

# How to use the upgraded meetings web portal

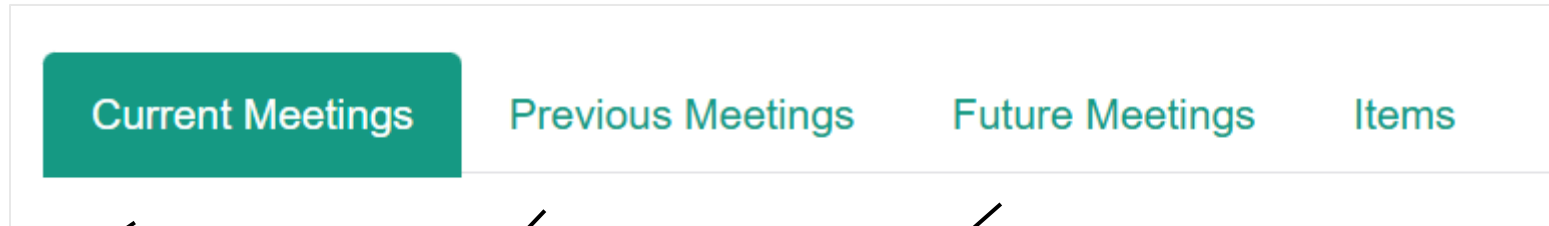
**This guide explains how to use the upgraded meetings web portal.**

Use this guide to find meetings, agendas, minutes, and related attachments from 27 April 2026 onwards.

# Contents

1. Understand the portal's home page
  - i. Previous Meetings
  - ii. Items
2. Find a meeting
3. Find meeting documents
  - i. Order of Business (brief agenda)
  - ii. Business Paper (agenda packet)
  - iii. Minutes (full minutes)
4. Download a document
5. Search within a document
6. Find a specific document

# 1. Understand the portal's home page



**'Current Meetings'** shows all meetings that are currently being livestreamed, and upcoming in the next week.

After a meeting is held, it moves to **'Previous Meetings'**.

Upcoming meetings that have not passed yet are under **'Future meetings'**.

Search for any meeting document under **'Items'**.

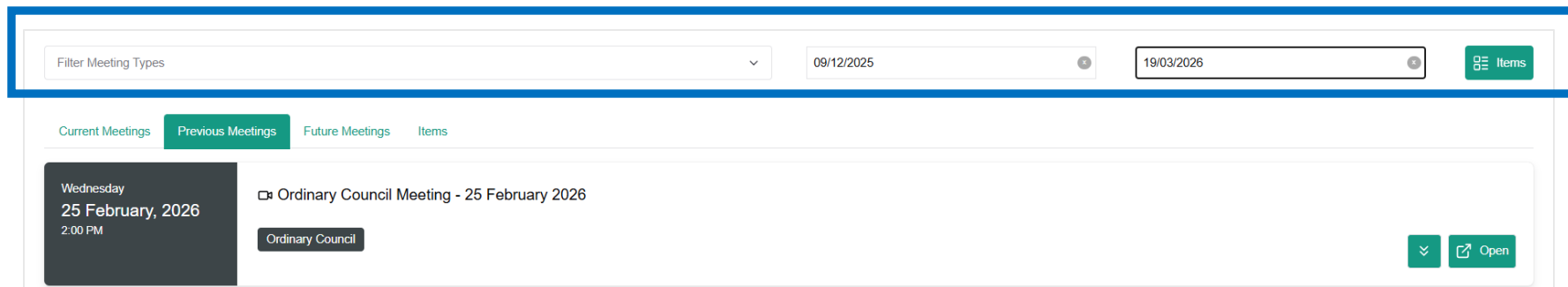
# 1. Understand the portal's home page

## (i) Previous Meetings

After a meeting ends, it moves from '**Current Meetings**' to '**Previous Meetings**'. Meetings are added to this section as they happen.

The search results will display the most recent meeting first.

1. Select '**Filter Meeting Types**' to find past meeting types. Choose a meeting to find the documents, recordings and livestream links for that meeting.
2. Enter the start date and end date to narrow your search.
3. When you select a filter, the display will update to show the documents for those dates.



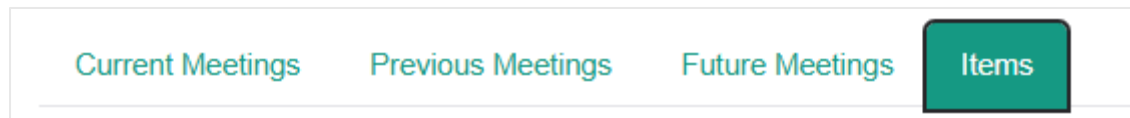
The screenshot displays the portal's search interface. At the top, there is a search bar with the text 'Filter Meeting Types' and a dropdown arrow. To the right of the search bar are two date input fields: the first contains '09/12/2025' and the second contains '19/03/2026'. Further right is a green button with a grid icon and the text 'Items'. Below the search bar, there are four tabs: 'Current Meetings', 'Previous Meetings' (which is highlighted in green), 'Future Meetings', and 'Items'. Below the tabs, a meeting card is displayed. The card has a dark grey header with the text 'Wednesday 25 February, 2026 2:00 PM'. To the right of the header, the text reads 'Ordinary Council Meeting - 25 February 2026'. Below the header, there is a button labeled 'Ordinary Council'. At the bottom right of the card, there are two green buttons: one with a dropdown arrow and another with an 'Open' icon and text.

# 1. Understand the portal's home page

## (ii) Items

You can also search for meeting documents under the '**Items**' tab.

1. Select '**Items**'.
2. Click on the icon at the end of the search bar.
3. Click on the drop-down arrow in the '**Filter meeting types**' box.
4. Select the meeting or workshop type you are interested in.



### Helpful Tip

Looking for an agenda item, but not sure which meeting it belongs to?  
Try searching under the 'Items' tab.

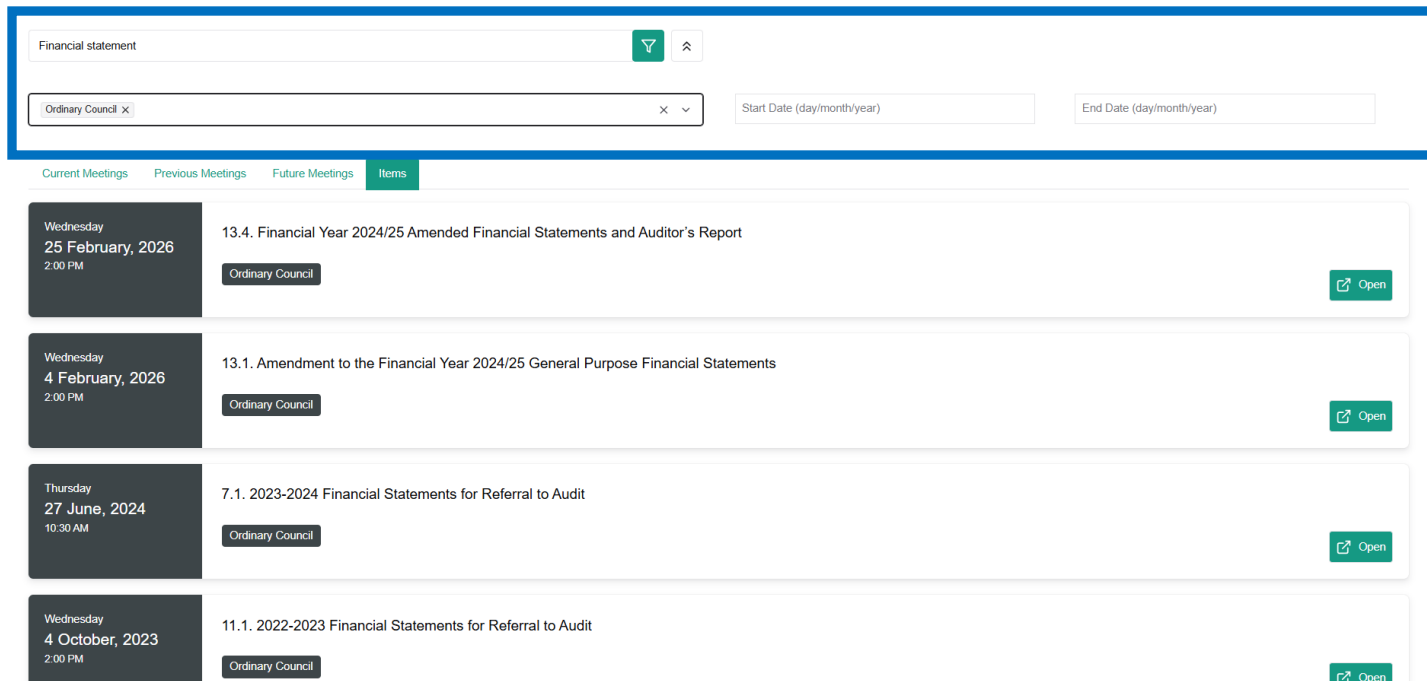
# 1. Understand the portal's home page

## (ii) Items

Documents for this meeting will display if they are available.

Click the 'Open' button on the document you want to access.

You can also use the 'Start date' and 'End date' boxes to narrow your document search.

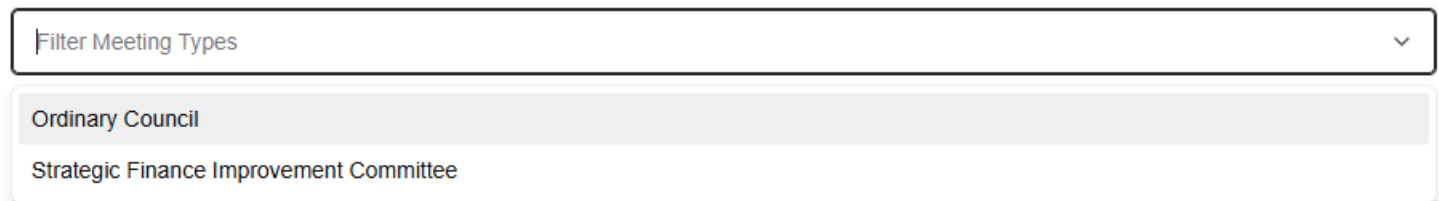


The screenshot displays a search interface for documents. At the top, there is a search bar containing the text 'Financial statement' and a dropdown menu set to 'Ordinary Council'. To the right of the search bar are two input fields for 'Start Date (day/month/year)' and 'End Date (day/month/year)'. Below the search bar is a navigation menu with tabs for 'Current Meetings', 'Previous Meetings', 'Future Meetings', and 'Items', with 'Items' being the active tab. The main content area lists four documents, each with a date and time on the left, a title in the middle, and an 'Open' button on the right.

Date and Time	Document Title	Meeting Type	Action
Wednesday 25 February, 2026 2:00 PM	13.4. Financial Year 2024/25 Amended Financial Statements and Auditor's Report	Ordinary Council	Open
Wednesday 4 February, 2026 2:00 PM	13.1. Amendment to the Financial Year 2024/25 General Purpose Financial Statements	Ordinary Council	Open
Thursday 27 June, 2024 10:30 AM	7.1. 2023-2024 Financial Statements for Referral to Audit	Ordinary Council	Open
Wednesday 4 October, 2023 2:00 PM	11.1. 2022-2023 Financial Statements for Referral to Audit	Ordinary Council	Open

## 2. Find a meeting

Click on the drop-down box in '**Filter Meeting Types**'. This will list all meeting options, including Council's advisory committee meetings. Select the type of meeting you are searching for.



Filter Meeting Types

- Ordinary Council
- Strategic Finance Improvement Committee

Select the meeting you are interested in from the drop-down list. This will show all current and recent meetings for the option you have chosen.

## 2. Find a meeting

Search results should show all meeting dates and times.

Meetings are listed by date, starting with the earliest.

If no meetings show up in your search, it means there are no current or upcoming meetings for the option you selected.

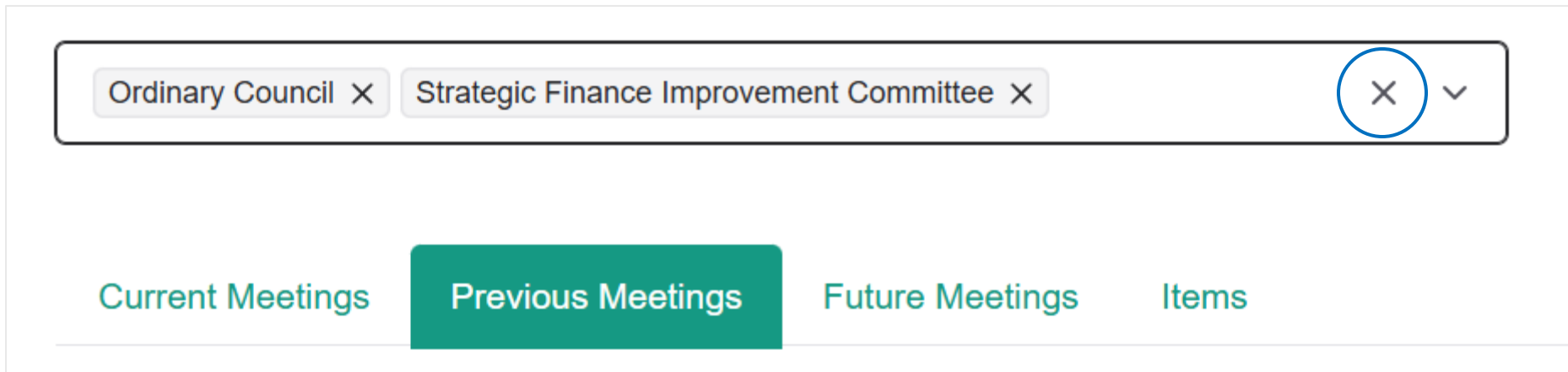
The screenshot displays a search interface for meetings. At the top, there is a search bar containing 'Ordinary Council' with a close button and a dropdown arrow. To the right of the search bar are two date input fields: 'Start Date (day/month/year)' and 'End Date (day/month/year)'. Further right is a green button with a grid icon and the text 'Items'. Below the search bar, there are four tabs: 'Current Meetings', 'Previous Meetings' (which is highlighted in green), 'Future Meetings', and 'Items'. The main content area shows two meeting entries. Each entry consists of a dark grey box on the left containing the day of the week, the date, and the time. To the right of this box is the meeting title, a category tag, and two action buttons: a dropdown arrow and an 'Open' button with an external link icon.

Day	Date	Time	Meeting Title	Category	Actions
Wednesday	25 February, 2026	2:00 PM	Ordinary Council Meeting - 25 February 2026	Ordinary Council	Dropdown, Open
Wednesday	4 February, 2026	2:00 PM	Ordinary Council Meeting - 4 February 2026	Ordinary Council	Dropdown, Open

## 2. Find a meeting

You can select more than one type to search for.

To clear the search, click the 'x' on the right side.



The screenshot shows a search interface with a search bar at the top containing two selected filters: "Ordinary Council" and "Strategic Finance Improvement Committee". A blue circle highlights an "x" icon on the right side of the search bar, which is used to clear the search. Below the search bar are four navigation buttons: "Current Meetings", "Previous Meetings" (which is highlighted in green), "Future Meetings", and "Items".

Ordinary Council × Strategic Finance Improvement Committee ×

×

Current Meetings Previous Meetings Future Meetings Items

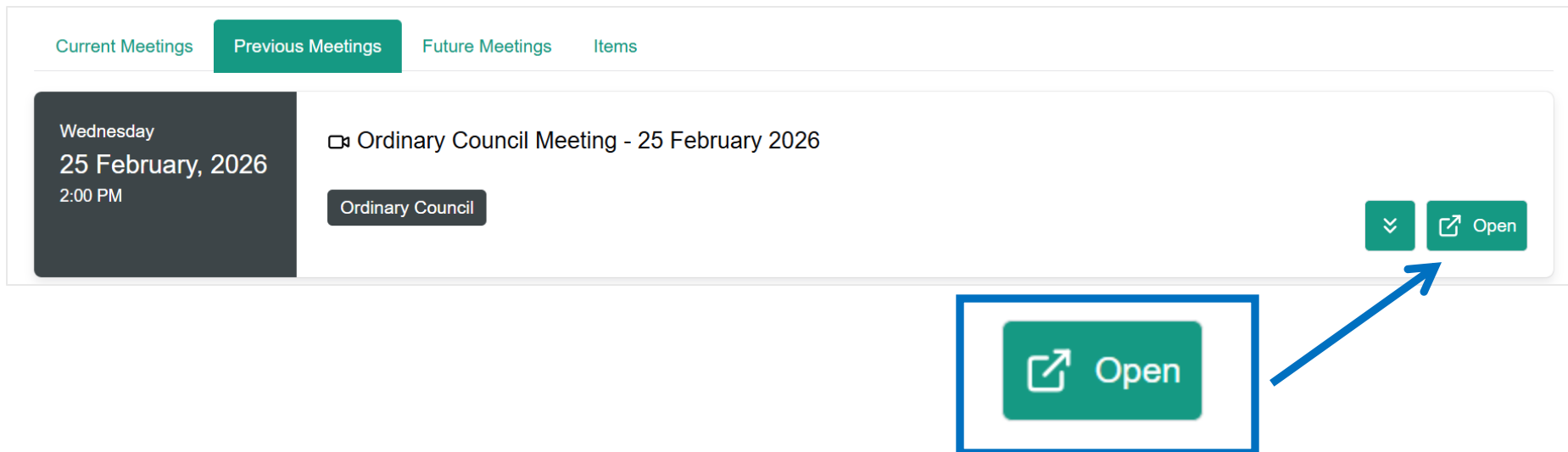
## 2. Find a meeting

When you find the meeting that you are interested in, you can:

- can access related documents like agendas and minutes; and
- watch the meeting's livestream or recording.

Click the '**open**' button on the far right of the screen.

If there is no '**open**' button it means the related documents or recording are not yet available.



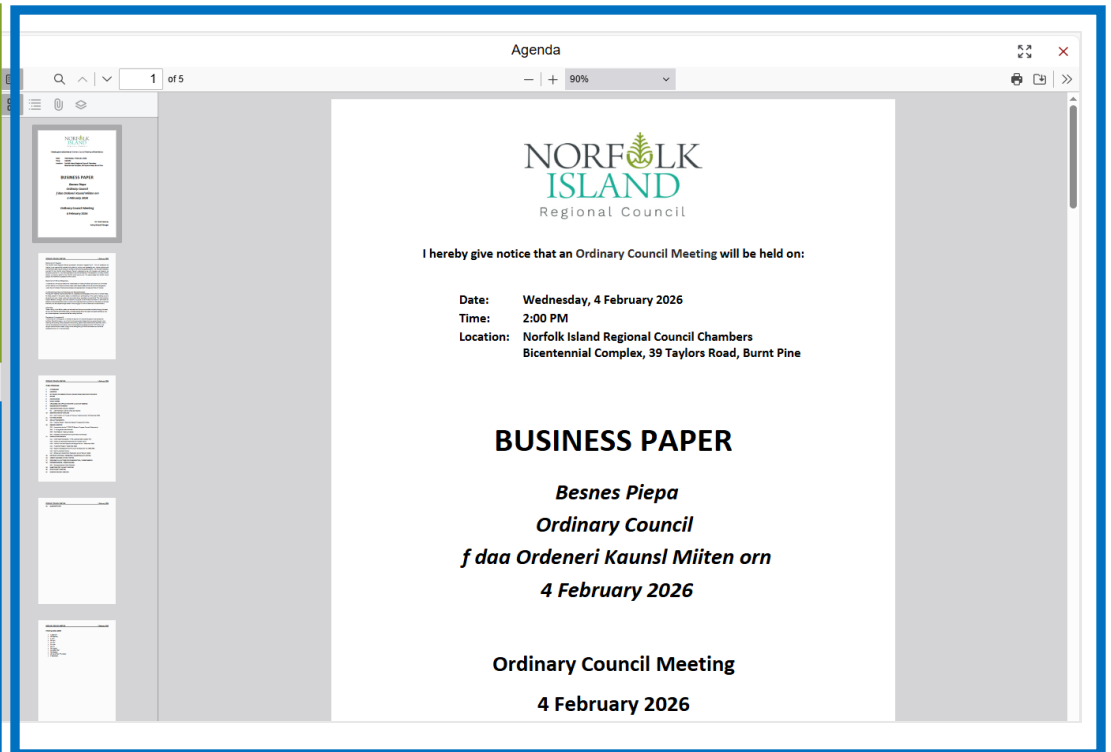
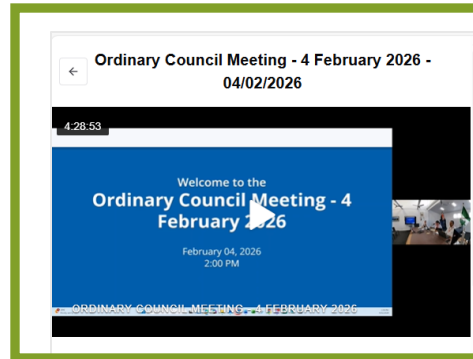
The screenshot shows a web interface for meeting management. At the top, there are four tabs: 'Current Meetings', 'Previous Meetings' (which is highlighted in green), 'Future Meetings', and 'Items'. Below the tabs, there is a meeting card for 'Wednesday 25 February, 2026 2:00 PM'. The meeting title is 'Ordinary Council Meeting - 25 February 2026' and the category is 'Ordinary Council'. On the right side of the meeting card, there are two green buttons: a dropdown arrow and an 'Open' button with an external link icon. A blue box highlights the 'Open' button, and a blue arrow points from this box to the 'Open' button on the meeting card.

# 2. Find a meeting

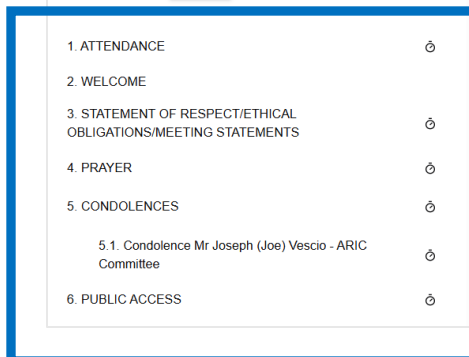
After selecting the 'open' button, the meeting's page will open in a new browser tab. Watch the livestream or recording in the top left corner of your screen.

*Watch the livestream or recording here*

*Viewing Panel*



*Agenda Panel*



# 3. Find meeting documents

## (i) Order of Business (brief agenda)

After you have found the meeting you are interested in; the **Order of Business** will be the first thing that opens in the **Viewing Panel**.

This document contains the brief agenda.

### Viewing Panel

Ordinary Council Meeting - 4 February 2026 - 04/02/2026

4:28:53

Welcome to the  
**Ordinary Council Meeting - 4 February 2026**  
February 04, 2026  
2:00 PM

ORDINARY COUNCIL MEETING - 4 FEBRUARY 2026

Agenda Files Minutes

1. ATTENDANCE
2. WELCOME
3. STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS
4. PRAYER
5. CONDOLENCES
  - 5.1. Condolence Mr Joseph (Joe) Vescio - ARIC Committee
6. PUBLIC ACCESS

Agenda

1 of 5

90%

**NORFOLK ISLAND**  
Regional Council

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

Date: Wednesday, 4 February 2026  
Time: 2:00 PM  
Location: Norfolk Island Regional Council Chambers  
Bicentennial Complex, 39 Taylors Road, Burnt Pine

**BUSINESS PAPER**

*Besnes Piepa  
Ordinary Council  
f daa Ordeneri Kaunsl Miiten orn  
4 February 2026*

Ordinary Council Meeting  
4 February 2026

# Find meeting documents

## (ii) Business Paper (agenda packet)

The upgraded portal lets you access a meeting's report, attachments and minutes in two ways.

1. From the Agenda Panel
2. From the Files tab

The screenshot displays the Norfolk Island Regional Council meeting portal. On the left, a video player shows a welcome message for the Ordinary Council Meeting on 04/02/2026. Below the video is a navigation bar with 'Agenda', 'Files', and 'Minutes' tabs. The 'Agenda Panel' is highlighted with a blue box and contains a list of items: 1. ATTENDANCE, 2. WELCOME, 3. STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS, 4. PRAYER, 5. CONDOLENCES (with a sub-item 5.1. Condolence Mr Joseph (Joe) Veschio - ARIC Committee), and 6. PUBLIC ACCESS. The 'Files tab' is also highlighted with a blue box and shows a list of documents. The main content area displays the 'BUSINESS PAPER' for the meeting, including the date (Wednesday, 4 February 2026), time (2:00 PM), and location (Norfolk Island Regional Council Chambers, Bicentennial Complex, 39 Taylors Road, Burnt Pine). The meeting is presided over by Besnes Piepa, Ordinary Council, on 4 February 2026.

**Files tab**

**Agenda Panel**

Ordinary Council Meeting - 4 February 2026 - 04/02/2026

1 of 5

Agenda

90%

NORFOLK ISLAND Regional Council

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

Date: Wednesday, 4 February 2026  
Time: 2:00 PM  
Location: Norfolk Island Regional Council Chambers  
Bicentennial Complex, 39 Taylors Road, Burnt Pine

**BUSINESS PAPER**

*Besnes Piepa*  
*Ordinary Council*  
*f daa Ordeneri Kaunsi Miiten orn*  
*4 February 2026*

Ordinary Council Meeting  
4 February 2026

1. ATTENDANCE

2. WELCOME

3. STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS

4. PRAYER

5. CONDOLENCES

5.1. Condolence Mr Joseph (Joe) Veschio - ARIC Committee

6. PUBLIC ACCESS

# Find meeting documents

## (ii) Business Paper (agenda packet)

### 1. From the Agenda Panel

In the *Agenda Panel* on the left of the screen, scroll and select an item.

The screenshot displays a web application interface for an Ordinary Council Meeting. On the left, a video player shows a welcome message for the meeting on February 04, 2026, at 2:00 PM. Below the video is an 'Agenda Panel' with a list of items, each with a circular icon to its right. The items are: 1. ATTENDANCE, 2. WELCOME, 3. STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS, 4. PRAYER, 5. CONDOLENCES (with a sub-item '5.1. Condolence Mr Joseph (Joe) Vescio - ARIC Committee'), and 6. PUBLIC ACCESS. A blue box highlights the 'Agenda Panel' list. To the right of the video player are tabs for 'Agenda', 'Files', and 'Minutes'. The main content area shows a document titled 'BUSINESS PAPER' from the Norfolk Island Regional Council. The document includes a notice of the meeting date, time, and location, followed by the title 'BUSINESS PAPER' and the name 'Besnes Piepa' as the Ordinary Council member. The meeting is scheduled for Wednesday, 4 February 2026, at 2:00 PM, at the Norfolk Island Regional Council Chambers, Bicentennial Complex, 39 Taylors Road, Burnt Pine.

Ordinary Council Meeting - 4 February 2026 - 04/02/2026

4:28:53

Welcome to the  
**Ordinary Council Meeting - 4 February 2026**  
February 04, 2026  
2:00 PM

ORDINARY COUNCIL MEETING - 4 FEBRUARY 2026

Agenda Files Minutes

1. ATTENDANCE ○

2. WELCOME

3. STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS ○

4. PRAYER ○

5. CONDOLENCES ○

5.1. Condolence Mr Joseph (Joe) Vescio - ARIC Committee ○

6. PUBLIC ACCESS ○

Agenda

NORFOLK ISLAND Regional Council

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

Date: Wednesday, 4 February 2026  
Time: 2:00 PM  
Location: Norfolk Island Regional Council Chambers  
Bicentennial Complex, 39 Taylors Road, Burnt Pine

**BUSINESS PAPER**

*Besnes Piepa*  
*Ordinary Council*  
*f daa Ordeneri Kaunsl Miiten orn*  
*4 February 2026*

Ordinary Council Meeting  
4 February 2026

*Agenda Panel*

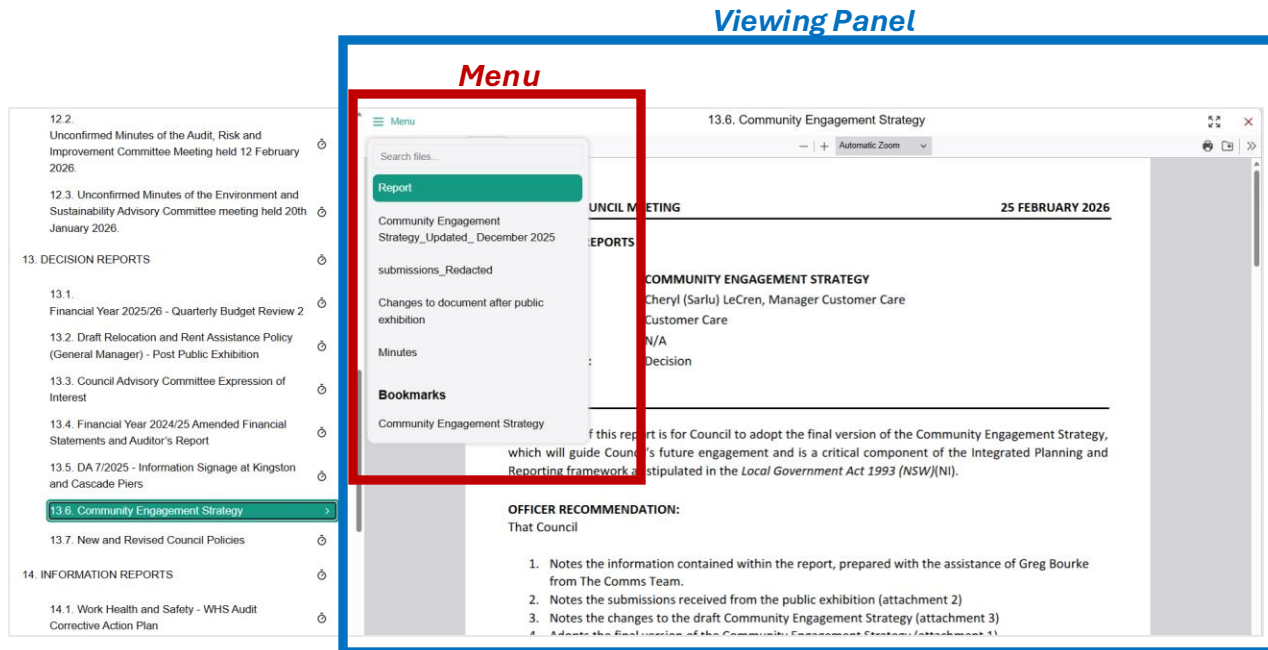
# Find meeting documents

## (ii) Business Paper (agenda packet)

### 1. From the Agenda Panel

Selecting an item in the *Agenda Panel* opens that item's report on the *Viewing Panel*.

The *Menu* that appears contains the report and relevant attachment/s for that specific agenda item.



# Find meeting documents

## (ii) Business Paper (agenda packet)

### 1. From the Agenda Panel

Selecting an attachment from the *Menu* will open it up in the *Viewing Panel*.

To hide or show the *Menu* from view, simply select the '**Menu**' button. See blue box below.

The screenshot displays a web application interface. On the left is a 'Menu' panel with a list of items, each with a circular icon to its right. The items are: 12.2. Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held 12 February 2026.; 12.3. Unconfirmed Minutes of the Environment and Sustainability Advisory Committee meeting held 20th January 2026.; 13. DECISION REPORTS; 13.1. Financial Year 2025/26 - Quarterly Budget Review 2; 13.2. Draft Relocation and Rent Assistance Policy (General Manager) - Post Public Exhibition; 13.3. Council Advisory Committee Expression of Interest; 13.4. Financial Year 2024/25 Amended Financial Statements and Auditor's Report; 13.5. DA 7/2025 - Information Signage at Kingston and Cascade Piers; 13.6. Community Engagement Strategy (highlighted with a green bar and a right-pointing arrow); 13.7. New and Revised Council Policies; 14. INFORMATION REPORTS. A blue box highlights a 'Menu' button with a hamburger icon at the top of the menu panel. A dropdown menu is open below the 'Menu' button, containing a search bar, a 'Report' section with items 'Community Engagement Strategy\_Updated\_December 2025' and 'submissions\_Redacted', a green button labeled 'Changes to document after public exhibition', and a 'Minutes' section. Below the dropdown is a 'Bookmarks' section with 'Community Engagement Strategy'. On the right is a 'Viewing Panel' titled '13.6. Community Engagement Strategy'. It features a search bar, a zoom control set to 'Automatic Zoom', and a large area displaying the Norfolk Island Regional Council logo, which consists of the text 'NORFOLK ISLAND' in a serif font with a stylized tree icon, and 'Regional Council' in a sans-serif font below it.

# Find meeting documents

## (ii) Business Paper (agenda packet)

### 2. From the Files tab

You can also view the entire agenda packet as a single document.

Scroll to the top of the *Agenda Panel*. Select the 'Files' tab, then 'Business Paper (agenda packet)'.

*Viewing Panel with the entire packet as a single document*

The image shows two overlapping screenshots. The left screenshot, labeled 'Agenda Panel', displays a Microsoft Teams meeting interface for 'Ordinary Council Meeting - 25 February 2026 - 25/02/2026'. It features a 'Files' tab with a list of documents. The 'Business Paper (agenda packet)' is highlighted in green. Below the list, there is a search bar and a preview of the document content, including '9.1. Administrators' Activity since reported last meeting' and 'Report'.

The right screenshot, labeled 'Viewing Panel with the entire packet as a single document', shows a document viewer window titled 'Packet'. The document is the 'Business Paper' for the 'NORFOLK ISLAND Regional Council'. It includes a table of contents on the left and the main text of the business paper on the right. The main text states: 'I hereby give notice that an Ordinary Council Meeting will be held on: Date: Wednesday, 25 February 2026; Time: 2:00 PM; Location: Norfolk Island Regional Council Chambers, Bicentennial Complex, 39 Taylors Road, Burnt Pine'. Below this, it says 'BUSINESS PAPER' and 'Besnes Piepa'.

# Find meeting documents

## (ii) Business Paper (agenda packet)

### 2. From the Files tab

Use the *List* on the left inside the *Viewing Panel* to navigate to different agenda items.

The screenshot shows a Microsoft Teams meeting interface. On the left, the meeting title is "Ordinary Council Meeting - 25 February 2026 - 25/02/2026". The "Files" tab is selected, showing a list of files under "Order of Business (brief agenda)". The "Business Paper (agenda packet)" is highlighted. The "Viewing Panel" is open, displaying a "List" of agenda items on the left and the "Business Paper" content on the right. The "List" includes items such as "1 ATTENDANCE", "2 WELCOME", "3 STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS", "4 PRAYER", "5 CONDOLENCES", "6 PUBLIC ACCESS", "7 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE", "8 DISCLOSURE OF INTERESTS", "9 ADMINISTRATORS' MINUTE / REPORT", "10 CONFIRMATION OF MINUTES", "11 MATTERS ARISING", "12 COMMITTEE REPORTS", "13 DECISION REPORTS", "14 INFORMATION REPORTS", "15 NOTICE OF MOTIONS / REVISIONS / QUESTIONS WITH NOTICE", "16 URGENT BUSINESS WITHOUT NOTICE", "17 CONFIDENTIAL MATTERS FOR CONSIDERATION / CLOSED SESSION", "18 CORRESPONDENCE / PRESS RELEASES", "19 QUESTIONS FOR THE NEXT MEETING", and "20 DATE OF NEXT". The "Business Paper" content includes the Norfolk Island Regional Council logo, a notice of the meeting, and the title "BUSINESS PAPER" by Besnes Piepa.

**Viewing Panel**

Packet

of 492

Automatic Zoom

**List**

- 1 ATTENDANCE
- 2 WELCOME
- 3 STATEMENT OF RESPECT/ETHICAL OBLIGATIONS/MEETING STATEMENTS
- 4 PRAYER
- 5 CONDOLENCES
- 6 PUBLIC ACCESS
- 7 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE
- 8 DISCLOSURE OF INTERESTS
- 9 ADMINISTRATORS' MINUTE / REPORT
- 10 CONFIRMATION OF MINUTES
- 11 MATTERS ARISING
- 12 COMMITTEE REPORTS
- 13 DECISION REPORTS
- 14 INFORMATION REPORTS
- 15 NOTICE OF MOTIONS / REVISIONS / QUESTIONS WITH NOTICE
- 16 URGENT BUSINESS WITHOUT NOTICE
- 17 CONFIDENTIAL MATTERS FOR CONSIDERATION / CLOSED SESSION
- 18 CORRESPONDENCE / PRESS RELEASES
- 19 QUESTIONS FOR THE NEXT MEETING
- 20 DATE OF NEXT

**NORFOLK ISLAND**  
Regional Council

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

**Date:** Wednesday, 25 February 2026  
**Time:** 2:00 PM  
**Location:** Norfolk Island Regional Council Chambers  
Bicentennial Complex, 39 Taylors Road, Burnt Pine

**BUSINESS PAPER**

*Besnes Piepa*

# Find meeting documents

## (iii) Full Minutes

Scroll to the top of the *Agenda Panel*. Select the 'Files' tab, then select 'Minutes (full minutes)'. The meeting minutes will open on *Viewing Panel*.

*Viewing Panel with the full minutes as a single document*

The screenshot displays a meeting interface. On the left, the 'Ordinary Council Meeting - 25 February 2026 - 25/02/2026' panel is visible. It includes a video player showing a meeting recording, a navigation bar with 'Agenda', 'Files', and 'Minutes' tabs, and a list of documents. The 'Minutes (full minutes)' document is highlighted in a green box. Below this is a search bar and a list of documents, including '9.1. Administrators' Activity since reported last meeting' and 'Report'.

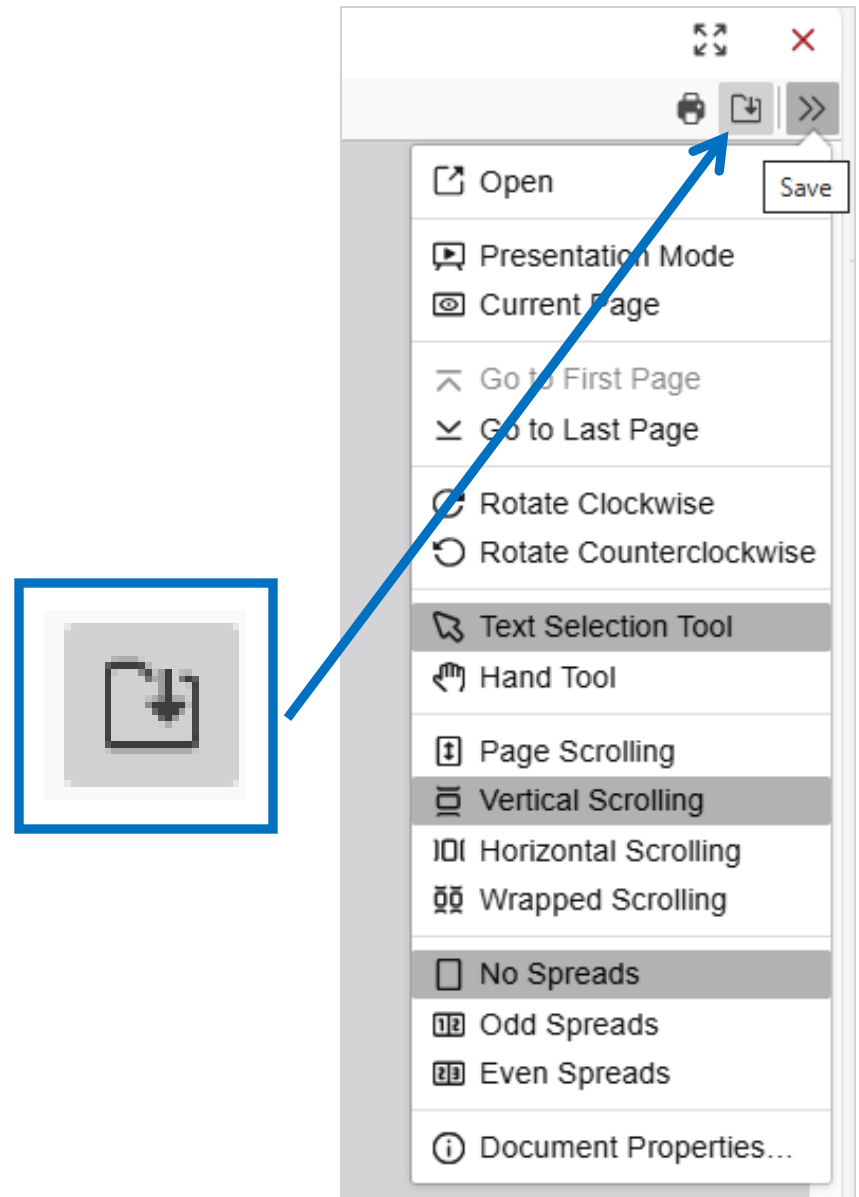
The main viewing panel on the right displays the 'Minutes' document. The document header features the Norfolk Island Regional Council logo and the title 'MINUTES'. The content includes the meeting title 'Ordinary Council Meeting 25 February 2026' and the date '25 February 2026'. The document is signed by 'Menets' and dated '25 Febrí 2026'. A large 'UNFORMED' watermark is visible across the document.

# Download a document

You can save the PDF document to your mobile phone, tablet, laptop or computer. Open it with Adobe Reader (not your browser) and select links to navigate through it.

To download any document, select the **'Save'** button located in the top-right corner of the *Viewing Panel*.

The icon looks like a downward arrow on top of a folder.

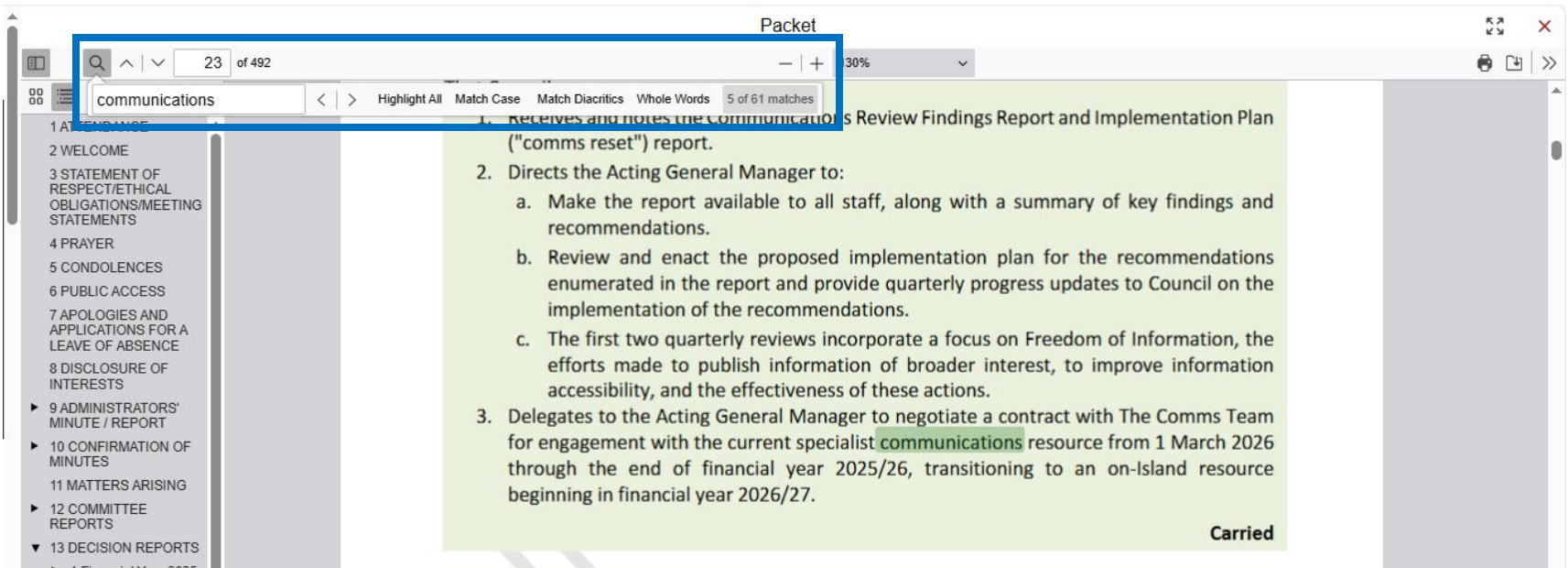


# 5. Search within a document

Click on the 'Search' button (magnifying glass icon).

Type the word you are looking for. The display bar will tell you how many times that word appears.

Use the arrows to find each mention of that word.



# 6. Find a specific document

Select 'Files'.

In the 'Search files...' box, enter the name of, or words relating to, the document you are looking for.

All documents with that title or words in the title will appear.

