



# Norfolk Island Government Gazette

(PRINTED ON THE AUTHORITY OF THE ADMINISTRATION)

- 189 -

NORFOLK ISLAND GOVERNMENT GAZETTE NO. 52

Friday 5 December 2014

## NOTIFICATION OF THE MAKING OF REGULATIONS

IT IS HEREBY NOTIFIED under section 33 of the *Interpretation Act 1979* that the following regulations have been made —

Enactment under which the Regulations are made	Citation of the Regulations	Number and year of the Regulations
Airport Act 1991	Airport (Amendment) Regulations 2014	Number 7 of 2014

The above regulations commence on the date of publication of this notice in the *Norfolk Island Government Gazette* and are deemed to have effect from 1 January 2015.

Dated 4 December 2014

**THE HON GARY HARDGRAVE**  
**ADMINISTRATOR OF THE AUSTRALIAN TERRITORY OF NORFOLK ISLAND**

## LAND VALUATION ACT 2012 APPOINTMENT OF VALUER-GENERAL

I, Ronald John Ward, Minister for the Environment, under section 5 of the *Land Valuation Act 2012* ("the Act") appoint —

Paul O'Kelly

who is a valuer as the valuer-general for the purposes of the Act for the period of 5 years from the date of execution of this instrument.

Dated 3 December 2014

**R.J. WARD**  
**MINISTER FOR THE ENVIRONMENT**

## CORONERS COURT

The Coroners Court will sit on Friday 12<sup>th</sup> December 2014 at 10.00 am to deliver its findings into the manner and cause of death of Britney Quintal-Christian who died on 8<sup>th</sup> June 2013.

**W. DONALD**  
**CORONER**

## COURT OF PETTY SESSIONS

The next Sittings of the Court of Petty Sessions will commence Monday 8<sup>th</sup> December 2014 at 3.00 pm in the Court House, Kingston.

**A. BATAILLE**  
**CLERK OF THE COURT**

## ELECTRICITY SUPPLY ACT 1985 NOTICE TO CONSUMERS

PLEASE NOTE THAT:

- Under subsection 9(1) of the *Electricity Supply Act 1985*, authorised officers will be entering lands Island wide in Norfolk Island on 15<sup>th</sup> to 19<sup>th</sup> December 2014 between the hours of 7 00 am and 5 00 pm for the purpose of reading electricity meters.
- All dogs on lands in the above mentioned times should be securely tethered or housed to allow the authorised officers to carry out their duty in safety.
- Failure to securely tether or house a dog will result in an electricity meter not being read.
- If an electricity meter on any land is not read as a result of a dog not being securely tethered or housed the electricity supply to that land may be assessed.

Persistent failure to comply with the request to restrain dogs at the times when the meters are to be read, may cause a disconnection of the service.

Dated 4 December 2014

**JOHN CHRISTIAN**  
**ELECTRICITY MANAGER**

**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**

**PASSENGER PROCESSING ARRANGEMENTS**  
**NORFOLK ISLAND AIRPORT**

A recent assessment and evaluation of the passenger processing procedures at the airport for passengers arriving into Norfolk Island has highlighted an increase in prohibited goods being carried.

As a result there will be an increase in the amount of luggage being X-rayed on arrival into Norfolk Island.

With cooperation from passengers it is expected that there will be no delays for passengers who have complied with the entry requirements. Those travellers who are unsure about their declaration should indicate such before processing starts as there are severe penalties for making a false declaration and penalties for the importation of prohibited goods.

Passengers are reminded that goods (including personal effects) brought into Norfolk Island and not the subject of a proper import entry form being lodged and passed by Customs are subject to the control of the Collector of Customs until they have passed out of an area set aside for inspection by Customs.

The control of the Collector especially includes the right of the Collector to examine all goods subject to such control.

Norfolk Island laws also govern the importation into Norfolk Island of various items such as food (including ingredients), weapons and replicas, alcohol, drugs (legal and illegal), poisons and dangerous substances as well as the identification of persons and things likely to pose risks to health, contagious diseases, animals or plants.

**IF UNSURE, DECLARE IT – SERIOUS PENALTIES APPLY FOR IMPORTATION OF PROHIBITED GOODS CONTRARY TO OUR LAWS.**

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

**N. TAVENER.**  
**HEALTH & QUARANTINE OFFICER**

**NOTICE OF INTENTION TO APPLY FOR THE INCORPORATION OF AN ASSOCIATION**

*Regulation 4(1)*

I, Michael Angelo Zande of Norfolk Island, a person authorised on behalf by the committee of the association known as **Breastscreen Service Norfolk Island** hereby give notice that I intend to apply for the incorporation of the association under the *Associations Incorporation Act 2005*. The objects and purposes of the association are as follows:

- Breast screen services and community education.

This notice has been approved by the Assistant Registrar of Companies.

Dated 27 November 2014

**M. QUINTAL**  
**ASSISTANT REGISTRAR OF COMPANIES**

**IN THE SUPREME COURT  
OF NORFOLK ISLAND**

IN THE estate of Chloe Nicholas late  
of 10 Cats Lane, Norfolk Island,  
Retiree, deceased.

**NOTICE OF INTENDED APPLICATION FOR PROBATE**

I, Melissa Ward, intend to apply to the Court not less than 14 days, and not more than 3 months, after the day this notice is published for probate of the will dated 1 June 2001 of the deceased person to be granted to me as.

The deceased person's address shown in the Will is Norfolk Island. All documents in relation to the estate may be served on me at the following address for service:

Melissa Ward, Executor  
Cascade Road  
PO Box 466 Norfolk Island 2899

Creditors of the estate are required to send particulars of their claims to the address for service.

Dated 2 December 2014

**M. WARD**  
**EXECUTOR**

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT - FIXED PERIOD - 3 YEARS - KAVHA MANAGER FT 383**

**Salary Range: \$50,227.00 to \$53,445.00 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 the KAVHA Manager. The position reports to the Chief Executive Officer.

To fill this position you will need as a minimum:

- Formal qualifications and experience in management or other related area eg conservation or heritage or a trade.
- High level strategic, analytical and financial management skills necessary to plan, budget, manage and deliver successful outcomes.
- High level negotiation, interpersonal and conflict resolution and problem solving skills.
- Demonstrated ability to implement maintenance and conservation works plans and programs for buildings and structures, grounds and gardens, and other works to ensure that equipment, plant and human resources are effectively utilised.
- Demonstrated ability to assist in the development of project plans and project costings, have projects completed in accordance with project plans and specifications, and timely and accurate reporting upon variations to project plans or costings.

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 Jon Gibbons, CEO at email [ceo@admin.gov.nf](mailto:ceo@admin.gov.nf) or telephone 2001 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 22 December 2014**.

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

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT - FIXED PERIOD - 3 YEARS - CONSERVATION OFFICER/ASSISTANT CURATOR FT 48**

**Salary Range: \$46,689.00 to \$48,861.00 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 Conservation Officer/Assistant Curator. The position being filled is within the Museums Section and reports to the Museum Curator.

To fill this position you will need as a minimum:

- Formal qualifications/studies in conservation or related fields.
- Demonstrated conservation experience working with a range of materials, for example, metals, ceramics, wood or paper.
- Experience in the maintenance and development of an efficient and effective electronic conservation and collection management system (eg DBTextworks or equivalent) that ensures the long-term preservation and documentation of the museums' collections.
- High level of computer literacy with work experience in word processing, spreadsheets, databases and internet research.
- Demonstrated interpersonal skills including strong written and verbal communication, both within the workplace and with the general public.

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 Lisa Richards, Curator, at email [lrichards@museums.gov.nf](mailto:lrichards@museums.gov.nf) or telephone 23788 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 22 December 2014**.

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

**THE ADMINISTRATION OF NORFOLK ISLAND**  
**POSITION VACANT - FIXED PERIOD - 3 YEARS - RECORDS AND INFORMATION OFFICER FT 384**

**Salary Range: \$44,090.00 to \$46,689.00 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 Records and Information Officer. The position being filled is within the Records Section and reports to the Crown Counsel in Legal Services.

To fill this position you will need to have:

- Qualifications or significant experience in Records/Information Management or related area eg archival material.
- High level of computer literacy and ability to plan, implement and maintain records or information management systems and/or similar information databases.
- Experience in supervising staff.
- Sound communication and interpersonal skills and the ability to professionally manage internal and external client relationships and to use sound judgement on sensitive and confidential matters.
- High level of organisational skills with the demonstrated ability to set priorities, meet deadlines.

*(continued over page)*

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 Wayne Richards, Crown Counsel at email [wrichards@admin.gov.nf](mailto:wrichards@admin.gov.nf) or telephone 2001(extension 5) 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 22 December 2014**.

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

**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.

*(continued over page)*

- 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.

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**