



# Norfolk Island Government Gazette

(PRINTED ON THE AUTHORITY OF THE ADMINISTRATION)

- 204 -

NORFOLK ISLAND GOVERNMENT GAZETTE NO. 55

Friday 19 December 2014

## OMBUDSMAN ACT 2012

### NOTIFICATION OF THE MAKING OF ARRANGEMENT RELATING TO THE COMMONWEALTH OMBUDSMAN

It is HEREBY DECLARED under subsection 29A(2) of the *Ombudsman Act 2012* ["the Act"] that the Administrator, on the advice of the Minister, has on 12<sup>th</sup> day of December 2014 MADE AN AGREEMENT with the Commonwealth for the purposes of section 29A of the Act and that such agreement is now in place such that:

- (a) The person holding the office of Commonwealth Ombudsman for the time being (including under a temporary or acting appointment) is the Ombudsman for Norfolk Island;
- (b) A person holding the office of Commonwealth Deputy Ombudsman for the time being (including under a temporary or acting appointment) is a Deputy Ombudsman for Norfolk Island;
- (c) Staff of the Commonwealth Ombudsman are taken to be staff of the Ombudsman; and
- (d) Sections 21 to 29 of the Act do not apply.

Dated 16 December 2014

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

## SITTING OF THE LEGISLATIVE ASSEMBLY OF NORFOLK ISLAND

At the sitting of the House on 17 December 2014 it was resolved to adjourn until Wednesday 11 February 2015 at 10.00 am.

Dated 17 December 2014

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

## 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**

**CUSTOMS & IMMIGRATION SERVICES**  
**OFFICE HOURS CHRISTMAS & NEW YEAR PERIOD**

Thursday	December 25 2014	Customs office closed. Aircraft clearance. Immigration office closed
Friday	December 26 2014	Customs office closed. Aircraft clearance. Immigration office closed
Thursday	January 1 2015	Customs office closed. Aircraft clearance. Immigration office closed

Dated 8 December 2014

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

**COMPANIES ACT 1985**  
**NOTICE OF FINAL MEETING**

*Subsection 514(3)*

**Leaside (Norfolk Island) Pty Limited (in voluntary liquidation)**

NOTICE is hereby given that a final meeting of members of the company will be held at the offices of Graeme Donaldson, Accountant, 44 New Cascade Road Norfolk Island on the 19<sup>th</sup> day of January 2015 for the purpose of laying before the meeting an account showing how the winding up has been conducted and the property of the company disposed of and giving any explanation.

Dated 10 December 2014

**GRAEME DONALDSON**  
**LIQUIDATOR**

**ADMINISTRATION OF NORFOLK ISLAND**  
**CLEANING OF KAVHA RESEARCH CENTRE NO. 9 QUALITY ROW, NORFOLK ISLAND.**

**TENDER NO. 19/14**

Tenders are invited for the cleaning of the KAVHA Research Centre, No 9 Quality Row, Norfolk Island for the period 1 February 2015 to 30 June 2016 with provision for a 12-month extension.

**Please Note:**

- Prospective tenderers are required to collect the schedule of cleaning and should complete an inspection of the relevant area with the Manager or Supervisor at an arranged time.
- Tenders must be lodged on a "Tender Application Form". The tender application form and cleaning schedules can be obtained from the CEO's Office, Administration Offices, New Military Barracks, Quality Row, Kingston.
- Contracts are performance based and subject to performance reviews.
- Tenders are to be on a per-annum basis and shall be inclusive of GST.
- It is a requirement of all Administration cleaning contracts that public liability insurance to the value of \$5 million and membership to an approved workers compensation scheme are held. Prospective tenderers are strongly advised to obtain quotations on insurance before submitting tenders.
- Tenders should include full name and address details of each tenderer, building/s being tendered for, tender amount/s, a description of relevant experience, written references and any other relevant information.
- Successful tenderers will be required to provide their own cleaning equipment and materials.

Tenders, in a sealed envelope marked "Tender No. 19/14 Cleaning of KAVHA Research Centre, No. 9 Quality Row, Norfolk Island" are to be placed in the tender box located in the Records Office on the top floor of the Administration Building, New Military Barracks, Quality Row, Kingston, by **3.00 pm on Wednesday 31<sup>st</sup> December 2014.**

Further information can be obtained from Catherine O'Sullivan, Middle Floor, Administration Building, New Military Barracks, Quality Row, Kingston, telephone 22001 extension 130, or email [co'sullivan@admin.gov.nf](mailto:co'sullivan@admin.gov.nf).

The lowest or any tender will not necessarily be accepted.

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

**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.norfolkisland.gov.nf/hr/OpenPositions](http://www.norfolkisland.gov.nf/hr/OpenPositions) 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 22001 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.norfolkisland.gov.nf](http://www.norfolkisland.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.

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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 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.

The Position Specification for this position lists the full set of responsibilities and selection criteria and is available from our website [www.norfolkisland.gov.nf](http://www.norfolkisland.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 22001(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**

**PASTURAGE AND ENCLOSURE ACT 1949**  
**APPLICATION FOR PASTURAGE RIGHTS FOR THE TWELVE MONTHS COMMENCING 1<sup>ST</sup> APRIL 2015**

**Pasturage Rights Applications**

In accordance with the *Pasturage and Enclosure Act 1949*, application may be made by 31 December 2014 for pasturage rights to be granted for the 12 months commencing 1 April 2015.

Application forms may be obtained from the Administration's website at <http://www.norfolkisland.gov.nf/forms/accounts/pasturagerightsapplication.pdf> or from the Cashier at Telecom or Kingston.

**Pasturage Rights Policy**

The Pasturage Rights Policy is used to determine who is eligible for pasturage rights and how those rights are allocated between applicants. The Policy is at <http://www.norfolkisland.gov.nf/land&env/Environment/>

**Depasturing Stock on Public Lands - Rights and Responsibilities**

The rights and responsibilities of the owners of stock depastured on public lands are set out at <http://www.norfolkisland.gov.nf/land&env/Environment/>

**Fees**

In accordance with the *Pasturage and Enclosure Regulations*, the fee payable for each head of cattle over the age of 6 months is \$125.00.

**NOTE: PASTURAGE RIGHT APPLICATIONS RECEIVED BY THE ADMINISTRATION AFTER CLOSE OF BUSINESS ON 31 DECEMBER 2014 WILL NOT BE ACCEPTED.**

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

**DOGS REGISTRATION ACT 1936**

The owner/keeper of dogs are reminded that dog registrations expire on 1 January 2015. It is the responsibility of the owner/keeper to ensure that any dog over the age of 6 months is registered and wearing a current tag issued by the Registrar of Dogs.

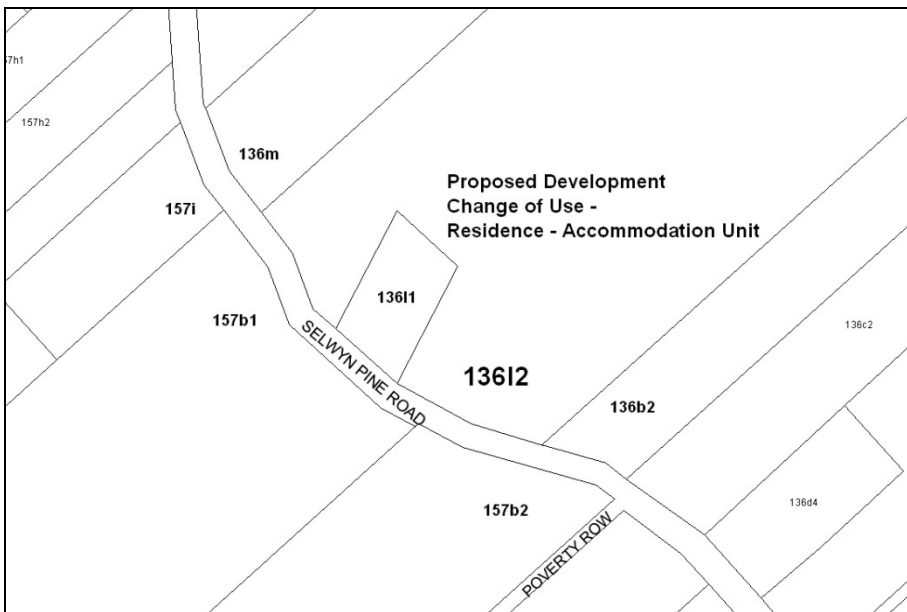
The fee for an entire dog is \$75, a spayed dog is \$38 and a neutered dog is \$25.

Penalties apply under the *Dogs Registration Regulations 1994* for keeping an unregistered dog or failure to affix a registration tag. Application forms are available at the Telecom Office, Registry Office and online at <http://www.norfolkisland.gov.ni/forms/accounts>

**ALLEN BATAILLE**  
**REGISTRAR OF DOGS**

**PLANNING ACT 2002 – SUBSECTION 43(1) NOTICE**

Applicant: Anna and Paul MacPherson  
Development Application No: 0048/14  
Location: Pn 13612 Selwyn Pine Road  
Proposed Development: Change of Use to Residence – Accommodation Unit  
Zone: Rural  
Category: Permissible (with consent)



**Public Exhibition**

The public is advised that Anna and Paul MacPherson have lodged a Development Application to change the use of a Residence – Dwelling House to a Residence – Accommodation Unit as part of “Hamish’s Cottages”. 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 19<sup>th</sup> December 2014 and Friday 9<sup>th</sup> January 2015 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 12 December 2014

**JODIE BROWN**  
**CONTRACT PLANNING OFFICER**