



Norfolk Island Government Gazette

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 14

Friday 6 April 2018

PASTURAGE AND ENCLOSURE ACT 1949

REGULATION 5

I, Eric Russell Hutchinson, Administrator of Norfolk Island and delegate of the Commonwealth Minister under item 1.76 of the *Ministers Norfolk Island Delegation Instrument 2017 (No.2)* (CTH), direct the owners of stock depastured under the *Pasturage and Enclosure Act 1949*, to muster stock for drenching at one of the following places between 7am and 3pm on the dates indicated below for that area. Dates are subject to change depending on the weather. Any variation of dates will be notified over the local radio.

Stock Found in the Following areas	Muster Place	Muster Dates
Cockpit Burnt Pine New Cascade Road J.E. Road Red Road Cascade	Cascade Yards	Monday, 9 April 2018
Kingston Store Road Middlegate Rooty Hill Road Cutters Corn Bloody Bridge Bumboras Peters Highway New Farm Road Longridge Rocky Point	Pound Paddock, Kingston	Tuesday & Wednesday 10 and 11 April 2018
Anson Bay Road Duncombe Bay Road Kingfisher Paddock	Kingfisher Paddock Yards, Anson Bay	Thursday, 12 April 2018
Ball Bay Bucks Point Steels Point	Pound Paddock, Kingston	Friday, 13 April 2018
Mt Pitt Road Mission Road Headstone Road Douglas Drive	Mission Pool Yards	Monday 16 April 2018

Cattle owners are required to attend in person, at the appropriate muster place to muster and drench stock. Cattle owners may appoint an agent to attend the muster on their behalf, at the appropriate muster place(s) provided any such appointment is in writing and handed to the Inspector of Brands and Marks prior to muster. Failure to attend muster or failure to submit the written appointment of an agent will result in that cattle owner being ineligible to be granted pasturage rights for the next 12 month period beginning April 2018, in accordance with the approved *Pasturage Rights Policy*. It should be further noted that an approved right of pasturage must exist in respect of calves over the age of 6 months, which are expected to be depastured on common land.

Dated: 28 March 2018

ERIC R. HUTCHINSON
ADMINISTRATOR

ASSOCIATIONS INCORPORATION ACT 2005
NOTICE OF RESOLUTION SECTION 27(2)

Under Section 27(2) of the *Associations Incorporation Act 2005* and in the matter of Norfolk Island Jazzes It Up Inc. – Notice is hereby given that at a general meeting the resolution set out below was duly passed.

1. To transfer all its funds to the Community Arts Society of Norfolk Island Inc.
2. That the Association commences winding up.

This notice has been approved by the Registrar of Associations.

Dated: 15 March 2018

LOUISE TAVENER
SECRETARY

TREES ACT 1997
GRANT OF PERMITS TO TAKE PROTECTED TREES
NOTICE UNDER SUBSECTION 9(5)

I, Mike Johnston, Team Leader – KAVHA/Conservator, authorised officer of the Norfolk Island Regional Council, give notice in accordance with subsection 9(5) of the *Trees Act 1997* that the following permits have been granted under subsection 9(1) of the Act during the period 1 January 2018 to 31 March 2018.

Tree Number	Species	Location
1/18 – 3/18	3 x Norfolk Island Pinetrees	Portion 35z2, Grassy Road
4/18	1 x Norfolk Island Pinetree	Portion 39a4, Mulberry Lane
5/18 – 12/18	8 x Norfolk Island Pinetrees	Portion 58x1, Douglas Drive
13/18 – 16/18	4 x Oak trees	Road Reserve Cascade Road/Youngs Road
17/18	1 x Norfolk Island Pinetree	Portion 161e, New Farm Road
18/18	1 x Oak tree	Portion 149e, Mission Road
19/18	1 x Norfolk Island Pinetree	Portion 144, Headstone Road
20 – 22/18	3 x Norfolk Island Pinetrees	Anson Bay Road (adjacent Bishops Court)

Dated: 31 March 2018

MIKE JOHNSTON
TEAM LEADER – KAVHA/CONSERVATOR

TOURISM MARKETING REPRESENTATION
REQUEST FOR TENDER 08/18

Norfolk Island Regional Council is seeking submissions from suitably qualified and experienced organisations to provide Tourism Marketing Representation services on an ongoing basis for a period of 36 months from 1 July 2018 to 30 June 2021 with provision for a three year option. Tenderers must comply with all the requirements of the specification and must satisfy Council's requested timeframes.

Closing date: Saturday 28 April 2018 at 10:00am Sydney time
Information and Submissions: Via TenderLink: www.tenderlink.com/regionalprocurement
Contact: For general enquiries – Peter Salafia on 00612 4978 4044 or Support Services on 00612 4978 4046. All specific enquiries must be posted to the TenderLink Forum applicable to this tender request.

Dated: 4 April 2018

LOTTA JACKSON
GENERAL MANAGER

REVIEW OF LAND TITLES SOFTWARE SYSTEM
REQUEST FOR QUOTE (RFQ) 4/18

The Norfolk Island Regional Council (NIRC) requires a new land titles software system to replace its ageing system currently in operation.

This project will be done in two stages:

- Stage 1 (planning)
- Stage 2 (development)

Quotes are sought from suitably qualified persons for Stage 1 (planning) only of the project which includes:

- Analysis of the NIRC's current land titles system
- Analysis of related legislation including new legislation coming into effect
- Delivery of a report with a series of recommendations
- A detailed technical specification for software requirements
- A recommendation of appropriate industry providers of software

Your response should address the following:

- Company experience with similar projects
- Understanding of land titles legislation as it applies to Norfolk Island, and/or other States in Australia
- Resource availability for the period March 2018 – June 2018
- Relevant qualifications and skills
- Risk management policy
- Insurance policy
- Methodology
- A schedule of fees and charges
- Conflicts of interest

All quotes are to be submitted on or before 4:00pm (Norfolk Island time), 27 April 2018 via Tenderlink: www.tenderlink.com/regionalprocurement

If you require further information, please contact Leanne Webb on +6723 22001 extension 156.

Dated: 4 April 2018

LEANNE WEBB
MANAGER CUSTOMER CARE

HERITAGE AND CULTURE ADVISORY COMMITTEE MEMBERSHIP
EXPRESSIONS OF INTEREST 10/18

Council is seeking Expressions of Interest for the appointment of a member to the Council's Heritage and Culture Advisory Committee between the ages of 15 to 25 years to represent the youth of the island. The Heritage and Culture Advisory Committee meet on a monthly basis on the fourth Friday of the month at 4:00pm. The Committee operates in accordance with its adopted Terms of Reference which are available from Council's website: <http://www.norfolkisland.gov.nf/sites/default/files/Terms%20of%20Reference%20Heritage%20and%20Culture%20Advisory%20Committee%20V4.pdf>.

The purpose of the Committee:

- To advise Council on Heritage and Culture.

Membership required to replace community representative member include:

One (1) Community Member (aged 15 to 25 years)

Members must have expertise/interest in heritage and culture and be interested in encouraging and promoting all heritage and culture for the whole of Norfolk Island and not for self-interest only.

Application to be marked: Heritage and Culture Advisory Committee EOI 10/18
Closing date: Friday 27 April 2018 at 4:00pm
Submissions: Email submissions to: regionalcouncil@nirc.gov.nf
Contact Person: Sharyn Quintal
E: sharyn.quintal@nirc.gov.nf
P: 22001

Applicants should highlight their suitability for the role through the provision of a cover letter, resume and any other supporting documentation.

Dated: 6 April 2018

LOTTA JACKSON
GENERAL MANAGER

TOURISM ADVISORY COMMITTEE MEMBERSHIP
EXPRESSIONS OF INTEREST 11/18

Council is seeking Expressions of Interest for the appointment of a member to the Council's Tourism Advisory Committee for the duration of the Term of Council.

The Tourism Advisory Committee will meet on a monthly basis on the first Thursday of the month at 4.00pm. The Committee operates in accordance with its adopted Terms of Reference which are available from Council's website: www.norfolkisland.gov.nf/your-council/council-advisory-committees/tourism-advisory-committee

The purpose of the Committee:

- To advise and make recommendations to the Norfolk Island Regional Council on Tourism Strategy.
- To provide advice to Council and support the efforts and direction of tourism to Norfolk Island, both in the immediate and long term.

Membership required to replace resigned members include:

One (1) Tourism Operations

Members must be interested in Tourism and Economic Development as part of the whole of Norfolk Island and not for self-interest only.

Application to be marked: Tourism Advisory Committee Membership EOI 11/18
Closing date: Friday 27 April 2018 at 4:00pm
Submissions: Email submissions to: regionalcouncil@nirc.gov.nf
Contact Person: Lotta Jackson
E: lotta.jackson@nirc.gov.nf
P: 22001 Ext 127

Applicants should highlight their suitability for the role through the provision of a cover letter, resume and any other supporting documentation.

Dated: 4 April 2018

LOTTA JACKSON
GENERAL MANAGER

SUPPLY OF 7MM, 10MM AND ROADBASE
EXPRESSIONS OF INTEREST 09/18

The Norfolk Island Regional Council is seeking expressions of interest from local contractors to supply 7mm, 10mm and roadbase materials during the period 1 May 2018 to 30 April 2019.

Information required when responding to this expression of interest should include:

Name of Company/business

ABN

Public Liability Insurance (\$20million)

Price per tonne for 7mm, 10mm and roadbase

Quantities of 7mm, 10mm and roadbase to be supplied each month

Selection and Utilisation Process

All expressions of interest will be evaluated under the Norfolk Island Regional Council Procurement of Goods and Services Guidelines.

Quotation and Lodgement

Expressions of Interest should be sealed in an enveloped marked 'Expressions of Interest 09/18 – Supply of 7mm, 10mm and roadbase' and placed in the tenders box located in the Regulatory section on the ground floor of the New Military Barracks Kingston by **4pm Friday 13 April 2018**.

Dated: 23 March 2018

MIKE JOHNSTON
TEAM LEADER – KAVHA / CONSERVATOR

**ARCHITECTURAL DESIGN, ASBESTOS REMOVAL, CARPENTERS, CONCRETTERS, ELECTRICIANS,
ENGINEERING SERVICES, FLOOR COVERINGS, METAL FABRICATOR, MOTOR/DIESEL MECHANIC, PAINTERS,
PANEL BEATER, PLUMBERS/GAS FITTERS**
EXPRESSIONS OF INTEREST 06/18

Call for expressions of interest

The Norfolk Island Regional Council is seeking expressions of interest from private individuals and businesses on the island for the supply of labour and to carry out works for Council when required.

Information required when responding to this expression of interest should include –

Name of Company/Business

ABN

Public Liability Insurance (\$20million)

Hourly rate

Tickets/qualifications/experience

Selection and Utilisation Process

All expressions of interest will be evaluated under the Norfolk Island Regional Council Procurement Policy.

Forms and Lodgement

Forms can be downloaded from Council's website - <http://www.norfolkisland.gov.nf/your-council/tenders-and-eoi> or call in to Customer Care, New Cascade Road to pick up a hard copy.

Expressions of Interest should be sealed in an enveloped marked 'Expressions of Interest 06/18' and placed in the tenders box located in the Regulatory section on the ground floor of the New Military Barracks Kingston by 8am **Monday 9 April 2018**. Further information can be obtained from Mike Johnston, Team Leader Works/KAVHA/ Conservator on 22006 Ext. 4 or Mike.Johnston@nirc.gov.nf.

The Norfolk Island Regional Council is not obliged to accept the lowest or any offer.

Dated: 14 March 2018

ALAN BUCKLEY
MANAGER INFRASTRUCTURE AND SERVICES

COURT OF PETTY SESSIONS

The next sittings of the Court of Petty Sessions is set down for Monday 9 April 2018 at 2:30pm in the Court House, Kingston.

Dated: 26 March 2018

ALLEN BATAILLE
CLERK OF THE COURT

FULL TIME POSITION VACANT

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description listing the full set of key accountabilities and competencies are available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>.

Job Number: NIRC201718-36

'Information Technology Officer' (Position #1033) - (\$43,056 to \$44,856 per annum)

The Norfolk Island Regional Council's Information Technology (IT) Officers are all-rounders who troubleshoot and provide solutions, support and maintenance of hardware and software to meet the operational needs of the Council and other Government Agencies on Norfolk Island, as required. This is a challenging, complex role which crosses many disciplines within the IT profession.

Enquiry Contact Officer - Leanne Webb - phone +6723 22001 or email leanne.webb@nirc.gov.nf.

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Thomas Andresen on +6723 22001, Ext. 2 or Ext.115.

5.5% Superannuation applies to above salaried position. All Council Salary Rates are currently the subject of an Enterprise Bargaining process and are therefore subject to a potential change.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO). If you are interested in the advertised positions you will need to send a written application addressing the competencies contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Applications are to be lodged by **email** to hr@nirc.gov.nf **no later than 9:00am, Monday 23 April 2018**.

Dated: 6 April 2018

LOTTA JACKSON
GENERAL MANAGER

FULL TIME POSITION VACANT

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description listing the full set of key accountabilities and competencies are available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>.

Job Number: NIRC201718-035

'Airport Operations Manager' (Position #1093) \$75,000 includes market component

This is a key operational role at the Norfolk Island Airport to lead and coordinate the Aerodrome Reporting Officers, UNICOM Officers, Screening Officers and Grounds / Maintenance teams, Regular Passenger Transport and general aviation arrivals and departures. The Airport Operations Manager fulfils regulatory requirements in the areas of Safety, Security, Emergency Management, Drug & Alcohol Management and Aerodrome Control.

Enquiry Contact Officer - Bruce Taylor - phone +6723 22001 or email bruce.taylor@nirc.gov.nf.

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Thomas Andresen on +6723 22001, Ext. 2 or Ext.115.

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Dated: 6 April 2018

LOTTA JACKSON
GENERAL MANAGER

FULL TIME POSITION VACANT

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description listing the full set of key accountabilities and competencies are available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>

Job Number: NIRC201718-034

'Team Leader Finance' (Position #1022) - \$50,815 to \$53,245 per annum

The purpose of this position is to lead the finance team in the delivery of internal and external customer services. Oversee the collection, receipting and banking of monies, invoicing debtors, payment of creditors, processing payroll and associated tasks, procurement functions, managing cash flows and preparing financial reports as required.

Enquiry Contact Officer – Phillip Wilson - phone +6723 22001 or email phillip.wilson@nirc.gov.nf.

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Thomas Andresen on +6723 22001, Ext. 2 or Ext.115.

5.5% Superannuation applies to above salaried position. All Council Salary Rates are currently the subject of an Enterprise Bargaining process and are therefore subject to a potential change.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO). If you are interested in the advertised positions you will need to send a written application addressing the competencies contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Applications are to be lodged by **email** to hr@nirc.gov.nf **no later than 9:00 am, Monday 16 April 2018.**

Dated: 30 March 2018

LOTTA JACKSON
GENERAL MANAGER

CASUAL POOL POSITIONS VACANT

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description listing the full set of key accountabilities and competencies are available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>

Job Number: NIRC201718-031

'Casual Museum & Research Centre Attendant/Tour Guide (Position #2001) - AO1-1 (\$26.3131 per hour including 25% casual loading)

To inform, guide and provide excellent customer service to visitors of the Norfolk Island Museum and Research Centre and support museum preventive conservation procedures.

Enquiry Contact Officer - Janelle Blucher - phone +6723 23788 or email Janelle.blucher@nirc.gov.nf

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Thomas Andresen on +6723 22001, Ext. 2 or Ext.115.

5.5% Superannuation applies to above positions. All Council Salary Rates are currently the subject of an Enterprise Bargaining process and are therefore subject to a potential change.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO). If you are interested in the advertised positions you will need to send a written application addressing the competencies contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Applications are to be lodged by **email** to hr@nirc.gov.nf **no later than 9:00 am, Monday 9 April 2018.**

Dated: 23 March 2018

LOTTA JACKSON
GENERAL MANAGER
