



**ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE (ESAC)
MEMBER**

EXPRESSIONS OF INTEREST

Information Pack

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Overview

Council is seeking Expressions of Interest (EOI) from members of the public with appropriate skills and experience, to serve as members of Council's Environment and Sustainability Advisory Committee (ESAC).

About Norfolk Island Regional Council

The Norfolk Island Regional Council (NIRC) is unique in that it provides a broad range of services to the community of Norfolk Island. These services include traditional local government services and Council is also contracted to provide Commonwealth-funded state services which include land titles registration, motor vehicle and drivers licence, Courts, and Ports Management to name a few.

The Norfolk Island Regional Council commenced on 1 July 2016. The Norfolk Island Regional Council has been in administration since 2021. The current Administrators were appointed on 6 December 2024, Mr. Scott Mason, Lead Administrator, and Financial Administrator, Mr. Gary Mottau.

The day-to-day management of Council is the responsibility of the Acting General Manager who reports to the Council Administrators. The General Manager is supported by three Executive Managers.

Committee Objective

The aims of the Environment and Sustainability Advisory Committee (ESAC) is to assist Council on matters relating to Norfolk Island's sustainability, namely waste and wastewater management, water management (water quality and water security), biodiversity conservation and land management matters.

The objectives of the ESAC:

- To assist Council on matters relating to Norfolk Island's sustainability, including waste and wastewater management, water management (water quality and water security), biodiversity conservation and land management matters.
- To advise Council on the implementation of the NIRC Community Strategic Plan, Environment Strategy and annual Operational Plan as they relate to sustainability and conservation, waste and wastewater management, water management, Norfolk Island's Public Reserves, tree management and other land management matters.
- To identify opportunities for collaboration between Council, residents, business, other government agencies and visitors on matters relating to sustainability.
- To assist Council in developing policies regarding land and biodiversity management, and protection of the natural environment.
- To evaluate plans and recommend programs that contribute to waste reduction, sustainable resource usage and management, water, conservation and usage and enhance the value of Norfolk Island's Public Reserves and encourage the protection and enhancement of endemic species on private land.
- To assist and advise on community education as it relates to sustainability and biodiversity protection and conservation, pest and noxious weed management and other land management issues as they relate to Norfolk Island.

The Committee's 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. They are available on Council's website on the below link:

[Environment and Sustainability Advisory Committee \(ESAC\) Terms of Reference](#)

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

Structure and Membership

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

1. Special interest group (Sustainability/Environment/Biodiversity)
2. General community
3. Education
4. Agriculture

Non-Voting members:

1. Council's General Manager or Delegate
2. Team Leader Biodiversity
3. Department of Infrastructure, Transport, Regional Development, Sports and the Arts (DITRDCA)
4. Parks Australia

The Committee may have input from expert stakeholders, groups or individuals on sustainability and environment 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 and Code of Meeting Practice.

[Code of Conduct documents](#)

[Code of Meeting Practice](#)

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 Norfolk Island's environment and sustainability 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:

- environmental sustainability matters;
- matters relating to Norfolk Island's Public Reserves and biodiversity;
- improving and enhancing Norfolk Island's unique environment; and
- supporting a sustainable and resilient Norfolk Island community.

Induction and training

New members will receive relevant information and briefings on their appointment to assist them in meeting 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 customercare@nirc.gov.nf

Expression of Interest Queries

For any further information regarding this EOI, please contact Jodie Brown Interim Manager Planning and Environment at jodie.quintal@nirc.gov.nf

Expressions of Interest close **4:00pm, Wednesday 14 October 2026.**

Environment and Sustainability Advisory Committee (ESAC) Committee Application

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

Selection Criteria

Please address in your application how you believe that your experience meets 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 sustainability matters and are committed to making Norfolk Island community sustainable and resilient and/or matters that relate to Norfolk Island's Public Reserves and biodiversity and are committed to improving and enhancing Norfolk Island's unique environment.
2. To advise Council on the implementation of the NIRC Community Strategic Plan, Environment Strategy and annual Operational Plan as they relate to sustainability and conservation, namely waste and wastewater management, water management, Norfolk Island's Public Reserves, tree management and other land management matters.
3. To identify opportunities for collaboration between Council, residents, business, other government agencies and visitors on matters relating to sustainability.
4. To assist Council in developing policies regarding land and biodiversity management, and protection of the natural environment.
5. To evaluate plans and recommend programs that contribute to waste reduction, sustainable resource usage and management, water conservation and usage and enhance the value of Norfolk Island's Public Reserves and encourage the protection and enhancement of endemic species on private land.
6. To assist and advise on community education as it relates to sustainability and biodiversity protection and conservation, pest and noxious weed management and other land management issues as they relate to Norfolk Island.

Referees

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

REFEREE DETAILS	
Referee 1	
Title	
First Name:	
Surname:	
Company/Employer:	
Relationship:	
Phone:	
Email address:	

REFEREE DETAILS	
Referee 2	
Title	
First Name:	
Surname:	
Company/Employer:	
Relationship:	
Phone:	
Email address:	