



Norfolk Island Government Gazette

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 20

Friday 16 May 2014

DISASTER AND EMERGENCY MANAGEMENT ACT 2001

REVOCAION OF APPOINTMENT AND APPOINTMENT OF DEPUTY MEMBER

I, Timothy John Sheridan, Minister for Finance, under section 6 of the *Disaster and Emergency Management Act 2001*, ("the Act") revoke all previous appointments of Craig Buffett to the Emergency Management of Norfolk Island Committee, and appoint —

Craig Buffett

to be the deputy of the person appointed under subsection 6(e) of the Act, for the period of three years commencing on the date of gazettal of this instrument.

Dated 12 May 2014

T.J. SHERIDAN
MINISTER FOR FINANCE

THE GOVERNMENT OF NORFOLK ISLAND

CHIEF OF STAFF

The Government of Norfolk Island is seeking applications for the position of Chief of Staff. This is a contract position for a period of three years with an option for a further 1+1 based on successful completion of performance indicators.

The Chief of Staff is the principal political advisor to the Ministers of the Norfolk Island Government. The position is excluded from the public service in accordance with section 35 of the *Public Sector Management Act 2000*.

The Position Specification and Selection Criteria is available at www.info.gov.nf or by contacting the Human Resources Office, Administration of Norfolk Island, Kingston, Norfolk Island. Telephone +6723 23802 or email hr@admin.gov.nf.

Further enquiries can be directed to the Acting Chief of Staff, Ms Alma Davidson, Government of Norfolk Island, telephone +6723 22003 or email achiefstaff@assembly.gov.nf.

Appointments will be on merit according to skills and experience and in accordance with the *Public Sector Management Act 2000*. If you are interested in the position you will need to send a written application describing your eligibility against the selection criteria in the Position Specification and at least two nominated referees familiar with your work experience, preferably recent direct supervisors.

Applications should be in writing and emailed to hr@admin.gov.nf no later than 4.00 pm (EST) on Friday 30 May 2014.

L.D. SNELL
CHIEF MINISTER AND MINISTER FOR TOURISM

EXPRESSION OF INTEREST — APPOINTMENT OF SECOND EXTERNAL INDEPENDENT MEMBER FOR AUDIT COMMITTEE

The Administration of Norfolk Island is seeking to appoint a second external independent member to the Administration's Audit Committee.

Background

The Audit Committee was established in October 2013 in accordance with section 35 of the Commonwealth Finance Minister's (Norfolk Island) Orders 2011.

The Audit Committee is an advisory committee to the Chief Executive Officer and consists of four to six members including at least one member independent of the Administration of Norfolk Island, the Norfolk Island Hospital Enterprise and the Norfolk Island Government Tourist Bureau. Currently this position is held by Mr George Plant who also serves as Chair. A second external independent member is sought.

The Audit Committee objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements are set out in the Audit Committee Charter which is available at www.info.gov.nf or from deputyceo@admin.gov.nf.

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Roles and Responsibilities of the Audit Committee

The Audit Committee will meet at least four times each year and functions are in the areas of —

- Risk Management
- Control Framework
- External Accountability
- Legislative Compliance
- Internal Audit
- External Audit
- Other areas recommended to/from the Chief Executive Officer.

The Independent Members will —

- Have a thorough understanding of the *Public Moneys Act 1979* and the Commonwealth Finance Minister's (Norfolk Island) Orders 2011.
- Be required to devote a significant amount of time to reading, research and preparation for meetings.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

Selection Criteria

To be considered for this role an applicant will need to address the following selection criteria in their expression of interest —

1. Name, address, contact details;
2. Relevant personal details;
3. Qualifications and experience in financial matters, in a senior business role, corporate reporting or governance role, risk management or auditing roles;
4. Relevant knowledge and experience in the local government or government sectors;
5. Demonstrated experience in meeting procedures;
6. A covering letter outlining why your participation will benefit the Administration's Audit Committee.

Term

The term of the appointment is for a maximum period of 3 years commencing from engagement. Members will be eligible for reappointment at the conclusion of their appointment.

Confidentiality/Conflicts of Interest

The successful party will be required to sign a confidentiality statement and any potential conflicts of interest must be disclosed in the expression of interest.

Enquiries

Enquiries can be forwarded to Mrs Catherine O'Sullivan, Risk & Audit Manager, on telephone 22001 extension 8, or by email to co'sullivan@admin.gov.nf.

Closing Date

Written expressions of interest close at 4.00 pm on Monday 26 May 2014 and should be emailed to deputyceo@admin.gov.nf or addressed to:

Mr Bruce Taylor
Deputy Chief Executive Officer,
Administration of Norfolk Island
New Military Barracks, Kingston

and marked "Expression of Interest - Appointment of Second External Independent Member for Audit Committee".

JON GIBBONS
CHIEF EXECUTIVE OFFICER

LIQUOR ACT 2005

The annual meeting of the Liquor Licensing Board is set down for Wednesday 18 June 2014 at 9.30 am in the Court House, Kingston. Completed application forms for the renewal, grant, transfer, variation, relocation or notice of objection to a licence must be lodged with the Registry Office, Administration Offices, Kingston, on or before 23 May 2014 together with the prescribed fee of —

- Application for renewal/grant/relocation of licence: \$505.00;
- Application for transfer/variation/notice of objection to licence \$75.00.

Forms are available from the Registry Office or the government website www.info.gov.nf/liquor.

M. EVANS
REGISTRAR

LIQUOR ACT 2005

Application is made for the renewal of the General(Hotel) Licence in respect of the premises Governor's Lodge Resort Hotel situated on Portion 53b2 Queen Elizabeth Avenue.

**BRUCE WALKER
NOMINEE**

Application is made for the renewal of the Restaurant Licence in respect of the premises The Ferny Lane Theatre situated on Portion 35c7 corner Grassy Road/Ferny Lane.

**IAN ROSS ANDERSON
LICENSEE**

Application is made for the renewal of the Restaurant Licence in respect of the premises Mariah's Ocean View Restaurant situated on Portion 53g4 Taylors Road.

**RENEE K. WEBSTER
NOMINEE, HERITAGE HILL INVESTMENT PTY LTD**

Application is made for the renewal of the Restaurant Licence in respect of the premises Colony Chinese Restaurant situated on Portion 39r19 Taylors Road.

**FRED WONG
LICENSEE**

**THE ADMINISTRATION OF NORFOLK ISLAND
TENDER NO. 05/14**

QUOTATION SPECIFICATIONS STOCK MANAGEMENT SERVICES

The Administration of Norfolk Island ("the Administration") is seeking Expressions of Interest for the provision of Stock Management Services.

Successful suppliers will:

- have and provide evidence of appropriate qualifications and experience appropriate to each required task;
- be eligible for appointment and capable of performing duties as an Inspector under the *Slaughtering Act 1913* and under the *Stock Diseases Act 1936* as well as under any other laws applicable to Norfolk Island referring to stock inspectors; and
- demonstrate that they do not have any interest that may result in an actual or perceived conflict in respect of the required task(s) and provide a signed statutory declaration to that effect;
- operate as an independent contractor and have adequate public liability, legal liability, professional negligence and worker's compensation insurances satisfactory to the Administration;
- comply at all times with all laws applicable to Norfolk Island and to the supplier including but not limited to the *Goods and Services Tax Act 2007*, the *Companies Act 1985* (where applicable), and the *Employment Act 1988*;
- possess any and all relevant licences, permits and registrations relevant to the duties to be performed including but not limited to any relevant firearms licences;
- provide for their own superannuation, leave entitlements, vehicles, equipment and work clothing etc the cost of which will be factored into the annual fee quoted;

A. SLAUGHTERING INSPECTION

In the order of 465 head of stock (340 cattle, 110 pigs and 15 sheep) are slaughtered annually.

Quote annual fee to:

1. In consultation with slaughterhouse keepers, establish an efficient routine of stock slaughtering and inspection.
2. As an Inspector under section 2(3) of the *Slaughtering Act 1913*, issue permits for slaughtering stock at a place other than a registered slaughterhouse.
3. As an Inspector under section 7 of the *Slaughtering Act 1913* to enter any licensed or apparent slaughtering house to search for and identify and obtain evidence of any suspected stolen cattle;
4. As an inspector under section 10 of the *Slaughtering Act 1913* to receive 12 hour notices of intention to slaughter stock and identify where such notices have not been received prior to slaughter contrary to law;
5. As an Inspector under section 10A of the *Slaughtering Act 1913*, identify and inspect stock prior to slaughtering, in particular:
 - recording tags, brands and marks;
 - photographing and recording a description of each beast; and
 - noting and reporting obvious external signs of disease.
6. Promptly advise the Health and Quarantine Officer of any stock health or slaughterhouse cleanliness issues.
7. Maintain slaughtering records in a "Slaughtering Record Book" and provide monthly reports of slaughtering activities to the Registrar of Brand and Marks.
8. As an inspector under section 12 of the *Slaughtering Act 1913* to condemn, seize and destroy or dispose of condemned carcasses where required;
9. As an inspector under the *Stock Diseases Act 1936* exercise powers functions and duties of inspector under that law and under any law referring to a *Stock Diseases Act 1936* inspector;

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B. INSPECTION OF CARCASSES AND MEAT

Quote fee for each service to:

1. At the request of the Health and Quarantine Officer, inspect for the purposes of sections of the *Slaughtering Act 1913* and *Stock Diseases Act 1936* and under any other laws applicable to Norfolk Island, relating to stock health and diseases and the production of food for human consumption:
 - slaughterhouses;
 - carcasses;
 - meat and meat products; and or
 - livestock.

C. INSPECTION OF USELESS AND DISEASED ANIMALS

In the order of 270 head are depastured on the commons and roadsides under the *Pasturage and Enclosure Act 1949*. These stock are mustered by the owners to be tagged and for inspection.

Quote fee for each service to:

1. At the request of the Registrar of Brands and Marks, inspect mustered stock for the purposes of section 9 of the *Pasturage and Enclosure Act 1949* to determine whether a beast is useless or diseased.

D. MUSTER

In the order of 270 head are depastured on the commons and roadsides under the *Pasturage and Enclosure Act 1949*. These stock are mustered by the owners to be tagged and for inspection.

Quote fee per muster to:

1. On behalf of the Registrar of Brands and Marks inspect mustered stock:
 - recording tags, brands and marks;
 - photographing and recording a description of each beast;
 - noting and reporting obvious external signs of disease.
2. Advise the Registrar of Brands and Marks of all unmarked or unbranded beasts.

E. CAPTURING AND TRAILERING STOCK

Quote fee for each service to:

1. At the request of the Registrar of Brands & Marks, Manager Land Use and Environment, Conservator of Public Reserves, or other relevant Administration officer:
 - humanely and efficiently capture individual beasts as directed; and
 - if required, transport each captured beast to the Pound, or as otherwise directed.
2. To otherwise control and manage on behalf of the Administration of Norfolk Island for purposes of the *Stock Diseases Act 1936* any straying stock in accordance with section 11A of the *Pasturage and Enclosure Act 1949* and under any other law applicable to Norfolk Island.

Prospective suppliers are invited to submit itemised quotations for one or more of A, B, C, D and E.

Expressions of Interest/Quotations should be sealed in an envelope marked "Tender No. 05/14 Stock Management Services" and placed in the tenders box located in the Records section on the top floor of the New Military Barracks, Kingston, or email tenders@admin.gov.nf by 4.30 pm on Monday 26 May 2014.

The Administration reserves the right to further seek tenders in relation to the above or to withdraw the request for Expressions of Interest at any time. Expressions of Interest/Quotations should be competitive and represent reasonable value for money for the Administration in terms of prices for the services to be rendered.

The Administration of Norfolk Island is not obliged to accept the lowest or any offer.

Dated 23 April 2014

JON GIBBONS
CHIEF EXECUTIVE OFFICER

PLANNING ACT 2002 – SECTION 48 NOTICE

The following Development Applications for permissible (with consent) use or development of land have been determined under the *Planning Act 2002*.

DA Number	Applicant	Location	Proposed Use and/or Development	Decision
0010/14	Bluelight Foundation	Portions 25p and 25n Taylors Rd (Bicentennial Oval)	Outdoor Sport and Recreation Facility and Earthworks- BMX Bike Track and Shelter	Approved, subject to conditions, 8 th May 2014
0017/14	Mera Martin	Portions 136l1, 136l2 and 136m Selwyn Pine Road	Subdivision – Boundary Adjustments	Approved, subject to conditions, 8 th May 2014
0018/14	Mera Martin	Portions 157f, 157g, 157h3, 157b1 and 157i Selwyn Pine Road	Subdivision – Boundary Adjustments	Approved, subject to conditions, 8 th May 2014

Public Exhibition

The Development Applications, the Planning Reports and the Instruments of Approval may be inspected, free of charge, during business hours at the Planning Office at the Administration of Norfolk Island, New Military Barracks, Kingston.

Reviewable Decisions

Decisions made in relation to development applications are reviewable decisions within the meaning of subsection 78(1) of the *Planning Act 2002*.

The applicants or any persons who made a written public submission in relation to the above development applications have the right to apply to the Administrative Review Tribunal for review of the decision in relation to the application.

An application for a review must be lodged within 28 days of the date the decision was given. An application for review must:

- be made in writing;
- be in the approved form;
- identify the decision to be reviewed; and
- state the reasons for the application.

JODIE BROWN
CONTRACT PLANNING OFFICER
