



Norfolk Island Government Gazette

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 29

Friday 28 June 2019

COURT OF PETTY SESSIONS

The next sittings of the Court of Petty Sessions is set down for Tuesday 9 July 2019 at 10:30am in the Court House, Kingston.

Dated: 25 June 2019

A.V. BATAILLE
CLERK OF THE COURT OF PETTY SESSIONS

SALE OF TOBACCO ACT 2004

NOTICE TO ALL SELLERS OF TOBACCO IN NORFOLK ISLAND

Persons or businesses involved in the sale of tobacco in Norfolk Island are required to hold a licence under Section 7 of the *Sale of Tobacco Act 2004* (NI). All Sale of Tobacco (SOT) licences expire on 30 June in the financial year in which they were issued regardless of when a licence is issued within that particular year. New applications by new business owners or renewal applications by business owners who already hold a SOT licence must be lodged in writing in the prescribed form together with payment of the full applicable licence fee (\$170) at the Customer Care Facility of the Norfolk Island Regional Council before 30 June 2019.

The licensee must:

- Prominently display in the premises warnings and anti-smoking signs

The licensee must not:

- Supply, sell or cause or permit to be supplied or sold a tobacco product to a person under the age of 18 years
- Sell a tobacco product other than for smoking
- Sell something that looks like or resembles a tobacco product that is not
- Sell cigarettes other than in packets of 20 or more
- Manufacture tobacco products.

The 'APPLICATION FOR A LICENCE UNDER THE SALE OF TOBACCO ACT 2004' form can be collected from Customer Care, New Cascade Road or downloaded from Council's website from the following link:

<http://www.norfolkisland.gov.nf/council/council-documents/forms-sale-tobacco/sale-tobacco-application-licence>

Dated: 21 June 2019

PETER WILSON
TEAM LEADER WASTE AND ENVIRONMENT

PLANNING ACT 2002 (NI) – SUBSECTION 43(1) NOTICE DEVELOPMENT APPLICATION

1. Development Application No.: DA.BA 14/2019

Applicant: G J Evans and D H Evans
PO Box 478, NORFOLK ISLAND

Location: Lot: 69 Sec: 3 Por: 57d4 158c Collins Head Road

Proposed Development: Residence - Dual Occupancy: Construct one additional dwelling

Zone: Rural

Category: Permissible (with consent)

Public Exhibition

This Development Application may be inspected, during business hours, at the Planning Office at the Norfolk Island Regional Council, New Military Barracks, Kingston.

Submission

Any person may, during the period between Monday 24 June 2019 and Monday 8 July 2019, make written submissions to the General Manager about this Development Application. All submissions must state the relevant Development Application number. All submissions must be signed by at least one person making the submission. If a submission objects to the proposed development, the grounds for objections must be specified in the submission.

Reviewable decisions

Decisions made on Development Applications under the *Planning Act 2002* (NI) are reviewable decisions within the meaning of subsection 78(1) of the Act.

Dated: 19 June 2019

JODIE BROWN
SENIOR STRATEGIC PLANNER

PROVISION OF LEGAL SUPPORT TO THE DEPUTY CURATOR DECEASED ESTATES
REQUEST FOR QUOTE 12/19

Council is seeking quotes from suitably qualified persons to provide legal support to the Deputy Curator of Deceased Estates under the *Administration and Probate Act 2006* (NI) for the 2019-2020 financial year.

Services include the:

- management of a case load of complex estates and trusts within the context of the appropriate legislation, common law and relevant applicable court procedures rules
- provision of expert and technical legal professional advice to the Deputy Curator and a range of relevant persons including beneficiaries on estates and trusts
- provision of timely prudent advice regarding the involvement (if any) of the Deputy Curator in any court proceedings relevant to any deceased estate relating to Norfolk Island
- assisting of the Deputy Curator to identify real and personal property automatically vested in the Deputy Curator upon the death of any person until probate or letters of administration are granted by a Court to anyone else in respect of such vested property
- undertaking of appropriate prudent recovery, management and disbursement / distribution of trust funds and estate trust assets according to law
- proper preparation and lodging documents and/or causing to be prepared and lodged with any relevant Federal/State/Territory agency as well as with any overseas jurisdictions relevant to the payment by deceased estates of applicable statutory taxes, levies, duties and proven debts
- provision of reports and financial accounts to the Deputy Curator as well as to the relevant beneficiaries and creditors of deceased estates under the administration of the Curator
- consideration, in a timely manner, whether any election should be filed by the Deputy Curator in any deceased estate in relevant or appropriate circumstances according to law
- compliance with all requirements of applicable laws as well as with all directions of the Supreme Court of Norfolk Island (and/or any other competent Court having jurisdiction) in regard to the administration of any deceased estates by the office of the Deputy Curator
- keeping of all appropriate files and records relevant to each deceased estate and as may be necessary
- rendering of lawful invoices and disbursement requests to the Deputy Curator in regard to deceased estate trust accounts and funds as well as regarding estate expenses and disbursements properly lawfully incurred from time to time
- such undertaking of further or other duties as may from time to time be directed or required by the Deputy Curator

Applications should address the following criteria:

- Australian Legal practitioner qualifications including but not limited to registration or current entitlement to registration or to practice as a legal practitioner of Norfolk Island under the *Legal Profession Act 1993* (NI).
- Relevant professional experience including as to administration / management of deceased estates and management of trust accounts
- Current legal professional indemnity and other relevant insurance policies
- Availability to provide services for the 12-month period mid July 2019 – 30 June 2020.
- Quotation for reasonable Hourly rate for the provision of legal professional services
- Disclosure of any current or foreseeable conflicts of interest.

Responses with quotations can be emailed to regionalcouncil@nirc.gov.nf, Attention: Deputy Curator or mailed to Deputy Curator of Deceased Estates, PO Box 95, Norfolk Island 2899.

Applications close at 4:00pm (Norfolk Island time) on Friday 5 July 2019.

Further information can be obtained from the Deputy Curator of Deceased Estates, Leanne Webb on (+6723) 22001 ext. 144.

Dated: 18 June 2019

LEANNE WEBB
DEPUTY CURATOR DECEASED ESTATES

ENERGY ECONOMIST CONSULTANT
REQUEST FOR QUOTE 13/19

The Norfolk Island Regional Council is seeking **quotes** from an Energy Economist to determine and document the financial impacts of engineering solutions designed to increase the renewable energy contribution to the Norfolk Island electricity supply.

The project will include an analysis of the following key areas: Solar PV yield of the proposed centralised solar PV system, optimal size of BESS system's capacity, energy configuration, and potential operating modes, operational profile of diesel plant within the new hybrid system, and quantification of expected diesel fuel cost savings, analysis of tariff structure, and the impact of third-party funding possibilities.

Information relating to quote guidelines and scope of work can be found on the Norfolk Island Regional Council website www.norfolkisland.gov.nf/your-council/tenders-and-eoi or either from Council's tendering portal at www.tenderlink.com/norfolk/

All enquiries relating to the quote documentation must be submitted via the online FORUM at www.tenderlink.com/norfolk/ via the quote notice. Requests for confidential documents referred to in the quote documents should be directed to nominated contact person

Please note the following when responding:

- Quotes to be marked:** Norfolk Island Energy Economist Consultant RFQ 13/19
- Closing date:** Monday 29 July 2019 at 11:00am AEST
- Submissions:** Quotes can be placed in:
1. the Tenders Box in the Registry Office, Council Offices, Kingston, or
 2. via the Tenderlink electronic tender box at www.tenderlink.com/norfolk/. Respondents to Tenderlink will receive a Successful Submission Receipt timed and dated upon completion. Should assistance be required please use the online manual on the portal under Support/Online Manuals/Making a Submission or contact Tenderlink Customer Support on 1800-233-533 or if calling from Norfolk Island dial +61-1800-233-533.
- Contact Person:** Alistair Innes-Walker
E: Alistair.innes-walker@nirc.gov.nf
P: (+6723) 54002

Dated: 21 June 2019

BRUCE TAYLOR
GROUP MANAGER SERVICES

NORFOLK ISLAND AIRPORT MASTER PLAN
REQUEST FOR TENDER 11/19

The Norfolk Island Regional Council seeks to appoint a suitably qualified and experienced consultant who has demonstrated experience in the delivery of quality outcomes in Master Planning and the design of major regional airports with an understanding of the remoteness and uniqueness of Norfolk Island for an Airport Master Plan.

Forms and Lodgement

REGISTRATION: Documents can be downloaded from Council's tendering portal at www.tenderlink.com/norfolk. Documents are divided into two categories: "Tender Information" and "Returnables".

"Tender Information" refers to the documents and conditions that outline the requirements of the tender and associated contract.

"Returnables" refers to the documents that must be completed as outlined in the Instructions for Tender Submissions below.

ENQUIRIES: All enquiries relating to the proposed contract must be submitted in writing on the FORUM at www.tenderlink.com/norfolk/ via the tender notice.

SUBMISSIONS: Completed responses must be submitted via the electronic tender box (see option below). Respondents will receive a Successful Submission Receipt timed and dated upon completion. Should assistance be required please use the online manual on the portal under Support/Online Manuals/Making a Submission, or contact Tenderlink Customer Support on 1800-233-533 or if calling from Norfolk Island dial +61-1800-233-533.

Complete tenders (i.e. containing all completed schedules, documents, information and details required) shall be considered ONLY if received as specified below.

(a) Tender must be submitted electronically to the Electronic Tender box at www.tenderlink.com/norfolk before the deadline for the close of tender. The submission MUST BE COMPLETE as described in this Invitation to Tender,

(b) Alternately, a hard copy may be lodged into the Tender Box located at the address shown in the Invitation to Tender document. This hard copy must be enclosed in a sealed envelope or package.

CLOSING DATE AND TIME: Tenders close at 10:00 am AEST on 07 August 2019 and submissions must be fully received by this time. The Norfolk Island Regional Council is not bound to accept the lowest priced tender or all or any part of a tender and reserves the right to conduct the Request for Tender process and select the successful respondent(s) as it sees fit. The Norfolk Island Regional Council staff are unable to respond to verbal enquiries in relation to the proposal. Late, verbal or emailed proposals will not be accepted.

Dated: 21 June 2019

BRUCE TAYLOR
MANAGER GROUP SERVICES

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 is available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>

Job Number: NIRC201819-49 – Vacant position

Plant Operator Grounds and Open Space Maintenance (1046) - \$46,741.50 per annum

To undertake and maintain Norfolk Island Regional Council Grounds and Open Spaces precincts to a high standard of presentation.

Enquiry Contact Officer – Gavin Snell - phone +6723 22006 or email gavin.snell@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.

9.5% superannuation (from 1 July 2019), employer contributions only made if monthly wages exceed \$450 (before tax).

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity. If you are interested in the advertised position you will need to send a written application addressing the competencies and qualifications contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Please note that if you do not fully address the competencies and qualifications criteria you may be excluded from being shortlisted for further progression in the recruitment process. Applications are to be lodged by **email** to hr@nirc.gov.nf **no later than 9:00am, Monday, 15 July 2019.**

Dated: 28 June 2019

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 is available from our website - <http://www.norfolkisland.gov.nf/your-council/working-council>

Job Number: NIRC201819-48 - Vacant position (Council will consider job share for this position)

Customer Service Officer – Liquor Bond (1064) - \$46,741.50 per annum

The purpose of this position is to provide Liquor Bond customers with both efficient and effective professional customer service by undertaking a variety of activities including retail sales, processing of financial payments, managing/restocking liquor stocks and displays.

Enquiry Contact Officer – Douglas Jackson - phone +6723 22106 or email douglas.jackson@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.

9.5% superannuation (from July 2019), employer contributions only made if monthly wages exceed \$450 (before tax).

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity. If you are interested in the advertised position you will need to send a written application addressing the competencies and qualifications contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Please note that if you do not fully address the competencies and qualifications criteria you may be excluded from being shortlisted for further progression in the recruitment process. Applications are to be lodged by **email** to hr@nirc.gov.nf **no later than 9:00am, Monday, 8 July 2019.**

Dated: 21 June 2019

LOTTA JACKSON
GENERAL MANAGER
