



Norfolk Island Government Gazette

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- 15 -

NORFOLK ISLAND GOVERNMENT GAZETTE NO. 6

Friday 30 January 2015

NORFOLK ISLAND NATIONAL PARK AND NORFOLK ISLAND BOTANIC GARDEN ACT 1984
REVOCATION OF APPOINTMENT AND APPOINTMENT OF OFFICERS

I, Ronald John Ward, Minister for the Environment, under section 4 of the *Norfolk Island National Park and Norfolk Island Botanic Garden Act 1984*, revoke the appointment of —

Craig John Marriott; and

and appoint —

Catherine Tye

as an officer with the designation of Park Ranger for the purposes of that Act and the Regulations under that Act.

Dated 21 January 2015

R.J. WARD
MINISTER FOR THE ENVIRONMENT

THE ADMINISTRATION OF NORFOLK ISLAND
FINANCIAL ASSISTANCE FOR THE PROMOTION OF SPORT

The Norfolk Island Government continues to support the promotion of sport in Norfolk Island by offering financial assistance for a range of approved purposes as set out in Administration Policy and Guidelines No. 2004/08.

Applications are invited from eligible individual athletes and sporting organisations. Applications are to be lodged on the form provided in the Policy and Guideline documentation which is available at <http://norfolkisland.gov.nf/forms/SportsGrants/>.

Applications for the 2014/2015 financial year close at 4.00 pm on Monday 23 February 2015. Applications must be returned, together with supporting documentation as specified, to the Chief Executive Officer, The Administration of Norfolk Island, New Military Barracks, Kingston, Norfolk Island. Late applications will not be considered.

Any enquiries can be directed to Bella Wilson at the Administration on telephone 22001 extension 8 or by email to bella@admin.gov.nf.

Dated 28 January 2015

TIM SHERIDAN
MINISTER FOR FINANCE

THE ADMINISTRATION OF NORFOLK ISLAND
EXPRESSION OF INTEREST NO. 2/15
PRODUCTION OF 2015 FOUNDATION DAY RE-ENACTMENT EVENT

The Administration of Norfolk Island invites Expressions of Interest (EOI) to produce the annual Foundation Day re-enactment event on 6 March 2015.

A draft schedule of requirements and draft contract are available online at the Norfolk Island Government website: <http://www.norfolkisland.gov.nf/tenders/OpenTenders>

Further information may be obtained by emailing questions to kavharesearch@admin.gov.nf

The deadline for submitting questions is 3.00 pm Friday 30 January 2015. All emailed questions and responses will be available on the website <http://www.norfolkisland.gov.nf/tenders/OpenTenders>

Expressions of Interest are to be marked “**Expressions of Interest – Production of 2015 Foundation Day Re-enactment Event EOI No. 2/15**” and emailed to tenders@admin.gov.nf by 9.00 am Norfolk Island time on Monday 2 February 2015.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND
EXPRESSION OF INTEREST NO. 4/15

Learning and Development

The Administration of Norfolk Island would like to hear from interested people who have the qualifications and experience in delivering organisational training in one or more of the following areas:

- Leadership and Management
- Work Health and Safety
- Project Management
- Finance, Accounting
- Records and Information Management
- Governance
- Training and Assessment
- Change Management
- Continuous Improvement
- Customer Services
- Risk Management
- Auditing
- Excel and use of complex spreadsheets
- Quality Service Standards
- Strategic Planning
- Analyse and Present Research Information
- Policy Development

You must have as a minimum a current Certificate IV in Training and Assessment.

If you would like to register your interest please submit a business proposal outlining your qualifications, skills and experience. Your submission must also include your proposed hourly rate, half day and full day rates for services.

Submissions are to be sent to tenders@admin.gov.nf by 9.00 am Monday 23 February 2015.

For further information contact the HR Manager Robyn Gillies on 22001 extension 2 or email hr@admin.gov.nf

JON GIBBONS
CHIEF EXECUTIVE OFFICER

**IN THE SUPREME COURT
OF NORFOLK ISLAND
PROBATE JURISDICTION**

In the estate of **PATRICIA JEAN
BUFFETT**, late of Grassy Road,
Norfolk Island, deceased.

NOTICE OF INTENTION TO APPLY FOR PROBATE

We, **RHONDA EVELYN GRIFFITHS** and **CARA LOUISE BUFFETT**, intend to apply to the Court not less than 14 days, and not more than 3 months, after the day this notice is published for probate of the will dated 24th March 2010 of the deceased person to be granted to us.

The deceased's persons address shown in the will is Grassy Road, Norfolk Island.

All documents in relation to the estate may be served on us at the following address for service:
McIntyres, Lawyers,
The Strand, Taylors Road, Norfolk Island.

Creditors of the estate are required to send particulars of their claims to the address for service.

Dated 29 January 2015

JOHN TERENCE BROWN
SOLICITOR FOR THE EXECUTORS

BURSARIES & SCHOLARSHIPS

Applications are invited for awards of bursaries and scholarships to enable students to continue their education elsewhere than on Norfolk Island.

Students must have completed at least three years schooling on Norfolk Island and must be a resident of Norfolk Island.

Prospective applicants who are awaiting examination results or who have not been advised of acceptance for admission to the course of their choice should still lodge applications.

Brief details of awards available are:

BURSARIES

Higher School Certificate Bursary

This bursary is available to students who have attained the School Certificate and who, in the opinion of the Bursaries and Scholarships Committee, are capable of proceeding to and passing the Higher School Certificate examination or its equivalent, who have special educational requirements for schooling elsewhere than on Norfolk Island and who can demonstrate proven abilities in that specialised area.

Special Note:

As the Higher School Certificate is available at the Norfolk Island Central School, this bursary is limited to applicants with special curriculum needs.

SCHOLARSHIPS

Tertiary Education Scholarship

This scholarship is available to assist full time students undertaking a course leading to a tertiary qualification from a university or other tertiary institution.

Vocational Training Scholarship

This scholarship is available to assist persons wishing to undertake apprenticeships, technical or para-professional studies and/or training away from Norfolk Island.

Tertiary Education Scholarships and Vocational Training Scholarships are available for a maximum period of 4 years from the commencement of a course. Courses must commence no later than one year after completing the Higher School Certificate.

All applications must be accompanied by:

- Proof of enrolment (from a university, TAFE or other tertiary institution);
- Documents which demonstrate satisfactory progress in the previous year (results);
- A 250-word statement describing the student's career goals and ambitions. This statement must be provided by applicants who are applying for a bursary or scholarship for the first time. The statement must be in the student's own words and should be as detailed as possible.

Please note that fresh applications are required each year.

For application forms and further enquiries please contact Bella Wilson at the Administration on telephone 22001 extension 8. Application forms are also available at <http://www.norfolkisland.gov.nf/forms/> under Bursaries & Scholarships.

APPLICATIONS SHOULD BE LODGED BY CLOSE OF BUSINESS ON FRIDAY 30 JANUARY 2015.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND
NOTICE TO THE PUBLIC

The Administration of Norfolk Island on behalf of the Minister responsible for the *Traffic Act 2010* would like to advise the public, effective from 30 January 2015 the 30 km/h zone along Bounty Street towards Quality Row will be extended 140 metres from the cattlestop over the bridge. There is no change to the 30 km/h limit along the foreshore.

DOUG CREEK
PUBLIC WORKS MANAGER

THE ADMINISTRATION OF NORFOLK ISLAND
EXPRESSION OF INTEREST NO. 1/15
PROVISION OF ROAD CONSTRUCTION & MAINTENANCE SERVICES FOR THE ADMINISTRATION OF NORFOLK ISLAND - REGISTER OF PRE-QUALIFIED SUPPLIERS

The Administration of Norfolk Island invites Expressions of Interest (EOI) to provide road construction and maintenance services for the Administration of Norfolk Island.

Specific works shall include the provision of repair and maintenance services in the areas of earthworks, road works, drainage, bitumen work using emulsion (not hot bitumen), and small scale concrete work.

The Expression of Interest documentation is available to download from:

<http://www.norfolkisland.gov.nf/tenders/OpenTenders>

Submitters to this EOI will provide details of plant, equipment and/or labour available, pricing and other required information in order to be considered for inclusion on a Register of Pre-Qualified Suppliers. The information submitted will be retained on the Register of Pre-Qualified Suppliers by the Administration of Norfolk Island for a period of two (2) years.

Enquiries should be submitted to Doug Creek, Manager of Public Works on phone: +6723 22006 extension 4; Mobile: +6723 50452 or by email to dcreek@admin.gov.nf during business hours.

Expressions of Interest are to be marked "**Expressions of Interest - Road Construction and Maintenance Services EOI No. 1/15**" and emailed to tenders@admin.gov.nf by 2.00 pm Norfolk Island time on Monday 9 February 2015.

Canvassing of elected members is not permitted. The Administration of Norfolk Island is not obliged to accept the lowest or any Expression of Interest.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND
AIRPORT OPERATIONS MANAGER – FIXED PERIOD – 3 YEARS
Salary Range: \$50,227 - \$53,445 pa
Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives

The Administration of Norfolk Island is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as Airport Operations Manager. The position reports to the Chief Executive Officer.

To fill this position you will need to have at least:

- Tertiary qualifications in aviation related disciplines such as Aviation Management, or a minimum of 5 years' management experience in aviation or airport management
- A working knowledge and understanding of the legislation that governs the aviation industry and in particular the operational standards, practices and procedures applicable to aerodrome operations.
- Possess accreditation and certifications required by CASA (or the willingness and capacity to quickly acquire such accreditations and certifications) to perform the duties eg of an Airport Reporting Officer, Works Safety Officer, Ports Security Officer, UNICOM Operator, and Screener.
- Highly developed interpersonal and communication skills and proven experience in effectively managing diverse teams of staff.
- Preparedness to work a roster that may include odd hours, spanning any day of the week to ensure the ability to cover both scheduled and delayed aircraft operations, and emergency flights.
- Working knowledge and understanding of work health and safety principles and practices, risk mitigation and public sector accountability.

The Position Specification for this position lists the full set of responsibilities and selection criteria and is 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 enquiries can be directed to the Chief Executive Officer, Mr. Jon Gibbons at email ceo@admin.gov.nf or telephone 22001 during business hours.

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

Appointments will be made on merit in accordance with the *Public Service Act 2014*. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/>. Applications will also need to include two recent work-related referees. Applications are to be lodged by email at hr@admin.gov.nf no later than 9.00 am 2 February 2015.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

THE ADMINISTRATION OF NORFOLK ISLAND
PUBLIC WORKS MANAGER – FIXED PERIOD – 3 YEARS

Salary Range: \$50,227 to \$53,445 pa

(Currently Income Tax-free, plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)

The Administration of Norfolk Island is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as Manager – Public Works. The position reports to the Chief Executive Officer.

To fill this position you will need to have at least:

- Formal qualifications in trades, construction, building, or other related area.
- Proven managerial experience of a minimum of five (5) years in the same and/or similar role.
- Proven experience in project management of works programmes preferably including road infrastructure and the maintenance of minor capital improvement projects.
- Proven experience and high level competency in performance budgeting and the provision of performance status reports to Executive Management.
- Demonstrated organisation and prioritisation skills in meeting works and project deadlines.
- Thorough knowledge of work health and safety and risk management issues including associated legislation and practice.

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JON GIBBONS
CHIEF EXECUTIVE OFFICER
