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REPUBLIC OF NAURU

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Nauru

G.N.No.18/1991.

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

NOTICE OF PROMOTION

Promotion of the following Officers with effect from 8th January, 1991, is notified for information.

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY
(Directorate of Survey)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Mikayo Mobit	Chainman \$9384-\$10059 p.a. (T1/2)	Assistant Surveyor \$10153-\$10882 p.a. (T3/4)
Kiki Smythe Agun	Chainman \$9384-\$10059 p.a. (T1/2)	Assistant Surveyor \$10153-\$10882 p.a. (T3/4)

Any Officer of the Public Service may appeal against the above promotion as provided under Section 25 of the Public Service Act. Appeals should be based on one or other of the grounds set out in Section 25 (2) and should be lodged in writing stating the grounds of appeal, with the Public Service Commissioner within seven days after of this Gazette.

DATED this 15th day of January, 1991.

T.W.STAR
ACTING PUBLIC SERVICE COMMISSIONER.

REPUBLIC OF NAURU
PUBLIC SERVICE ACT 1961-1979

SECTION 15

DEPARTMENT OF WORKS & COMMUNITY SERVICES

CREATION OF NEW OFFICE

PURSUANT TO the powers in that behalf vested in me, under Section 15, subsection (1), clause (a) of the Public Service Act 1961-1979, I, KINZA CLODUMAR, Acting President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

DEPARTMENT OF WORKS & COMMUNITY SERVICES

<u>Designation of Officer</u>	<u>Number of position</u>	<u>Salary Scale</u>
Security Guard	2	\$9262-9478 (M-1)

DATED this 16th day of the month of January, Nineteen Hundred and Ninety One.

KINZA CLODUMAR
ACTING PRESIDENT AND
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 1961-1979
VACANCY - SECTION 20

Applications are invited from Nauruans both inside and outside the Public Service for appointment, promotion or transfer to the following position:-

DEPARTMENT OF HEALTH & EDUCATION
(Directorate of Health)

- POSITION : DRIVER (Ambulance) - 3 Positions.
- SALARY : \$8341 - \$8941 (T1/2) per annum
- DUTIES :
 1. Transporting Hospital Staff to and from work, including those who work shift hours;
 2. Driving Hospital Ambulance when required for emergencies;
 3. Responsible for cleaning Hospital transport and ambulance on a daily basis;
 4. Must ensure that the oil and water levels of vehicles are checked daily and kept to the normal limits;

- : 5. Hospital Courier Services: Officer to Officer correspondence, delivery of out-patients appointment forms;
- 6. Any other duties as may be directed by the Executive Officer within the scope of driver duties.

QUALIFICATIONS : Knowledge of First Aid is an advantage but not essential, the applicant must be willing to assist in handling patients transferred. He/She should be of sober habits.

Applications should be lodged in writing stating name, age and experience with the Acting Chief Secretary before 4.30pm., on 1st February, 1991.

DATED this 14th day of January, 1991.

T.W.STAR
ACTING CHIEF SECRETARY.

G.N.No.21/1991.

AIR NAVIGATION ACT 1971

AIR NAVIGATION ORDERS APPLICATION ORDERS 1971

In exercise of the powers conferred on the Civil Aviation Authority by subsection (4) of section 5 of the Air Navigation Act 1971, I do hereby order that -

- (a) all the orders and directives of the Director-General which are at present in force in Australia or, having been made, have yet to come into force in Australia and which are contained in the Parts and section of the Air Navigation Orders of the Director-General specified in the Schedule to this Order; and
- (b) the Continuation of Approvals Order dated the 1st day of September 1971, made by the Director-General as part of the Air Navigation Orders; shall be applied forthwith to Nauru and to all aircraft registered in Nauru and shall have force and effect in Nauru and in respect of such aircraft -
- (c) in the case of orders and directives at present in force in Australia, forthwith; and
- (d) in the case of orders and directives which have been made but have not yet come into force in Australia, from the dates on which they respectively come into force in Australia; and
- (e) Air Navigation Order Part 3 relating to Flight Time Limitations made by the Civil Aviation Authority under Air Navigation Act 1971, comes into force with immediate effect.
- (f) The Gazette notification number 297/1971 dated 28th November 1971 is hereby repealed.

MADE at Nauru this 2nd day of November, 1990.

BERNARD DOWIYOGO
MINISTER FOR ISLAND DEVELOPMENT
AND INDUSTRY

SCHEDULE

PARTS AND SECTIONS OF THE AIR NAVIGATION ORDERS OF THE DIRECTOR-GENERAL ADOPTED.

- (i) Section 2, 3, 4, 6, 7, 8, 9, 11, 13, 16 and 18 of Part 20;
- (ii) Part 34;
- (iii) Section 0, 1, 3, 5 and 8 of Part 40;
- (iv) Part 42;
- (v) Part 92;

G.N.No.22/1991.

AIR NAVIGATION REGULATIONS 1973
AIR NAVIGATION REGULATION 179(3) (a)

In exercise of the powers conferred on the Civil Aviation Authority by subsection (3) (a) of section 179 of the Air Navigation Regulations 1973, I do hereby order that -

- (a) that the new job definitions and responsibilities for the positions in the Operations Division of the Directorate of Civil Aviation, Department of Island Development and Industry, Government of Nauru be incorporated in the Operations Manual Volume 3B of Air Nauru.
- (b) The Gazette notification number 393/1988 dated 19th September 1988 is hereby repealed.

Made at Nauru this 8th day of November, 1990.

BERNARD DOWIYOGO
MINISTER FOR ISLAND DEVELOPMENT
AND INDUSTRY.

Duty Statement - Chief Pilot

Responsible to the Secretary for Island Development and Industry for:-

- (a) Evaluation of the suitability of aircraft for acquisition by the Republic.
- (b) Liaison with manufacturers in all matters regarding aircraft acquisition.

G.N.No.22/1991.

- (c) The production of recommendation on all matters relating to aircraft acquisition.

Responsible to the Director of Civil Aviation for:-

- (a) Liaison with Aviation Authorities as directed and advise of any action required by Aviation Authorities.
- (b) Maintenance and amendment of Approved Flight Manuals as required.
- (c) Formulation and implementation of Air Nauru Operational Policy to ensure all applicable flight safety standards are being met.
- (d) Ensuring that flight operations comply with the legislation enacted by the Republic of Nauru and the legislation of other Aviation Authorities where it applies to Air Nauru Operations.
- (e) Supervision and control of the Check and Training Organization.
- (f) Training and Checking all flight crew for the establishment and maintenance of the highest standards of performance.
- (g) Assessment of pilot proficiency and clearance to line approvals.
- (h) Maintaining a close liaison with Training Captains to ensure that all Checking and Training of Air Nauru flight crew is accomplished in accordance with Air Navigation Orders.
- (i) The conduct of random check flights to sample airline operations to ensure compliance with Air Nauru's Operational Policy and with pertinent legislation.
- (j) Liaison with the Chief Engineer in policy matters relating to pilot operation of airline equipment and the engineering development of Air Nauru aircraft.
- (k) any other duties as directed.

(I) REPONSIBILITIES:-

- (1) Ensuring that operational policies for the safe, efficient and economical conduct of the company's flying operations are properly developed and implemented.
- (2) Ensuring that all flying operations comply with the requirements of the Nauru Air Navigation Orders and corresponding agencies of other Governments.
- (3) The direction and control of all line flying operations and all flight crew associated with the task.
- (4) Ensuring the development, promulgation and amendment of all relevant flight manuals, standard operational procedures and instructions.
- (5) The Establishment of an efficient Checking and Training System, ensuring the highest standards are achieved and maintained by all flight crew.
- (6) Development of new aircraft type specifications, acceptance and introduction into service of new aircraft.
- (7) Monitoring the achieved performance of aircraft and equipment and the approval of the engineering modifications.
- (8) Making provision for a regular review of all line operations with particular attention to:-
 - (i) Safety of Operation,
 - (ii) Efficiency and economy,
 - (iii) Regularity.

G.N.No.22/1991.

- (9) Ensuring the establishment of a Safety and Emergency Procedures Training System and the appointment of an Officer to effect the compliance of all flight crew with the requirements of that system.
- (10) Establishment of Navigation Section, responsible for route-guides, flight plans and Jeppesen Manuals.

(II) AUTHORITY:-

- (1) The Chief Pilot is authorised to take any reasonable action necessary to carry out his responsibilities, provided such action does not deviate from established policies of Air Nauru, nor conflict with sound operational judgement.
- (2) The Chief Pilot may delegate such of his specific responsibilities excluding Training as may be necessary or convenient from time-to-time.

Duty Statement - Deputy Chief Pilot

Responsible to the Chief Pilot for:-

- (a) Assisting the Chief Pilot in all matters relating to the Chief Pilot's duties.
- (b) Providing advise and recommendations on any operational policy matters that is considered necessary for the operational development of Air Nauru.
- (c) Acting as Chief Pilot during periods of absence of the Chief Pilot.
- (d) Any other duties as directed.

(I) REPONSIBLITIES:-

- (1) When delegated, carrying out the responsibilities of the Chief Pilot.
- (2) Ensuring the development and maintenance of standard operating procedures and techniques.
- (3) Overall supervision of flight crew to ensure that the highest standard of professional and personal behaviour are maintained.
- (4) Ensuring that proper records are maintained of flight crew, checking and training, flight and duty times, licence renewals and recency Requirements.
- (5) Personnel management of pilots including the maintenance and updating of Personnel Records.
- (6) Revision and amendment of runway analysis as required for Air Nauru Operations.
- (7) Monitoring B-737 operations manuals and recommend amendments to Chief Pilot as required.
- (8) Production and monitoring of Pilot Rosters.
- (9) Through the Navigation Officer, ensuring that all Air Nauru flight plans are accurately prepared and amended as required.

G.N.No.22/1991.

(II) AUTHORITY:-

- (1) The Deputy Chief Pilot is authorised to take any reasonable action necessary to carry out his responsibilities provided such action does not deviate from established policies of Air Nauru, nor conflict with sound operational judgement.
- (2) In the absence of the Chief Pilot, and when delegated, to act for an behalf of the Chief Pilot, in any matter where urgency dictates such a course.

Duty Statement - Senior Captain Check and Training

Responsible to the Chief Pilot for:-

- (a) Induction and training of pilots as necessary to operate Air Nauru Services. Liaise with applicable training organizations concerned.
- (b) Co-ordinate the scheduling of pilot training and licence renewal check flights.
- (c) Plan, arrange and organise recurrent training programmes for pilots.
- (d) Production and update of Simulator Licence Renewal/Route Check Programmes.

Duty Statement - Navigation Officer

Responsible to the Chief Pilot for:-

- (a) Revision and updating of Air Nauru Flight Plans as required by changes in route structures.
- (b) Monitoring of Jeppesen Airways Manuals to ensure amendments are incorporated in Air Nauru's Operations Manual Volume 3 (Route Manual).
- (c) Monitoring and amendment of Operations Manual Volume 3 (Route Manual) to ensure all information provided is updated according to changes made by agents and legislative authorities.
- (d) Promulgating to crew members amendments considered necessary to the Operations Manual Volume 3 (Route Manual).
- (e) Ensuring that the necessary information regarding new routes and destinations is made available for crew members.
- (f) Other duties as directed.

Duty Statement - Assistant Navigation Officer

Responsible to the Navigation Officer for:-

- (a) Assisting the Navigation Officer in amendment of Flight Plans and promulgation of Operations Manual Volume 3 (Route Manual).
- (b) Assisting the Navigation Officer in revision of the Operations Manual Volume 3 (Route Manual).
- (c) Acting in the position of Navigation Officer during any protracted absences from his duties, of the Navigation Officer.
- (d) Other duties as directed.

G.N.No.22/1991.

Duty Statement - Safety Officer

Responsible to the Chief Pilot for:-

- (a) Ensuring that all flight crew maintain the necessary knowledge in the use of aircraft emergency equipment.
- (b) Conducting annual revalidation of flight crews.
- (c) Monitoring and recommending of amendments to Air Nauru Operations Manual (Security and Dangerous Cargo Section) as considered necessary.

Duty Statement - Administrative Officer

Responsible to the Chief Pilot for:-

- (a) Compilation, maintenance and filing of technical records as required by orders and regulations.
- (b) Co-ordinating the administrative tasks of the Flight Operations Division to ensure that all appropriate clerical functions are completed.
- (c) Distribution for action of all incoming correspondence and the allocation of this correspondence to the appropriate file(s).
- (d) The revision, currency and maintenance of master copies of Operations Manuals.
- (e) The maintenance of Master Flight Deck Crew Rosters to ensure the FODC and all Management Crew have the latest daily roster available.

Licencing

19. It is the individual's responsibility to ensure that administrative action for licence renewal is completed and forwarded to Flight Operations Division by the 15th day of the month of which the licence expires. Once the necessary forms have been submitted, and the necessary flight checks conducted, the individual's responsibility has been discharged. Normal processing action to DCA Nauru will be the responsibility of Flight Operations Division.
20. Medical checks associated with pilot licence renewals are to be conducted by approved medical examiners. In addition to the routine renewal examination the following medical checks are required:-
 - (1) Electro Cardiogram (ECG) - At the first licence renewal after the ages of 25 (unless done within previous 3 years), 30, 35, 38, 40 and annually thereafter.
 - (2) Audiogram - At the first licence renewal after the ages of 24, 27, 30, 33, 36, 39, 42, 45, 48, 51, 54, 57, 60.
 - (3) ophthalmology Review - Required annually for an applicant who has been assessed as fit whilst wearing contact lenses. Only required for other applicants when the approved medical examiner is not satisfied following his eye examination of the applicant.

NOTES

- (1) The routine medical must be completed within 42 days of the licence renewal date.
- (2) ECG and Audiogram must be completed within 90 days of the licence renewal.

G.N.No.22/1991.

- (3) The requirements given in 20 (i), (ii) and (iii) are routine procedures, the frequency of which may be altered if indicated by medical findings at any examination.
- 21. Evidence of an ECG, Audiogram and Ophthalmology review when it is required is to be forwarded with the application for licence renewal.
- 22. The Nauru Civil Aviation Authority recognise the following medical examiners:-
 - (a) Dr. G. Waidabu - Nauru General Hospital and medical examiners approved by the following authorities:-
 - (b) Air Transport Division M.O.T. New Zealand and
 - (c) The Civil Aviation Authority Australia and
 - (d) The F.A.A. U.S.A.
- Pilots carrying out medical outside Nauru are responsible for any expenses incurred.
- 23. Flight time limitations as contained in the Republic of Nauru Air Navigation Order Part 3 are to be observed at all times except when a concession is granted by the Director of Civil Aviation.

OPERATIONS MANUAL

B-737

AIRLINE POLICY

PAGE	DATE
1	01 SEP 88
2	01 NOV 84
3	01 NOV 84
4	01 SEP 85
5	16 NOV 90
6	16 NOV 90
7	16 NOV 90
8	16 NOV 90
9	16 NOV 90
10	16 NOV 90
10a	16 NOV 90
11	01 SEP 85
12	01 SEP 85
13	01 SEP 85
14	19 SEP 88
15	01 NOV 84
16	01 NOV 84
17	01 NOV 84
18	01 NOV 84
19	01 NOV 84
20	01 NOV 84
21	16 NOV 90
21a	16 NOV 90
21b	16 NOV 90
22	16 NOV 90
23	16 NOV 90

G.N.No.22/1991. (cont'd)

PAGE	DATE	PAGE	DATE
23a	16 NOV 90	43	01 NOV 84
23b	16 NOV 90	44	01 NOV 84
24	16 NOV 90	45	01 NOV 84
24a	16 NOV 90	46	06 FEB 85
25	01 NOV 84	47	06 FEB 85
26	01 JUN 86	48	01 NOV 84
27	01 NOV 84	49	01 NOV 84
28	01 NOV 84	50	01 DEC 84
29	01 JUN 86	51	01 DEC 84
30	01 Nov 84	52	01 DEC 84
31	01 NOV 84	53	01 DEC 84
32	01 NOV 84	54	01 NOV 84
33	01 NOV 84	55	01 JUN 86
34	01 JUN 86		
35	01 NOV 84		
36	01 NOV 84		
37	01 JUN 86		
38	01 JUN 86		
39	01 NOV 84		
40	01 NOV 84		
41	01 NOV 84		
42	01 NOV 84		

AMENDMENT INSTRUCTIONS

REMOVE AND DESTROY

INSERT

PAGE	DATE	PAGE	DATE
5	19 SEP 88	5	16 NOV 90
6	19 SEP 88	6	16 NOV 90
7	19 SEP 88	7	16 NOV 90
8	19 SEP 88	8	16 NOV 90
9	19 SEP 88	9	16 NOV 90
10	19 SEP 88	10	16 NOV 90
		10a	16 NOV 90
21	1 NOV 84	21	16 NOV 90
22	1 NOV 84	21a	16 NOV 90
23	1 NOV 84	21b	16 NOV 90
24	1 NOV 84	22	16 NOV 90
25	1 NOV 84	23	16 NOV 90
26	1 JUN 86	23a	16 NOV 90
		23b	16 NOV 90
		24	16 NOV 90
		24a	16 NOV 90

The amended pages 5, 6, 7, 8, 9, 10, 10a, 21, 21a, 21b, 22, 23, 23a, 23b, 24, and 24a are approved.

CAPT. BARRY CRANSTON
DIRECTOR OF CIVIL AVIATION.