



# Norfolk Island Government Gazette

(PRINTED ON THE AUTHORITY OF THE ADMINISTRATION)

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 50

Friday 21 November 2014

## SITTING OF THE LEGISLATIVE ASSEMBLY OF NORFOLK ISLAND

At the sitting of the House on 19 November 2014 it was resolved to adjourn until Wednesday 17 December 2014 at 10.00 am.

Dated 19 November 2014

**GAYE EVANS**  
**CLERK TO THE LEGISLATIVE ASSEMBLY**

## DISASTER AND EMERGENCY MANAGEMENT ACT 2001 APPOINTMENT OF DISASTER RELIEF FUND COMMITTEE

I, Peter Martin Davidson, Welfare Coordinator, Emergency Management Norfolk Island, in accordance with Part 5 paragraph 4.9.2 and 5.6 of the Disaster and Emergency Plan for the Territory of Norfolk Island and under section 17(3) of the *Disaster and Emergency Management Act 2001*, hereby revoke any previous purported appointment of the Disaster Relief Fund Committee, and appoint –

Bruce Stanley Walker;  
Dennis William Sterling;  
Darlene Fiona Buffett;  
Carolyn Douran; and  
Brian Thomas McGrath

to be members of the Disaster Relief Fund Committee for a term not exceeding three years commencing on the date of execution of this instrument.

Dated 19 November 2014

**PETER MARTIN DAVIDSON**  
**WELFARE COORDINATOR EMERGENCY MANAGEMENT NORFOLK ISLAND**

## IMMIGRATION ACT 1980 TEMPORARY ENTRY PERMITS ADVERTISEMENTS TO FILL JOB VACANCIES

Employers are reminded that advertisements for all job vacancies must contain certain minimum information and must genuinely seek a suitable person without requiring any unrelated or unrealistic characteristics. Any advertisement that does not meet the following requirements will not be accepted by the Immigration Service.

1. Advertisements should include the employer's usual trading name and Norfolk Business Number (NBN);
2. Job specifications;
3. Detailed contact information (business address, telephone and email contacts of the employer);
4. The insertion of the words "TEP renewal" or "This is a TEP renewal" in an advertisement will no longer be deemed acceptable;
5. Content of the advertisement should not be written to exclude or discourage local applicants for the job vacancy.

Further information on the criteria to be satisfied for the granting of a Temporary Entry Permit and forms can be obtained from the Norfolk Island Immigration website <http://www.immigration.gov.nf>, the Administration of Norfolk Island's website <http://www.info.gov.nf/adminforms/immigration/>, the Immigration office or on telephone 22140 extension 2.

In addition to the above, permit holders are reminded of their obligation to ensure Temporary Entry Permit renewals, applications, variations, visas and medicals are completed on time and prior to the expiration of their permits.

## PERMANENT RESIDENT OF NORFOLK ISLAND VISA (PRNIV)

If you are a resident and you have not already done so, you are invited to take your passport to the Immigration office to have a Permanent Resident Norfolk Island Visa (PRNIV) placed in the passport. This will assist with check in at Australian or New Zealand airports. The PRNIV is free of charge.

**A.C. BUFFETT**  
**MANAGER, CUSTOMS & IMMIGRATION SERVICES**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT – FIXED PERIOD - 3 YEARS - IMMIGRATION OFFICER**

**Salary range: \$44,090 to \$46,689 pa (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Administration is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as Immigration Officer. The position being filled is within the Immigration section and reports to the Manager – Customs/Immigration Services.

To fill this position you will need as a minimum:

- Qualifications in Administration/Governance/Legal Studies or similar, or significant related work experience.
- Sound knowledge and experience in legislative interpretation with a demonstrated ability to analyse, administer and ensure compliance requirements are met.
- Demonstrated high level of interpersonal and conflict management skills with the ability to successfully communicate with customers in an informative, objective, impartial and professional manner.
- Experience in a supervisory capacity with the ability to effectively undertake the role of a team leader.
- Eligibility to obtain an ASIC (Aviation Security Identification Card).

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Alan Buffett at email [abuffett@admin.gov.nf](mailto:abuffett@admin.gov.nf) or telephone 22140 during business hours.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am Monday 8 December 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT – FIXED PERIOD - 3 YEARS – IMMIGRATION ASSISTANT**

**Salary range: \$36,962 to \$39,578 pa (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Administration is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as Immigration Assistant. The position being filled is within the Immigration section and reports to the Manager – Customs/Immigration Services.

To fill this position you will need as a minimum:

- Significant work experience in Administration/Governance/Legal Studies or similar.
- Ability to accurately interpret legislation, regulations and standard operating procedures to ensure accurate information and timely advice is provided to internal and external customer enquiries.
- High level communication and interpersonal skills including conflict resolution abilities.
- Proven ability to provide effective customer services and handle enquiries and applications in an informed, objective, impartial and professional manner with empathy, and sensitivity.
- Demonstrated ability to perform administrative duties including word processing, email/written and verbal correspondence, records maintenance, reporting and receipting transactions.
- Eligibility to obtain an ASIC (Aviation Security Identification Card).

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Alan Buffett at email [abuffett@admin.gov.nf](mailto:abuffett@admin.gov.nf) or telephone 22140 during business hours.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

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Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am Monday 8 December 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT – FIXED PERIOD – 3 YEARS CUSTOMER SERVICES OFFICER – TELECOM**

**Salary range: \$35,217 to \$36,962 pa (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Administration is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as a Customer Services Officer in Norfolk Telecom.

To fill this position you will need as a minimum:

- Demonstrated ability and experience to provide effective professional and friendly customer services.
- Experience in processing financial transactions and handling of public monies within legal and accounting principles.
- A high level of personal ethics including honesty, accuracy and confidentiality with the proven ability to work within organisational policy guidelines.
- Competent computer usage of spreadsheets, word processing and email software.
- A good standard of communication skills, both written and verbal, with experience in handling difficult situations with tact and sensitivity.
- Understanding of and commitment to work health and safety principles and practices to maintain a safe environment for the public and employees, ethical conduct requirements and public sector accountability.

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Kim Davies at email [kim@telecom.gov.nf](mailto:kim@telecom.gov.nf) or telephone 22244 during business hours.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am Monday 8 December 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**

**NORFOLK ISLAND LEGISLATIVE ASSEMBLY**  
**POSITION VACANT — FIXED PERIOD — 2 YEARS — SECRETARY — LEGISLATIVE ASSEMBLY**

**SALARY RANGE: \$41,400 to \$43,131 pa (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Legislative Assembly is seeking applications from suitable persons interested in a 2 year (with option to renew), performance-based Fixed Period position as Secretary – Legislative Assembly. This position reports to the Speaker of the Legislative Assembly.

To fill this position you will need as a minimum:

- Proven experience in providing telephonist, reception, secretarial, research and administrative support.
- Excellent written and oral communication skills.
- High level of competency with PC, keyboard and software applications especially Microsoft Word, Excel and Outlook.
- Minimum education qualifications – relevant TAFE or equivalent qualifications to certificate level, or at least five years' experience relevant to the position.
- Ability to handle difficult situations with diplomacy and sensitivity.

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- Ability to use own initiative, good time management and be flexible in work practices with competent organisational skills and the ability to undertake a diverse range of functions relevant to the role.

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Mrs Gaye Evans, Clerk, Legislative Assembly at email [gaye@assembly.gov.nf](mailto:gaye@assembly.gov.nf) or telephone 22003 during business hours.

This position is subject to 7 day spread of hour's roster and may be called upon to work dependent on requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for this position go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am 1<sup>st</sup> December 2014**.

**DAVID E. BUFFETT**  
**SPEAKER, LEGISLATIVE ASSEMBLY**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT — CUSTOMER SERVICES OFFICER — CASUAL POOL**

**SALARY RANGE: \$19.31 per hour (Salary includes 15% loading in lieu of entitlements)**

The Norfolk Island Administration is seeking applications from suitable persons interested in being part of a Casual Pool within the Post Office, reporting to the Post Office Manager.

To fill this position you will need to have:

- Demonstrated ability and experience to provide professional and friendly customer services;
- Proven ability to work competently as an individual and/or as part of a team and to manage your workload efficiently;
- Competent communication skills either person-to-person or over the telephone;
- Experience in processing financial transactions including cash transactions and electronic;
- A high level of personal ethics including honesty, accuracy and confidentiality with the proven ability to work within organisational guidelines;
- Understanding of Work Health & Safety principles and practices in the workplace to maintain a safe environment for the public and employees;
- Current drivers licence;
- Ability to lift up to and including 20 kg.

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Ms Deb Simpson, Manager, Post Office at email [deb@postoffice.gov.nf](mailto:deb@postoffice.gov.nf) or telephone 22141 during business hours.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **4.00 pm on Monday 1<sup>st</sup> December 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT – 3 YEAR FIXED PERIOD**

**Qualified Tradesperson – Electricity FT58**

**SALARY RANGE: \$35,217 - \$36,094 - \$36,962 p.a. (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Administration is seeking applications from suitable persons interested in a 3 year performance-based Fixed Period position as a Qualified Tradesperson – Electricity. The position being filled is within Norfolk Electricity – Reticulation Section and reports to the Manager – Norfolk Electricity.

To fill this position you will need to have:

- Electrical Engineering Trade Qualifications or related trade certificate and previous experience in the electrical industry.
- Competent skills, knowledge, experience and ability in the operation and basic maintenance of relevant plant and equipment for example, trenching and pole replacement work.
- A moderate level of fitness and agility including the capability to carry equipment, e.g. ladders, and to work on a pole platform for reasonable periods of time.
- Current Drivers Licence – HR.
- Be available to perform duties on an emergency callout basis.
- Eligibility to obtain an ASIC (Aviation Security Identification Card).

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to John Christian, Manager – Norfolk Electricity at email [moochie@nie.gov.nf](mailto:moochie@nie.gov.nf) or telephone 22078 during business hours.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** to [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am Monday 24 November 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITIONS VACANT – 3 YEAR FIXED PERIOD**

**Plant Operators – Waste Management Centre (x2) FT370 & FT373 SALARY RANGE: \$31,662 - \$32,175 - \$33,137 p.a. (Plus 6.5% Gratuity and 3.5% Performance Payment on meeting Performance Objectives)**

The Norfolk Island Administration is seeking applications from suitable persons interested in one of the two 3 year performance-based Fixed Period positions as Plant Operators. These positions being filled are within the Waste Management Centre and will report to the Waste Management Centre Supervisor.

To fill either of these positions you will need to have:

- Competent skills, knowledge, experience and ability in the operation and basic maintenance of plant and equipment.
- Proven ability to work effectively as an individual or as part of a public service delivery team and to manage your workload effectively.
- An understanding and commitment to workplace health and safety guidelines to maintain a safe environment for public and employees; Equal Employment Opportunity; and Ethical Conduct requirements.
- Current Drivers Licence – minimum MR.
- Ability to communicate with the public in a courteous manner ensuring the appropriate information is supplied and clarified if required.

The Position Specification for both positions lists the full set of responsibilities and selection criteria and is available from our website [www.info.gov.nf](http://www.info.gov.nf) or by contacting the Human Resources Office at Kingston [hr@admin.gov.nf](mailto:hr@admin.gov.nf) or phone 22001 (extension 2). Further enquiries can be directed to Malcolm Snell, Waste Management Centre Supervisor at email [msnell@wastemgt.gov.nf](mailto:msnell@wastemgt.gov.nf) or telephone 24090 during business hours Tuesday through to Saturday.

All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

Appointments will be made on merit in accordance with the applicable public service legislation. If you are interested in this position you will need to send a written application addressing the selection criteria contained in the Position Specification. For further information on how to apply for positions within the Administration go to <http://www.norfolkisland.gov.nf/hr/OpenPositions/> Applications will also need to include two recent work-related referees. Applications are to be **lodged by email** at [hr@admin.gov.nf](mailto:hr@admin.gov.nf) no later than **9.00 am Monday 24 November 2014**.

**JON GIBBONS**  
**CHIEF EXECUTIVE OFFICER**