



Norfolk Island Government Gazette

(PRINTED ON THE AUTHORITY OF THE ADMINISTRATION)

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 37

Friday 22 August 2014

THE ADMINISTRATION OF NORFOLK ISLAND

REQUEST FOR TENDER NO. 14/14 — FOR THE SUPPLY OF UNLEADED PETROL AND DIESEL FUELS

The Administration invites Tenders for the supply of unleaded petrol and diesel fuels to the Administration of Norfolk Island in accordance with the Request for Tender documentation.

Request for Tender documentation and further information is available online at the Norfolk Island Government's website: <http://www.info.gov.nf/tenders/OpenTenders/>.

Further information may be obtained by emailing questions to deputyceo@admin.gov.nf. The deadline for submitting questions is 4.00 pm Friday 12 September 2014. All emailed questions and responses will be available on the website <http://www.info.gov.nf/tenders/OpenTenders/>.

Offer closing time and date: 3.00 pm Norfolk Island Time, Monday 22 September 2014.

Tenders are to be lodged via email to tenders@admin.gov.nf.

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

Dated 21 August 2014

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND

EXPRESSION OF INTEREST NO. 15/14 — SUB-LEASE OF BULK PETROLEUM STORAGE AND DISTRIBUTION DEPOT

The Administration of Norfolk Island invites Expressions of Interest (EOI) for the sub-lease of the Ball Bay Bulk Petroleum Storage and Distribution Depot.

EOI information and a draft Sub-lease Agreement is available online at the Norfolk Island Government's website: <http://www.info.gov.nf/tenders/OpenTenders/>.

Further information may be obtained by emailing questions to deputyceo@admin.gov.nf. The deadline for submitting questions is 4.00 pm Friday 12 September, 2014. All emailed questions and responses will be available on the website <http://www.info.gov.nf/tenders/OpenTenders/>.

Offer closing time and date: 3.00 pm Norfolk Island Time, Monday 22 September 2014.

EOIs are to be lodged via email to tenders@admin.gov.nf.

Dated 21 August 2014

JON GIBBONS
CHIEF EXECUTIVE OFFICER

LAND TITLES ACT 1996
THE GOVERNMENT OF NORFOLK ISLAND
EXPRESSIONS OF INTEREST

VOLUNTARY MEMBERSHIP
NORFOLK ISLAND LEGAL AID ADVISORY COMMITTEE
PRESIDING MEMBER

The Norfolk Island Government is seeking Expressions of Interest from persons within the community who would wish to be considered for appointment as Presiding Member of the Norfolk Island Legal Aid Advisory Committee.

Membership is voluntary and for a period of two years with the option of re-appointment. The Committee is comprised of three members, including the Presiding Member and is provided with secretarial support.

The main role of the Committee is to make recommendations to the Minister on legal aid applications referred to the Committee and whether such assistance should be granted.

In addition, this is an opportunity to have a say in the legal aid system of Norfolk Island as a review is to be undertaken this financial year of the legal aid legislation and guidelines.

Further information about the membership, role and functions of the Norfolk Island Legal Aid Advisory Committee may be obtained by contacting Kim Edward, Secretary to the Legal Aid Advisory Committee on telephone 24272 or email kedward@admin.gov.nf

Expressions of Interest should be addressed to Alma Davidson, Acting Chief of Staff, Legislative Assembly, Kingston or email achiefstaff@assembly.gov.nf and received by 29 August 2014.

ALMA DAVIDSON
ACTING CHIEF OF STAFF

THE ADMINISTRATION OF NORFOLK ISLAND – EXPRESSION OF INTEREST
FIELD ASSISTANT TEAM LEADERS (X2) – ARGENTINE ANT ERADICATION PROGRAM

EMPLOYMENT: CASUAL – AD HOC HOURS – UP TO 12 MONTHS

SALARY RANGE: \$20.7121 PER HOUR (INCLUDES 15% LOADING)

The Norfolk Island Administration is seeking Expressions of Interest from suitable persons interested in 2 positions of Field Assistant Team Leaders for the Argentine Ant Eradication Program (AAEP). The positions being filled will report to the Argentine Ant Eradication Program Co-ordinator. The successful applicants will be employed on a casual basis and their hours will be ad hoc, depending on weather and field requirements. The period of employment may be up to 12 months.

The AAEP Field Assistant Team Leaders will be required to work in the field to assist with research, surveying, mapping and baiting of Argentine Ants on Norfolk Island with the goal of eradicating them from the island.

To fill this position you will need to have the –

- Ability to lead a small team or teams of people in survey and baiting tasks associated with the AAEP providing support to the AAEP Coordinator
- Physical fitness and capability to carry out fieldwork in sometimes difficult terrain
- Ability to work efficiently as an individual and/or as part of a team
- Ability to perform repetitious field work whilst maintaining a consistently high level of accuracy
- Demonstrated ability to work in isolation when required
- Ability to effectively prioritise workloads for small teams, within guidelines and time restraints
- Ability to solve problems or unforeseen events in the field
- Ability to utilise word-processing and spread-sheet software for effectively reporting purposes
- Understanding of and commitment to work health and safety principles and practices, and public sector accountability
- Proven personal qualities including ethical conduct, accuracy and confidentiality.

Position Specifications for this position, listing the full set of responsibilities and criteria, are available from our website www.info.gov.nf or by contacting the Human Resources Office at Kingston hr@admin.gov.nf or phone 22001 (extension 2). Further inquiries can be directed to Ben Thomas at email antcontrol@admin.gov.nf or telephone 58310 during business hours.

All Administration positions are subject to 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

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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 positions you will need to send a written application describing your eligibility against the selection criteria in the Position Specification and at least two current 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 5th September 2014.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND – EXPRESSIONS OF INTEREST
FIELD ASSISTANT POOL – ARGENTINE ANT ERADICATION PROGRAM

EMPLOYMENT: CASUAL – AD HOC HOURS – UP TO 12 MONTHS

SALARY RANGE: \$19.3135 PER HOUR (INCLUDES 15% LOADING)

The Norfolk Island Administration is seeking applications from a number of suitable persons interested in being available for a pool of Field Assistants for the Argentine Ant Eradication Program (AAEP). The positions being filled will report to the Argentine Ant Eradication Program Co-ordinator. The successful applicants will be employed on a casual basis and their hours will be ad hoc, depending on weather and field requirements. The period of employment may be up to 12 months.

The AAEP Field Assistants will be required to work in the field to assist with research, surveying, mapping and baiting of Argentine Ants on Norfolk Island with the goal of eradicating them from the island.

To fill this position you will need to have the –

- Ability to work efficiently as an individual or in a small team, undertaking survey and baiting tasks associated with the Argentine Ant Eradication Program
- Physical fitness and capability to carry out fieldwork in sometimes difficult terrain
- Ability to perform repetitious field work whilst maintaining a high level of accuracy
- Demonstrated ability to work in isolation when required, providing effective service delivery, within guidelines and time restraints
- Understanding of and commitment to work health and safety principles and practices, and public sector accountability
- Proven personal qualities including ethical conduct, accuracy and confidentiality

Position Specifications for this position, listing the full set of responsibilities and criteria, are available from our website www.info.gov.nf or by contacting the Human Resources Office at Kingston hr@admin.gov.nf or phone 22001 (extension 2). Further inquiries can be directed to Ben Thomas at email antcontrol@admin.gov.nf or telephone 58310 during business hours.

All Administration positions are subject to 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

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 positions you will need to send a written application describing your eligibility against the selection criteria in the Position Specification and at least two current 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 5th September 2014.

Previous holders of these AAEP Pool positions are encouraged to re-apply to be considered for appointment.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND
TENDER NO 13/14 — SALE OF SURPLUS KAVHA EQUIPMENT

Tenders are invited for the purchase of the following surplus KAVHA items —

1	Westinghouse refrigerator
1	Wooden extendable table and six matching wooden chairs
1	Wardrobe
1	Wooden tallboy (8 drawers)
1	Office chair
1	Desk
1	4 drawer filing cabinet

Inspection may be arranged by contacting Angie Andresen on 23009 for inspection between the hours of 8.30 am – 3.30 pm 21st – 22nd August inclusive, then 25th – 29th August inclusive.

The item will be sold “as is” and the Administration makes no warranty or representation whatsoever as to the fitness or suitability of the item for any particular purpose or use.

Tenders should be placed in a sealed envelope marked “Tender No.13/14” and emailed to tenders@admin.gov.nf or placed in the Tender Box located in the Records Section, top floor, Administration Building, Kingston, no later than 3.00 pm on 5th September 2014.

The highest or indeed any tender need not necessarily be accepted.

ANGIE ANDRESEN
ADMINISTRATIVE ASSISTANT — KAVHA NORFOLK ISLAND ADMINISTRATION
