



**TOURISM AND ECONOMIC DEVELOPMENT ADVISORY (TEDAC)  
COMMITTEE MEMBER**

**EXPRESSIONS OF INTEREST**

**Information Pack**

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## Overview

Advisory Committees are distinctly different from Standing Committees of Council. The Standing Committee structure has only Councillors as members and the Standing Committee's focus is on the operational aspects of Council. Advisory Committees report to Standing Committees.

Council is seeking Expressions of Interest (EOI) from members of the public with appropriate skills and experience, to serve as members of Council's Tourism and Economic Development Advisory Committee (TEDAC).

## About Norfolk Island Regional Council

The Norfolk Island Regional Council commenced 1 July 2016 and consisted of five representatives (Councillors) who were elected for a four-year term. On 4 February 2021, Assistant Minister Nola Marino suspended the Council and appointed Mike Colreavy as Interim Administrator pending a Public Inquiry into the Financial Operations of NIRC. On 6 December 2021, having regard to the findings of the Public Inquiry into the Norfolk Island Regional Council (NIRC), the Council was dismissed and Mike Colreavy appointed as Administrator of Council for a period of three years until 5 December 2024. As of 6 December 2024, Council has a newly appointed Administrator, Mr Scott Mason, and Financial Administrator, Mr Gary Mottau.

The Norfolk Island Regional Council is unique in that it provides a broad range of services to the community of Norfolk Island and is contracted to provide Commonwealth-funded state services which include land titles registration, motor vehicle and drivers licence, Courts and Legal services, and Ports Management to name a few. The full list of services is available by visiting the Australian Government [Department of Infrastructure, Transport, Regional Development and Communications](#) website.

The day-to-day management of Council is the responsibility of the Acting General Manager who reports to the NIRC Administrator and Financial Administrator. The General Manager is supported by four portfolio Managers.

## Committee Objective

The aims of the Tourism and Economic Development Advisory Committee (TEDAC) is to assist Council's role in building a strong, diverse, vibrant and sustainable Norfolk Island economy through the identification of business opportunities, incentives, tourism industry innovation and improved efficiencies.

The objectives of the TEDAC:

- To assist Council's role in building a strong, diverse, vibrant and sustainable Norfolk Island economy through the identification of business opportunities, incentives, tourism industry innovation and improved efficiencies.
- To advise Council on the implementation of the NIRC Community Strategic Plan, Norfolk Island Tourism Strategy 2024-2027, and annual NIRC Operational Plan, as they relate to economic development, business growth and tourism activities across Norfolk Island.
- To assist Council in developing innovative business solutions to drive economic growth of the island community.
- To assist Council in identifying barriers and enablers for local business and explore innovative solutions to address challenges.
- To guide development of an Economic Development Strategy.

The Committee terms of reference sets clear guidance on how it should serve the council, and that the council has input into how the committee will operate given its investment.

It is recommended that you read the Terms of Reference.

### **Tourism and Economic Development Advisory Committee (TEDAC) Terms of Reference**

The Committee operates in accordance with the Tourism and Economic Development Advisory Committee (TEDAC) Terms of Reference.

A copy of the Terms of Reference can be found as an attachment to this document.

### **Structure and Membership**

Membership of the Tourism and Economic Development Advisory Committee shall consist of not less than five people with representation from the following groups or sectors in the community:

#### **A maximum of 7 voting members consisting of:**

- Three (3) Business Operators (Tourism)
- Three (3) Business Operators (other than Tourism)
- One (1) General community member

#### **Non-voting members:**

- Council's Tourism and Events Team Leader or delegate
- Council's General Manager or delegate
- One (1) Representative from Regional Development Australia
- Commonwealth (Parks Australia/DITRDC)

The Committee may have input from expert stakeholders, groups or individuals on economic development issues relevant to that specific meeting.

The General Manager may attend any of the Committee meetings but does not hold voting rights and shall nominate at least one staff member for the Advisory Committee.

### **Committee Meetings**

The committee will meet at least 4 times per year, unless Council has approved otherwise. Committee members must adhere to the Council's Code of Conduct Council's Code of Meeting Practice (provided as attachments).

### **Appointment of Committee Members**

The following rules of appointment apply:

- The Council will actively seek applications for membership from sectors of the community as outlined above to represent the Norfolk Island population on matters relating to Business opportunities, economic development and tourism more generally.
- All nominations for Advisory Committees are formally submitted in writing to Council for appointment.
- The appointment of members is at the discretion of the Council.
- Advisory committees are formally appointed by Council.
- Council must formally appoint new members before they are able to take part in committee meetings.
- To hold office, all Advisory committee members must be appointed by Council for the duration of the term set by Council.
- Members of advisory committees of Council are volunteers; therefore, do not receive payment for services.

### **Eligibility for Appointment**

Council seeks members of the community aged 16 years or over who live on Norfolk Island and have a genuine interest in matters that relate to Norfolk Island's economic development, business opportunities, tourism and are committed to improving and enhancing Norfolk Island's unique economy and tourism opportunities.

### **Induction and training**

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

### **Evaluation and Selection Process**

Respondents should complete the Expression of Interest application form (see below). Candidates will be assessed on their ability to meet the selection criteria.

### **Registration of Expression of Interest**

Register your Expression of Interest by emailing your application to [executiveassistant@nirc.gov.nf](mailto:executiveassistant@nirc.gov.nf)

### **Expression of Interest Queries**

For any further information regarding this EOI, please contact Cheryl (Sarlu) LeCren, Customer Care Manager [cheryl.lecren@nirc.gov.nf](mailto:cheryl.lecren@nirc.gov.nf)

Expressions of Interest Close **Friday, 14 February 2025.**

## Tourism and Economic Development Advisory Committee (TEDAC) Committee Application

| Applicant Details                                                       |  |
|-------------------------------------------------------------------------|--|
| <b>Name:</b>                                                            |  |
| <b>Current Employer:</b>                                                |  |
| <b>Current Position:</b>                                                |  |
| <b>Telephone: / Mobile</b>                                              |  |
| <b>E-Mail:</b>                                                          |  |
| <b>Address:</b>                                                         |  |
| <b>Education:</b>                                                       |  |
| <b>Professional/Community Organisation Memberships: (Role and Term)</b> |  |

## **Selection Criteria**

Please address in your application how you believe that your experience meet each of the following aims and objectives of the Committee:

- 1.** Council seeks members of the community aged 16 years or over who live on Norfolk Island and have a genuine interest in matters that relate to Norfolk Island's economic development, business opportunities, tourism and are committed to improving and enhancing Norfolk Island's unique economy and tourism opportunities.
- 2.** To advise Council on the implementation of the NIRC Community Strategic Plan, Norfolk Island Tourism Strategy 2024-2027, and annual NIRC Operational Plan, as they relate to economic development, business growth and tourism activities across Norfolk Island.
- 3.** To assist Council in developing innovative business solutions to drive economic growth of the island community.
- 4.** To assist Council in identifying barriers and enablers for local business and explore innovative solutions to address challenges.
- 5.** To guide development of an Economic Development Strategy.

**Referees**

Please provide two referees. Name, Position; Address; Organisation; Contact telephone number. Identify as business or personal referee.

| REFEREE DETAILS   |  |
|-------------------|--|
| Referee 1         |  |
| <b>Title</b>      |  |
| First Name:       |  |
| Surname:          |  |
| Company/Employer: |  |
| Relationship:     |  |
| Phone:            |  |
| Email address:    |  |

| REFEREE DETAILS   |  |
|-------------------|--|
| Referee 2         |  |
| <b>Title</b>      |  |
| First Name:       |  |
| Surname:          |  |
| Company/Employer: |  |
| Relationship:     |  |
| Phone:            |  |
| Email address:    |  |