Island Regional Council.

Yours sincerely

Alan Hollway
Executive Manager Organisational Development

11 REPORTS FROM MANAGER PEOPLE AND CULTURE**11.1 NEW SOCIAL MEDIA POLICY**

Author: Alan Hollway, Manager People and Culture

SUMMARY

The People and Culture Department have developed a new social media usage policy defining permissible personal conduct and breaches of the code of conduct.

BACKGROUND

NIRC has had no current social media policy regulation and have relied upon an old administration Policy and Guidelines (Release No. 2015/18) This policy was regarded as not being current or able to regulate Council employees social media usage for NIRC employees post 2016. Industrial Relations recommendations provided to the Council required Council to update this policy and make it relevant to NIRC employees.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

N/A

DISCUSSION

It is acknowledged that certain risks are associated with social media tools and that personal use of social media tools including Facebook, Instagram and Twitter can cause reputational harm to the Council and a policy is sought which transparently guides employees as to appropriate behaviour.

GOVERNANCE/POLICY IMPLICATIONS

This policy is not intended to discourage nor unduly limit personal expression or online activities by staff however they need to be aware of proper conduct and the implications for staff disciplinary action for breaches of the code of conduct.

LEGAL IMPLICATIONS

To reinforce disciplinary standards providing the Council with strength to implement disciplinary action upon breaches of the code of conduct and this policy.

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

Improve social and community awareness and respect to Norfolk Island Culture and Heritage.

FINANCIAL IMPLICATIONS

N/A

CONCLUSION

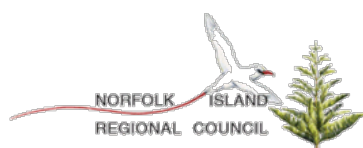
N/A

RECOMMENDATION

That Council adopt the new Norfolk Island Regional Council Social Media Policy.

ATTACHMENTS

1. **Draft Norfolk Island Regional Council Social Media Policy**



NORFOLK ISLAND REGIONAL COUNCIL SOCIAL MEDIA POLICY

Function: Human Resources

Submitted 10 March 2020

Waiting approval:

Waiting Adoption

Our Values

ICARE

INTEGRITY

CUSTOMER SERVICE

ACCOUNTABILITY

RESPECT

EXCELLENCE

1 Policy objective

The objective of this policy is to provide guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a public manner. This policy is designed to protect the Council and set boundaries for the employees.

2 Related legislation & Policies

DEFAMATION ACT 2002 (NSW)

COMMONWEALTH PRIVACY LEGISLATION

FAIR WORK AUSTRALIA - UNFAIR DISMISSAL

NORFOLK ISLAND CODE OF CONDUCT

NORFOLK ISLAND POLICY ON BULLYING

RACIAL VILIFICATION ACT 1996

3 Eligibility

All employees employed by Norfolk Island Regional Council

4 Definitions

The term social media includes the use of facebook, blogs, Instagram, twitter, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and all other social media platform sites and services that permit users to share information with others in a public manner.

5 Policy statement

5.1 Private Use of Social media

- 5.2 Employees posting messages on social media are not permitted to associate themselves with the Council or imply that the message, post or opinion is that of Council's.
- 5.3 Content pertaining to sensitive Council information including privileged information, confidential commercial information or any information held in confidence by the Council may not be released to the general public.
- 5.4 As an employee of Council, you are not permitted to discuss on social media, decision making or related activities without direct approval of the General Manager
- 5.5 You are not permitted to post any item on social media which could bring your employer (Council) into disrepute or make disparaging comments about your employer.
- 5.6 If you are a recognised person known by the Community for your employment with Council, you are required to be cautious about any post that may deal with potential conflicts of interests or items that could be considered as trying to influence outcomes that the Council may make a decision on where a pecuniary interest may apply.
- 5.7 Proper copyright, intellectual property and reference laws should be observed by employees when posting online.
- 5.8 The Council should not be held liable for any repercussions the employee's content may generate.
- 5.9 Dishonourable contents such as racial vilification, ethnic slurs, sexual harassment, religious discrimination or discrimination or disparaging slurs about physical disability are not tolerated and may affect your employment through breaches of the Council code of conduct and disciplinary action may be implemented which includes termination of employment.
- 5.10 Giving out personal information about customers or employees is strictly prohibited. Responding to an offensive or negative post by a customer should be avoided.
- 5.11 Be honest about who you are and clarify that the opinions are all your own and be respectful in your communications otherwise it could reflect poorly upon you and the Council.

6.1 Work Use of Social Media

- 6.2 If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a Manager or Team Leader.
- 6.3 Employees using social media as part of their job should get appropriate authority to post any information in the public forum.
- 6.4 Employees should be aware of the effect their actions may have on their images, as well as the Council image.
- 6.5 Employees need to know and adhere to the Council's code of conduct when posting any news item on social media.
- 6.6 Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment
- 6.7 Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorised Council spokespersons..
- 6.8 Employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- 6.9 If an employee is in doubt about doing a social media post, then err on the side of caution and do not do it.
- 6.10 As a public servant we must ensure our professionalism at all time and ensure that we do not disrespect local culture or heritage.
- 6.11 Any positing that is categorised as breaching the code of conduct will be analysed by Human Resources and a staff disciplinary action imposed. The Human Resource Department depending upon the severity of the offence cause by the post may consider a number of disciplinary options including that the employee may be provided with a show cause reason why employment should not be terminated.
- 6.12 This policy replaces the old pre-2016 Administrative guidelines and applies to all Council employees at all level upon adoption.

12 REPORTS FROM MANAGER CORPORATE AND FINANCE

Nil

13 REPORTS FROM MANAGER COMMERCIAL

Nil

14 REPORTS FROM MANAGER ECONOMIC DEVELOPMENT

Nil

15 REPORTS FROM MANAGER SERVICES

Nil

16 REPORTS FROM MANAGER PLANNING AND ENVIRONMENT**16.1 WORKSHOP FOR WASTE MANAGEMENT CENTRE FEE STRUCTURE 2020-21 FINANCIAL YEAR**

Author: James Castles, Manager Planning and Environment

SUMMARY

The Waste Management Centre (WMC) Fee Structure 2020-21 report prepared by the Team Leader Waste and Environment was presented to Council at the May Council meeting.

Council discussed the report and a decision was made to hold over the report and defer it to the June meeting:

(Resolution 2020/52 is: that Council defer this report to June 2020 Council Meeting and call upon the General Manager to organise a Workshop between Staff and Councillors to further discuss this Waste Management fee structure before it's return to Council for endorsement at a future date).

It is now evident that more time is required to undertake further research (especially into options for power generation) and to plan and prepare for a workshop with councillors to discuss the 2020-21 WMC fee.

It is therefore recommended that further detailed research be undertaken and more detailed information be presented to Council before a workshop is arranged for a later date.

If any changes to the current WMC fee structure are proposed following the workshop a full community consultation process will be undertaken.

RECOMMENDATIONS

That

1. Council agrees for further research to be undertaken and more detailed information be presented to Council before a workshop is arranged for a later date.
2. A full community consultation process be undertaken if any changes to the current WMC fee structure are proposed following the workshop.

ATTACHMENTS

Nil

16.2 DEVELOPMENT AND BUILDING APPLICATION DA.BA 12/2020

Author: Jodie Brown, Senior Strategic Planner

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.BA 12/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*.

DA.BA 16/2019

- Applicant: P A Reeves & L J Quintal
- Subject Land: Portion 124a, 176 Anson Bay Road
- Proposed Use or Development: *Food Premises* (café / bar) and associated *Signage*

It is recommended that Council recommends to the Minister’s delegate that the development application is approved subject to conditions in the Notice of Decision.

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

BACKGROUND

In 2018, the *Norfolk Island Planning and Environment Board Act 2002 (NI)* was repealed. The roles and functions of the former Planning and Environment Board specified in the *Planning Act 2002 (NI)* (‘the Act’) became the responsibility of the Norfolk Island Regional Council. That includes roles in processing development applications for ‘permissible (with consent) use or development’ and applications for modification of approval for such development applications.

Section 44 of the Act specifies steps processing development applications for ‘permissible (with consent) use or development’ generally as follows:

- After public consultation on the application, the General Manager shall refer the application to the Council together with a copy of any public submissions received and other relevant documents and a report and recommendations on the application from the General Manager.
- After the application and the recommendation have been referred to the Council, the Council shall make a recommendation about the application.
- If the Council’s recommendation is different to that of the General Manager, the reasons for the difference shall be specified in the Council’s recommendation.
- The Council shall refer the application, its recommendation, and any public submissions and other relevant material, including the General Manager’s Report, to the Minister.
- On reference of the application, the Minister shall
 - give development approval to the application; or

- refuse development approval; or
- refer the application back to the General Manager with directions to take specified further actions.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Strategic Direction 1 – An environmentally sustainable community

Objective 1 - Use and manage our resources wisely

Strategic Direction 4 - A successful and innovative community

Objective 6 – Strong, diverse and vibrant business environment

DISCUSSION

The subject land is zoned Rural in the Norfolk Island Plan 2002 ('the Plan') and developed with one *Residence – Dwelling House*. The subject land has an area of 6.93 ha.s.

The Application seeks approval to –

1. Develop and use the subject land for the purposes of a Café / Bar that would be used:
 - For provision of refreshments and light meals to the general public.
 - As an afternoon tea venue for organisations such as White Oaks, the Rotary Club and the Lions Club.
 - As a venue for weddings and other functions such as progressive dinners and barbeques.

The proposed Café / Bar would be operated from a dedicated building to be constructed at the subject land, generally described as -

- Maximum height of 3.85 m and floor area of 110.92 sqm.
 - The walls and roof would be corrugated iron coloured white.
2. Install signage generally described as –
 - Sign 1: Flush Wall Advertising Structure attached to the wall above the front door of the premises.
 - Sign 2: Pole Freestanding Advertising Structure located Inside the front fence adjacent to the driveway.
 - Sign 3: Sandwich Board located adjacent to the driveway outside the front boundary.

In the Plan, under Clause 117 – *The Purpose Definitions*, the proposed Café and Bar is defined as *Food Premises*.

Sign is defined in Clause 114 – *Administrative Definitions* and specific types of signs are defined in Development Control Plan No.4 - Outdoor Advertising Structures and Signs.

The development and use of premises for *Food Premises* (café/ bar) is classed as permissible with consent and the signage as recommended is classed as permissible with consent.

No public submissions were received in response to the invitation for public comment.

The proposal has been assessed that assessment concluded that the development application for *Food Premises* and *Signage* as recommended is consistent with the relevant provisions of the Norfolk Island Plan 2002.

The Contract Planner's Report recommends that Council recommends to the Minister's delegate that the application be approved, subject to the recommended conditions

GOVERNANCE/POLICY IMPLICATIONS

Nil

LEGAL IMPLICATIONS

If Council's recommendation is different to the Contract Planner's recommendation, pursuant to section 44(3) of the *Planning Act 2002 (NI)*, Council needs to specify the reasons for the difference in its recommendation.

ENVIRONMENTAL IMPLICATIONS

The recommended conditions of development approval are intended to preserve the physical and environmental qualities and values of Norfolk Island and to minimise harm to the biophysical environment.

SOCIAL IMPLICATIONS

The recommended conditions of development approval are intended to preserve community and social values and contribute towards the preservation of the quality of life and the amenity of Norfolk Island.

FINANCIAL IMPLICATIONS

Nil

CONCLUSION

It is concluded that DA.BA 12/2020 is consistent with the relevant provisions of the Plan, subject to compliance with the recommended conditions for approval of the application.

RECOMMENDATION

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 12/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA.BA 12/2020 to the Minister's delegate with Council's recommendations on the application.

ATTACHMENTS

Nil

16.3 DEVELOPMENT APPLICATION DA 4/2020

Author: Jodie Brown, Senior Strategic Planner

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 4/2020 is referred to Council for consideration and a recommendation under section 44 of the *Planning Act 2002 (NI)*:

DA.BA 16/2019

- Applicant: E Christian-Bailey
- Subject Land: Pns 39i1 & 39i2 Sh: 40, 107 Taylors Road
- Proposed Use or Development: *Subdivision Minor*: Boundary adjustment between Portion 39i1 and Portion 39i2, 107 Taylors Road; and Change of Use to allow *Residence - Dual Occupancy* as an additional permitted use of an existing residence class building at proposed Pn 39i4.

It is recommended that Council recommends to the Minister’s delegate that the development application is approved subject to conditions in the Notice of Decision.

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

BACKGROUND

In 2018, the *Norfolk Island Planning and Environment Board Act 2002 (NI)* was repealed. The roles and functions of the former Planning and Environment Board specified in the *Planning Act 2002 (NI)* (‘the Act’) became the responsibility of the Norfolk Island Regional Council. That includes roles in processing development applications for ‘permissible (with consent) use or development’ and applications for modification of approval for such development applications.

Section 44 of the Act specifies steps processing development applications for ‘permissible (with consent) use or development’ generally as follows:

- After public consultation on the application, the General Manager shall refer the application to the Council together with a copy of any public submissions received and other relevant documents and a report and recommendations on the application from the General Manager.
- After the application and the recommendation have been referred to the Council, the Council shall make a recommendation about the application.
- If the Council’s recommendation is different to that of the General Manager, the reasons for the difference shall be specified in the Council’s recommendation.
- The Council shall refer the application, its recommendation, and any public submissions and other relevant material, including the General Manager’s Report, to the Minister.

- On reference of the application, the Minister shall
 - give development approval to the application; or
 - refuse development approval; or
 - refer the application back to the General Manager with directions to take specified further actions.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Strategic Direction 1 – An environmentally sustainable community

Objective 1 - Use and manage our resources wisely

Strategic Direction 4 - A successful and innovative community

Objective 6 – Strong, diverse and vibrant business environment

DISCUSSION

The subject land is zoned Mixed Use in the Norfolk Island Plan 2002 ('the Plan'). Portion 39i1 has frontage the Taylors Road and has an area of 1.024 ha. Portion Pn 39i2 is a land locked block at the (east) of Portion 39i1 and has an area of 1.346 ha.

The subject land is developed with thirteen (13) tourist accommodation units and one dwelling unit and is known as 'Fletcher Christian Apartments'. Twelve (12) of the thirteen (13) apartments are located at Portion 39i1. The existing residence class building partly straddles the boundary between the two portions of land and includes one *Residence – Dwelling House* and one *Residence – Accommodation Unit*.

The Application seeks approval to –

- Adjust the boundary so that the residence class building; including one (1) tourist accommodation unit, would be wholly contained within proposed Portion 39i4 and twelve (12) of the tourist accommodation units would be located at proposed Portion 39i3; and
- Change of use to allow the residence class building to be used as *Residence – Dual Occupancy*; so that the existing tourist accommodation unit in that building may also be used for long term rental and occupation as a 'dwelling unit'.

There is no additional building proposed.

In the Plan, under Clause 117 – *The Purpose Definitions*, the proposed development is defined as

- *Subdivision Minor – Boundary Adjustment* and
 - Change of Use to allow *Residence - Dual Occupancy* as an additional permitted use of an existing residence class building.

The change of use to *Residence – Dual Occupancy* is classed as permissible with consent; and existing buildings would encroach within the setbacks of the adjusted boundary between the two (2) modified portions of land. The boundary adjustment is classified as *Subdivision – Minor* and in the Mixed Use Zone is a permitted development.

No public submissions were received in response to the invitation for public comment.

Council staff assessed the proposal and concluded that the development application the *Subdivision – Minor – Boundary Adjustment* and *Change of Use - Residence - Dual Occupancy* is consistent with the relevant provisions of the Norfolk Island Plan 2002 (as amended).

The Senior Strategic Planner's Report (prepared as the General Manager's delegate) recommends that Council recommends to the Minister's delegate that the application be approved, subject to the recommended conditions

GOVERNANCE/POLICY IMPLICATIONS

Nil

LEGAL IMPLICATIONS

If Council's recommendation is different to the Senior Strategic Planner's recommendation, pursuant to section 44(3) of the *Planning Act 2002 (NI)*, Council needs to specify the reasons for the difference in its recommendation.

ENVIRONMENTAL IMPLICATIONS

The recommended conditions of development approval are intended to preserve the physical environmental qualities and values of Norfolk Island and to minimise harm to the environment.

SOCIAL IMPLICATIONS

The recommended conditions of development approval are intended to preserve community and social values and contribute towards the preservation of the quality of life and the amenity of Norfolk Island.

FINANCIAL IMPLICATIONS

Nil

CONCLUSION

It is concluded that DA.4/2020 is consistent with the relevant provisions of the Plan, subject to compliance with the recommended conditions for approval of the application.

RECOMMENDATION

That

1. The Norfolk Island Regional Council, pursuant to section 44(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA 4/2020 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 44(4) of the *Planning Act 2002 (NI)*, refers DA 4/2020 to the Minister's delegate with Council's recommendations on the application.

ATTACHMENTS

Nil

16.4 APPLICATION TO MODIFY DEVELOPMENT APPROVAL DA.BA 26/2019-2

Author: Jodie Brown, Senior Strategic Planner

SUMMARY

Under Section 57 of the *Planning Act 2002 (NI)* (the Act) development applications to modify development approval for 'permissible (with consent) use or development' are to be referred to the Council together with a 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 26/2019-2 is referred to Council for consideration and a recommendation under section 57 of the *Planning Act 2002 (NI)*:

DA 26/2019-2

- Applicant: Noble Property Trust
- Subject Land: Portion 47c4, 30 Martins Road
- Proposal: Application to Modify Development Approval DA.BA 26/2019 - Change of Use to *Residence – Dwelling House and Residence – Accommodation Unit*; and Construction of one additional *Residence – Accommodation Unit*; and Installation of one *Pole or freestanding advertising structure*.

It is recommended that Council recommends to the Minister's delegate that the Application to Modify development approval, is approved to the extent described in the Notice of Decision.

The Application and Planning Assessment Report have been viewed by the Councillors and the Application is available for viewing by the public at the Planning Office.

BACKGROUND

In 2018, the *Norfolk Island Planning and Environment Board Act 2002 (NI)* was repealed. The roles and functions of the former Planning and Environment Board specified in the *Planning Act 2002 (NI)* ('the Act') became the responsibility of the Norfolk Island Regional Council. That includes roles in processing development applications for 'permissible (with consent) use or development' and applications for modification of approval for such development applications.

Section 57 of the Act specifies steps for processing development applications for modification of development approvals for 'permissible (with consent) use or development' generally as follows:

- After the application and the recommendation have been referred to the Norfolk Island Regional Council, the Council shall make a recommendation about the application.
- If the Council's recommendation is different to that of the General Manager's the reasons for the difference shall be specified in the Council's recommendation.
- The Council shall forward its recommendation to the Minister.
- Upon reference of the application, the Minister may -
 - modify the approval; or
 - refuse to modify the approval.

RELEVANCE TO THE STRATEGIC PLAN AND RESOURCING STRATEGY

Strategic Direction 1 – An environmentally sustainable community

Objective 1 - Use and manage our resources wisely

Strategic Direction 4 - A successful and innovative community

Objective 6 – Strong, diverse and vibrant business environment

DISCUSSION

The Application to Modify Development Approval proposes the following:

- Extend to the period of time until the development approval lapses, from eighteen (18) months from the date the approval took effect specified in the Notice of Decision, to five (5) years from the date the approval took effect. That would mean the development approval would lapse on 25 February 2025.
- Modify Conditions 22 and 23 that require the installation of a package treatment system to serve the two tourist accommodation units and one dwelling house and that all three residence class units are connected to the package treatment system at the time that system is commissioned; to allow for the septic system that serves the *Residence – Dwelling House* to continue to operate and serve the dwelling house after installation and commissioning of the package treatment system until the septic system is no longer operating effectively.

The Planning Assessment concluded that

1. A change to the date on which approval lapses, to allow the development approval to remain valid for five years until 21 February 2025 is not supported, given it is not possible to predict the physical, economic and social environmental conditions that might be in place at that time and therefore the suitability and compatibility of the development at that time, if not developed. A period of three years until the date the approval lapses is considered reasonable and recommended.
2. It is not reasonable to change conditions to allow the *Residence – Dwelling House* to remain connected to the septic system after the package treatment system has been commissioned given the reasons for requiring all three (3) residence class building to be connected to the package treatment system when it is commissioned are intended to protect the physical environment. Therefore no change is recommended to Condition 22 or 23.

The Senior Strategic Planner's Assessment Report (prepared as the General Manager's delegate) recommends that Council recommends to the Minister's delegate that the application be modified to extend the date on which the approval lapses to three (3) years from the date the approval took effect.

If Council's recommendation is different to the Senior Strategic Planner's recommendation, pursuant to section 57(3) of the *Planning Act 2002 (NI)*, Council needs to specify the reasons for the difference in its recommendation.

ENVIRONMENTAL IMPLICATIONS

The conditions of development approval in the original Notice of Decision and as modified, if approved, are intended to preserve the physical and social environmental qualities and social

environmental qualities and values of Norfolk Island and to minimise harm to the biophysical environment in undertaking the development.

SOCIAL IMPLICATIONS

The conditions of development approval in the original Notice of Decision and as modified, if approved, are intended to preserve community and social values and contribute towards the preservation of the quality of life and the amenity of Norfolk Island.

FINANCIAL IMPLICATIONS

Nil

CONCLUSION

It is concluded that the it is reasonable to modify the Notice of Decision for DA.BA 26/2019-2 to extend the date on which approval lapses to three (3) years from the date the approval took effect.

RECOMMENDATION

That

1. The Norfolk Island Regional Council, pursuant to section 57(2) of the *Planning Act 2002 (NI)*, makes a recommendation to approve DA.BA 26/2019-2 in accordance with the statutory requirements of that Act and in accordance with the recommended Notice of Decision; and
2. The Norfolk Island Regional Council, pursuant to section 57(4) of the *Planning Act 2002 (NI)*, refers DA.BA 26/2019-2 to the Minister's delegate with Council's recommendations on the application.

ATTACHMENTS

Nil

17 REPORTS FROM MANAGER CUSTOMER SERVICE

Nil

18 NOTICES OF MOTION**18.1 NOTICE OF MOTION - MEDIA RELEASE NOFOLK ISLAND LOCAL GOVERNMENT ELECTION**

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 24 June 2020, I intend to move the following motion:-

MOTION

That Council acknowledges the media release titled Norfolk Island Local Government Election dated 11 June 2020 (attached) issued by the Australian Government Department of Infrastructure, Transport, Regional Development and Communications and requests the General Manager to issue a media release to the community with a definition of “who is a Norfolk Island resident” for the purposes of the electoral legislation applicable to Norfolk Island.

ATTACHMENTS**1. Departmental Media Release - NIRC Election**



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

MEDIA RELEASE

11 June 2020

Norfolk Island Local Government Election

Residents of Norfolk Island are being asked to check their enrolment on the [Australian electoral roll](#) by 3 August 2020, before the next election of the Norfolk Island Regional Council (the Council), which is due to take place on 12 September 2020.

The Council is engaging the [Australian Election Company](#) to run the election. The Department of Infrastructure, Transport, Regional Development and Communications (the department), which administers Australian Government services on Norfolk Island, will perform the role of the Electoral Commission for the election.

Voting is compulsory for all Norfolk Island residents. Please ensure you are enrolled to vote before 3 August 2020.

Voting is not compulsory for electors on the non-residential roll or the roll of occupiers and rate-paying lessees maintained by the Council.

The roll for Norfolk Island residents at the Council election will be based on the Australian electoral roll for Norfolk Island that is maintained by the Australian Electoral Commission (AEC).

If a Norfolk Island resident is on the Australian electoral roll for Norfolk Island, they will automatically be included on the roll of residents for the Council election. Enrolment on the Australian electoral roll is compulsory for eligible Norfolk Island residents.

To check your enrolment on the Australian electoral roll for Norfolk Island please visit the AEC web page <https://check.aec.gov.au/>, and to enrol to vote, or to change your enrolment details, please visit the AEC Norfolk Island electors page at www.aec.gov.au/Enrolling_to_vote/Special_Category/Norfolk_Island_electors.htm You can apply to enrol or check or update your details at any time.

For more information, go to the department's webpage at www.regional.gov.au/territories/norfolk_island/election/index.aspx

Contact for more information:

media@infrastructure.gov.au | 1300 732 749

18.2 NOTICE OF MOTION - NORFOLK ISLAND 2030: SUSTAINING OUR FUTURE

I, Councillor Robin Adams, give notice that at the next Ordinary Meeting of Council be held on 24 June 2020, I intend to move the following motion:-

MOTION

That Council at its meeting on 20 May 2020 unanimously endorsed resolution 2020/50 titled "*Recover and Renew: Norfolk Island Community Engagement*" (see attached) and agreed –

The Mayor and the Administrator working together to understand how the COVID-19 pandemic has impacted on the Norfolk Island community and what steps can be taken towards recovery and renewal of Norfolk Island.

Council acknowledges the release by the Office of the Administrator of a Survey titled "*Norfolk Island 2030: Sustaining Our Future*" (see attached); the responses to which will assist the Commonwealth, Council and the residents of Norfolk Island to identify the Community's immediate priorities; and to outline what the community feels are the essential elements | works | projects needed to stimulate and rebuild the Norfolk Island economy post COVID-19.

ATTACHMENTS

- 1. Norfolk Island Community Survey June 2020**



Norfolk Island 2030: Sustaining Our Future

As most in the community would be aware, in February 2020, the Administrator of Norfolk Island together with the Assistant Minister for Regional Development and Territories agreed to develop a Plan, the Norfolk Island 2030: Sustaining Our Future plan, that will outline agreed community priorities for Norfolk Island. This work will reflect and build upon the existing Community Strategic Plan developed by the Norfolk Island Regional Council 5 years ago.

The scope of the planned community consultation on the Norfolk Island 2030: Sustaining Our Future plan has expanded to include the Island's immediate to short-term goals in response to broader economic impacts of COVID-19.

As announced by the Mayor of Norfolk Island, the Administrator and the Mayor are working together with the community to understand how the pandemic has affected Norfolk Island, and what steps can be taken toward recovery and renewal, as well as our long-term strategic goals.

Your answers to the questions that follow will allow us to identify the Community's immediate priorities. Importantly, responding to this survey will give you the chance to outline what you feel are the essential elements / works / projects needed to stimulate and rebuild the Norfolk Island economy.

Understanding current community priorities will also enable the establishment of a medium to long term vision for Norfolk Island. Articulating all the actions that are required (immediate and long term) into the Norfolk Island 2030: Sustaining our Future plan will assist the Australian Government, in partnership with the Norfolk Island Regional Council and the community, to best guide future investment.

To ensure current community priorities are reflected in the Norfolk Island 2030: Sustaining our Future plan, we need your thoughts, insights and suggestions. We gratefully ask that you complete this survey. We expect it will take no longer than 20 minutes of your time.

**Please return all hard copy Survey Forms to the Office of the Administrator
by no later than Friday 26 June, 2020.
They will be kept in a secure, locked box.**



Norfolk Island 2030: Sustaining Our Future

Strengths and Weaknesses

COVID-19 has tested communities around the world, exposing their strengths and weaknesses.

1. Going through the COVID-19 pandemic and the restrictions that were put in place, what negative impacts did:

You and your family experience?

The community as a whole experience?

2. Were there any positive impacts?

For you and your family?

For the community as a whole?

3. What do you feel has worked well on Norfolk Island through this period?

4. What do you think Norfolk Island could have done better through this period?

5. The vision for Norfolk Island based on the Regional Council's Community Strategic Plan is for Norfolk Island to be the 'Best small island in the world'.

How is Norfolk Island already one of the best places to live? That is, what are Norfolk Island's current **strengths**?

Tick all that apply below, and please add further ones in the comments:

- | | |
|----------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Unique culture/history | <input type="checkbox"/> Clean air |
| <input type="checkbox"/> Welcoming and helpful community | <input type="checkbox"/> High employment participation rates |
| <input type="checkbox"/> Family friendly | <input type="checkbox"/> Connections with other Pacific Islands |
| <input type="checkbox"/> Safe environment | <input type="checkbox"/> Connections with New Zealand |
| <input type="checkbox"/> Peaceful lifestyle | <input type="checkbox"/> Tourism industry |
| <input type="checkbox"/> Beautiful beaches | <input type="checkbox"/> Government representation through Administrator |
| <input type="checkbox"/> Beautiful environment | <input type="checkbox"/> Good Regional Council Governance |
| <input type="checkbox"/> Other (please specify) | |

6. Of the elements you picked in Q5, please rank your **top 5** responses (1 being the highest ranking), all other responses will not be ranked.

1.	<div style="border: 1px solid black; height: 20px;"></div>
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3.	<div style="border: 1px solid black; height: 20px;"></div>
4.	<div style="border: 1px solid black; height: 20px;"></div>
5.	<div style="border: 1px solid black; height: 20px;"></div>



Norfolk Island 2030: Sustaining Our Future

7. Generally speaking, what do you think Norfolk Island could do / needs to do **better** in the **medium to longer term** (ie. not only through the pandemic, but more so on a general basis)?

- 1.
- 2.
- 3.
- 4.
- 5.



Norfolk Island 2030: Sustaining Our Future

Future Gazing

8. The Community Strategic Plan includes a vision for Norfolk Island to be the 'Best small island in the world'.

If you could put yourself 10 years into the future, what do you hope Norfolk Island is known for at that time?

- 1.
- 2.
- 3.
- 4.
- 5.

9. Common themes to economic development on Norfolk Island in the past have included tourism, environment and heritage, research and development, agriculture, horticulture and fisheries.

Are these still the top industries for economic development on the Island?

	Yes	No	Don't know/No opinion
Tourism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environment and heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agriculture, horticulture and fisheries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Are there other industries that should also be focussed on for economic development? If so, please list them.

- Other:
- Other:
- Other:



Norfolk Island 2030: Sustaining Our Future

Issues Needing Attention

11. Based on the COVID-19 pandemic, or just your general views, what do you feel are the **immediate** issues/opportunities/challenges facing Norfolk Island?

1.

2.

3.

4.

5.

12. What do you feel are the **longer term** key issues/opportunities/challenges facing Norfolk Island?

1.

2.

3.

4.

5.

13. The Community Strategic Plan indicated that ten top issues/opportunities for Norfolk Island in 2016 were the following. Are these still relevant?

	Yes	No	Don't Know
Financial Sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representational leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Renewable energy infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality internet services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional and efficient services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support for local businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equitable access to services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Norfolk Island 2030: Sustaining Our Future

Supporting the Economy

Reflecting on the recent COVID-19 period, plus your longer term vision for Norfolk Island, please provide your thoughts regarding actions/initiatives that could be put in place to make Norfolk Island an even better place to live, work and play (please note these can be actions implemented by Government, business, the community or other organisations).

14. What are the top actions/initiatives you feel need to be put in place to assist **Tourism**?

- 1.
- 2.
- 3.

15. What are the top actions/initiatives you feel need to be put in place to assist the **Environment and Heritage**?

- 1.
- 2.
- 3.

16. What are the top actions/initiatives you feel need to be put in place to assist **Research and Development**?

(Note: research and development means any activities in any industry that is directed towards the innovation, introduction, and improvement of products, processes and services. That is, investigation into ways to improve existing products, and to develop new ones that improve outcomes)

- 1.
- 2.
- 3.

17. What are the top actions/initiatives you feel need to be put in place to assist **Agriculture, Horticulture, Fisheries**?

- 1.
- 2.
- 3.

18. If you noted other industries that are important to economic development for Norfolk Island in q10, what actions/initiatives do you think would help those industries?

19. The Tourism Plan 2013 – 2023 currently has 5 goals. Do you feel these are still appropriate?

	Yes	No	Partly	Don't know / No Opinion
1. Increase visitor numbers arriving by air and cruise ships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Provide an environment conducive to investment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Seek to provide the best in our visitor experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Develop sustainability, infrastructure and capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Build employment capacity and skill within the sector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Are there any other tourism goals you think should be noted?

1.

2.

3.



Norfolk Island 2030: Sustaining Our Future

Further required actions moving forward

Reflecting on the recent COVID-19 period, plus your longer term view, please provide your thoughts regarding actions/initiatives that could be put in place to make Norfolk Island an even better place to live, work and play (please note these can be actions implemented by Government, business, the community or other organisations).

21. What do you think could be done to improve **education or training** opportunities on Norfolk Island?

- 1.
- 2.
- 3.

22. What would improve the **health/ wellbeing/ liveability** of Norfolk Island?

- 1.
- 2.
- 3.

23. What are the top three **infrastructure projects** you would like to see implemented on Norfolk Island?

- 1.
- 2.
- 3.

24. In what areas would you like to see improvement of **government services** delivered by the Regional Council and the Australian Government?

- 1.
- 2.
- 3.



Norfolk Island 2030: Sustaining Our Future

Further initiatives not yet mentioned

25. Reflecting on the above and your earlier answers, are there any other actions/initiatives not yet mentioned that should be included in the Norfolk Island Plan? If so, please note them here.

- 1.
- 2.
- 3.
- 4.
- 5.

26. Would you like to provide any further comments?



Norfolk Island 2030: Sustaining Our Future

Demographic information

27. How long have you lived on Norfolk Island?

- < 12 months
- 1 - 2 years
- 3 - 5 years
- 6 - 10 years
- Longer than 10 years
- Not Applicable

28. Do you expect / hope to remain living on Norfolk Island for the next

- < 12 months
- 1 - 2 years
- 3 - 5 years
- 6 - 10 years
- Longer than 10 years
- None of the above

29. Are you....

- Male
- Female
- I do not identify with a gender

30. What age group describes you?

- 14-17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

31. What best describes your household?

- Couple family, no children at home
- Couple family, with children at home
- One parent family, with children at home
- Multi-generational families living at the same house
- Lone person / single person at home
- Group household, (independent individuals living together)
- Other (please specify)

32. Which weekly income range best suits your household members?

	Nil	\$1-\$299 per week	\$300-\$499 per week	\$500-\$999 per week	\$1000-\$1749 per week	\$1750 or more per week
Member 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Did not go to school

34. What is the level of the highest qualification you have completed?

- Postgraduate Degree Level
- Graduate Diploma and Graduate Certificate Level
- Bachelor Degree Level
- Advanced Diploma and Diploma Level
- Trade Certificate / Other Certificate
- No formal qualification
- Other (please specify)

35. What is your ancestry? (Can enter up to 3)

Ancestry

Ancestry

Ancestry



Norfolk Island 2030: Sustaining Our Future

That concludes the survey - we thank you very much for your contribution. Please be assured that all responses will remain confidential and will only be used to develop a Plan for Norfolk Island.

For updates on the Norfolk Island Plan 2030, please contact either Vanessa Bennett from C Change Sustainable Solutions (vbennett@cchange.com.au) or the Office of the Administrator (office.administrator@infrastructure.gov.au).

19 URGENT BUSINESS WITHOUT NOTICE

20 CONFIDENTIAL MATTERS FOR CONSIDERATION

Nil

21 QUESTIONS FOR THE NEXT MEETING

22 CLOSE OF COUNCIL MEETING