



Norfolk Island Government Gazette

(PRINTED ON THE AUTHORITY OF THE ADMINISTRATION)

- 183 -

NORFOLK ISLAND GOVERNMENT GAZETTE NO. 51

Friday 28 November 2014

NORFOLK ISLAND NATIONAL PARK AND NORFOLK ISLAND BOTANIC GARDEN ACT 1984

REVOCATION OF APPOINTMENT AND APPOINTMENT OF PARK SUPERINTENDENT

I, Ronald John Ward, Minister for the Environment, under section 4 of the *Norfolk Island National Park and Norfolk Island Botanic Garden Act 1984*, revoke the appointment of any person holding the appointment of Park Superintendent under the Act, and appoint Park Manager —

Craig Doolan

to be the Park Superintendent for the purposes of that Act and the Regulations under that Act.

Dated 18 November 2014

R.J. WARD
MINISTER FOR THE ENVIRONMENT

IMMIGRATION ACT 1980

APPLICATION FOR GRANT OF RESIDENCY

I, Robin Adams, Minister for Cultural Heritage and Community Services, under section 34(1) of the *Immigration Act 1980*, advise that —

Mohammed Imraan Ali

has applied under section 29 of the Act to be declared to be a resident of Norfolk Island.

Dated 20 November 2014

ROBIN ADAMS
MINISTER FOR CULTURAL HERITAGE AND COMMUNITY SERVICES

IMMIGRATION ACT 1980

APPLICATION FOR GRANT OF RESIDENCY

I, Robin Adams, Minister for Cultural Heritage and Community Services, under section 34(1) of the *Immigration Act 1980*, advise that —

Jenny-Vi Pascua Gabuat

has applied under section 29 of the Act to be declared to be a resident of Norfolk Island.

Dated 20 November 2014

ROBIN ADAMS
MINISTER FOR CULTURAL HERITAGE AND COMMUNITY SERVICES

IMMIGRATION ACT 1980

DECLARATION OF GRANT OF RESIDENCY

I, Robin Adams, Minister for Cultural Heritage and Community Services, under section 33 of the *Immigration Act 1980*, grant a declaration under section 29 of the Act sought by —

Douglas Alexander Foote

to be a resident of Norfolk Island.

Dated 20 November 2014

ROBIN ADAMS
MINISTER FOR CULTURAL HERITAGE AND COMMUNITY SERVICES

IMMIGRATION ACT 1980
DECLARATION OF GRANT OF RESIDENCY

I, Robin Adams, Minister for Cultural Heritage and Community Services, under section 33 of the *Immigration Act 1980*, grant a declaration under section 29 of the Act sought by —

Losana Uluinadi Ratulevu
Tuidraki Rachel Ratulevu

to be a resident of Norfolk Island.

Dated 20 November 2014

ROBIN ADAMS
MINISTER FOR CULTURAL HERITAGE AND COMMUNITY SERVICES

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

LIQUOR ACT 2005

Application is made for the grant of a General (Hotel) Licence in respect of the premises Castaway Hotel situated on Portion 38b22 off Taylors Road. The proposed trading hours are 11.00 am to 12 midnight – 7 days per week.

TONY L. WATTS AND SARAH J. WATTS
PROPOSED LICENSEES

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 or by contacting the Human Resources Office at Kingston hr@admin.gov.nf or phone 22001 (extension 2). Further enquiries can be directed to Alan Buffett at email 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 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 or by contacting the Human Resources Office at Kingston hr@admin.gov.nf or phone 22001 (extension 2). Further enquiries can be directed to Alan Buffett at email 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 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 or by contacting the Human Resources Office at Kingston hr@admin.gov.nf or phone 22001 (extension 2). Further enquiries can be directed to Kim Davies at email 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 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.
- 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 or by contacting the Human Resources Office at Kingston 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 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 no later than **9.00 am 1st 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 or by contacting the Human Resources Office at Kingston 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 or telephone 22141 during business hours.

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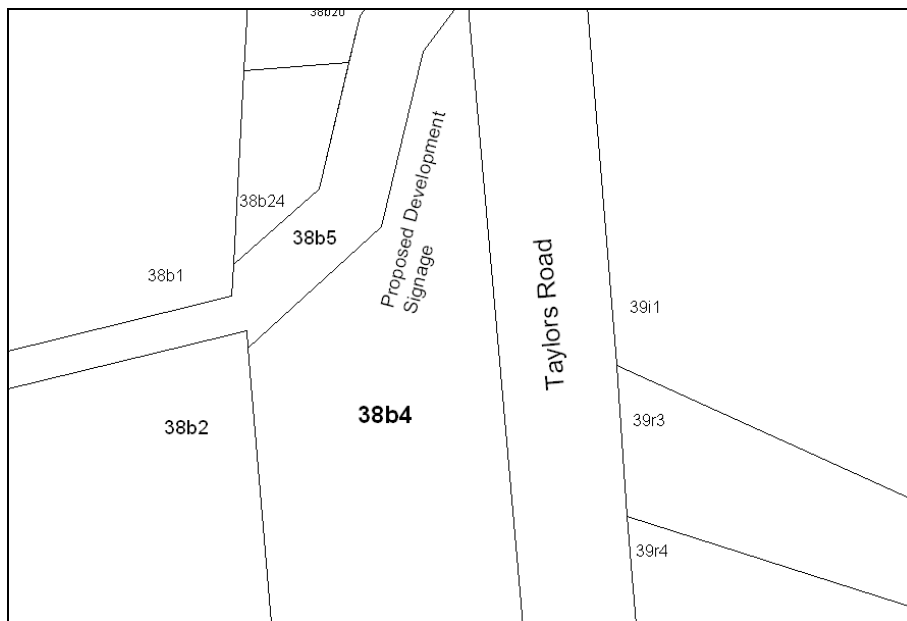
All Administration positions are subject to a 7 day spread of hours and positions may be rostered dependent on customer and service requirements.

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 no later than **4.00 pm on Monday 1st December 2014**.

JON GIBBONS
CHIEF EXECUTIVE OFFICER

PLANNING ACT 2002 – SUBSECTION 43(1) NOTICE

Applicant: David W. Evans
Development Application No: 0043/14
Location: Pn 38b4 Taylors Road
Proposed Development: Free standing advertising structure (encroaching into standard setback requirements)
Zone: Mixed Use
Category: Permissible (with consent)



Public Exhibition

The public is advised that David W. Evans has lodged a Development Application for a free standing advertising structure at Pn 38b4 Taylors Road. The advertising structure encroaches into the standard setback requirements. This Development Application may be inspected, during business hours, at the Planning Office at the Administration of Norfolk Island, New Military Barracks, Kingston.

Submission

Any person may, during the period between Friday 28th November and Friday 12th December 2014 make written submissions to the Chief Executive Officer about the above Development Application. All submissions must state the relevant Development Application (DA) 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

A decision made on this Development Application by the Minister under subsections 44(7) and 44(8) of the *Planning Act 2002* is a reviewable decision within the meaning of subsection 78(1) of the Act.

Dated 25 November 2014

JODIE BROWN
CONTRACT PLANNING OFFICER