



File reference: 30/08/0002

24 July 2017

Ms Cherri Buffett
President
Chamber of Commerce
PO Box 370
NORFOLK ISLAND 2899
By Email to: nichamberofcommerce@gmail.com

Dear Ms Buffett

RE: ECONOMIC DEVELOPMENT

I refer to your recent correspondence dated 19 July 2017 regarding the Economic Development Appointment. Addressing the five points of your letter:

- 1. A copy of the Terms of Reference. The Committee believes as this is a public funded consultancy then the Norfolk Island community have a right to know what those terms are and this should not be a confidential document.***

With respect, the Terms of Reference are not confidential. The consultancy was advertised as 'Expressions of Interest 11/17' (EOI) on 28 April 2017, closing 22 May 2017. The EOI appeared in four consecutive Gazettes from 28 April to 19 May 2017. In the Gazettes this EOI appeared directly below 'EOI 10/17 Cruise Ship Working Group', an EOI to which the Chamber submitted a successful response.

Information and submissions for EOI 11/17 were via Tenderlink. The 'Brief for Interested Candidates' (Terms of Reference) of the EOI were the basis for applicants' responses. The publicly available 'Brief for Interested Candidates' is attached.

The following details were also provided in the publicly available Tenderlink information.

ABOUT THE TENDERER: The Norfolk Island Regional Council is located on Norfolk Island which is between mainland Australia and New Zealand and is an external territory of Australia.

ABOUT THE TENDER: Norfolk Island Regional Council is seeking a consultant to undertake the drawing together of various strategies and actions into one Economic Development Strategic Plan and also commence the implementation of the actions in Councils' draft Operational Plan as well as actions identified as being a priority.

REGISTRATION: Tender documents must be obtained after registration (see option below).

ENQUIRIES: Tender enquiries should be directed via the online forum (see option below).

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.

CLOSING DATE AND TIME: Tenders close at 4pm AEST / 5pm NI on 22 May 2017 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.

2. What will Hindle Enterprise Group performance metrics be based on?

Performance metrics are included in the 'Brief for Interested Candidates'.

3. How will Norfolk Island Regional Council measure the quality of Hindle Enterprise Group work?

Measurement will be against the performance metrics in the 'Brief for Interested Candidates'.

4. What is the assessment potential for Norfolk Island to develop new products in new markets? Are these aspects included in Hindle Enterprise Group terms of reference?

Referring to the media release on the front page of the Norfolk Islander of 22 July 2017, Hindle Enterprise Group's approach is hands-on and '*...will focus their efforts with on the ground support for businesses and residents wanting to grow or start a business as well as building opportunities for economic development on Norfolk Island*'. This is an excellent opportunity for stakeholders such as the businesses who are members of the Chamber of Commerce to become actively involved to maximise the potential of Norfolk Island business.

5. Will the Consultants be able to "identify the resources required to start or grow and assist these businesses to source and connect with the available resources" regarding possible exports?

I am sure that proactive and constructive participation and support in meetings by all stakeholders will assist Hindle Group in identifying both sourcing and connecting with available resources both on and off the Island.

Yours sincerely



Bruce Taylor
ACTING GENERAL MANAGER

CC via Email:

Mayor, Cr John McCoy, Cr Rob Buffett, Cr David Porter and Cr Lisle Snell of the Norfolk Island Regional Council