



Norfolk Island Government Gazette

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 21

Friday 23 May 2014

TRAFFIC ACT 2010

CLOSURE OF ROAD ON MONDAY 9 JUNE 2014

I, Ronald John Ward, Minister for the Environment, under section 50 of the *Traffic Act 2010*, close that part of the road specified in Part 1 of the Schedule to all vehicular traffic (except for classes of vehicles specified in Part 2 of the Schedule) for the period 9.15 am to 11.00 am on Monday 9 June 2014 as in my opinion it is necessary or desirable to do so for the purpose of enabling a public function to be held on or in the vicinity of the road, namely for the Bounty Day Committee to conduct the Bounty Day March and for public safety purposes.

Dated 18 May 2014

R.J. WARD
MINISTER FOR THE ENVIRONMENT

SCHEDULE

- Part 1 — Road closure: The western end of Bay Street at intersection with Pier Street blocked when the Pier Street, Quality Row onto Driver Christian Road (up to Bloody Bridge) blocked for the movement of the parade.
- Part 2 — Exempted vehicle
One Pinetrees bus with elderly people allowed to drive through road closure, to lead the parade.

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

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



FOURTEENTH NORFOLK ISLAND LEGISLATIVE ASSEMBLY
ADMINISTRATIVE ARRANGEMENTS ORDER

DAVID E. BUFFETT Speaker				RONALD C. NOBBS Deputy Speaker			
Robin E. Adams	David E. Buffett	Hadyn P. Evans	Ronald C. Nobbs	David R. Porter	Timothy J. Sheridan	Lisle D. Snell	Ronald J. Ward Melissa Ward

MINISTERS AND THEIR PORTFOLIOS

CHIEF MINISTER AND MINISTER FOR TOURISM	MINISTER FOR FINANCE	MINISTER FOR CULTURAL HERITAGE AND COMMUNITY SERVICES	MINISTER FOR THE ENVIRONMENT	ACTING MINISTERS
LISLE D. SNELL	TIMOTHY J. SHERIDAN	ROBIN E. ADAMS	RONALD J. WARD	
Head of Government Self-government Intergovernmental Relations Strategic Planning Public Service Tourism Justice Police	Public Monies - Budget Economic Policy Industry Development GST Customs Retail Price Index Benefit Adjustment Factor Fees and Charges Licensing Gaming Government Business Enterprises - Electricity - Telecom - Airport - Liquor Bond - Postal/Philatelic Emergency Services and Disaster Management Sport and Recreation Employment - Workers compensation - Industrial Relations	Social Welfare Health - Hospital Enterprise - Healthcare - Public Health Immigration Culture, Heritage and Traditions KAVHA Museums Education	Quarantine Reserves and Forestry Norfolk Island Plan National Park and Botanic Gardens Waste Management Pests and Noxious weeds Primary Industry - Agriculture and Horticulture - Marine and Fisheries Domestic Animals Slaughtering Pounds Civil Works - Roads - Road Traffic - Quarrying - Shipping/Lighterage	For the purposes of subsection 15A(3) of the <i>Norfolk Island Act 1979</i> the following Ministers will be authorised to act on behalf of another Minister while that Minister is absent or unable to act: Chief Minister and Minister for Tourism – may act for all Ministers Minister for Finance – may act for all Ministers Minister for Cultural Heritage and Community Services – may act for all Ministers Minister for the Environment – may act for all Ministers

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.

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

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;

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.

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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

NORFOLK POST
CLEARING OF MAIL FROM PRIVATE BOXES

Please be advised that staff will clear the mail from your box across the counter if you have forgotten your key only if you are the registered owner of that box. If the box is shared by several persons or families we will only give you the mail addressed to you.

We will do this on three occasions only and then you will need to either locate your key or arrange for a new one to be cut (\$7.00). An exception will be made if your box is in need of repair through no fault of yours.

If you are unable to clear your mail or are going to be away and wish for someone else to clear it for you - you will need to either give them your key or advise Norfolk Post in writing preferably received by us at least 7 days before your departure of the name of the person you would like your mail given to and the period of time this will apply to.

No liability whatsoever is accepted in any way by the Administration of Norfolk Island trading as Norfolk Post for any loss injury or damage of any kind whatsoever arising from any mail being lost, mislaid, destroyed or delayed in delivery to you by any person you have given your key to or by any person you have asked the post office in writing to deliver your mail to while you are absent from Norfolk Island or you are unable to clear your own mail.

We apologise for any inconvenience this may cause but Norfolk Post is required by law to deliver mail only to the correct recipient / addressee or the proper agent of the addressee.

DEB SIMPSON
ADMINISTRATIVE OFFICER

LIQUOR ACT 2005

Emblems Pty Ltd hereby apply to renew the Restaurant licence in respect of the premises Chom Cha Ba – The Taste of Asia situated on Portion 25d8 New Cascade Road and the appointment of Simon Lee as nominee for Emblems Pty Ltd.

V. ALSTON, DIRECTOR
EMBLEMS PTY LTD

Application is made to renew the Restaurant Licence in respect of the premises Hilli Restaurant and Wine Bar situated on Portion 39a16 Queen Elizabeth Avenue.

KIM WILSON
LICENSEE