



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequent or similar vacancies on the same conditions as originally published.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

### Submission of Applications

**Applications will close 9 calendar days after the date of publication in the Gazette unless otherwise stated.**

Late applications may be accepted at the discretion of the Head of Agency.

### Fixed-Term Appointment

Fixed-term appointment for a specified term or for the duration of a specified task may be obtained by:—

- responding to advertisements for fixed-term appointment placed in these notices;
- expressions of interest in registration on an Agency's fixed-term employment register;

### Fixed-Term Employment Registers

An expression of interest in registration on a fixed-term employment register may be lodged with an Agency in response to an advertisement placed in these Notices or the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

The State Service provides a reasonable opportunity to members of the community to apply for State Service employment.

## Vacancies—General Information

Vacancy notices and job kits including statements of duties, selection criteria and an application form are available at:

**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

All permanent and some Officer and fixed-term vacancies are advertised in these Notices and may also appear in State and National newspapers.



# RBF Member Expo

November/December 2011



Bernard Salt

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**RSVP now at [www.rbf.com.au](http://www.rbf.com.au)**

## **Burnie:**

**Tuesday 29 November 2011**  
Burnie Arts and Function Centre  
5.00pm to 8.30pm

## **Launceston:**

**Wednesday 30 November 2011**  
Hotel Grand Chancellor  
5.00pm to 8.30pm

## **Hobart:**

**Friday 2 December 2011**  
Hotel Grand Chancellor  
5.00pm to 8.30pm

For more information visit our website or phone the  
RBF Enquiry Line on **1800 622 631**.

## Tasmanian Government Gazette.

Email text copy to.

**govt.gazette@thepat.com.au.**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

### State Service Notices.

#### Vacancy, Direct Selection and Staff Movement Notices.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: **jobsadmin@dpac.tas.gov.au**.

#### Order Information.

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

#### Deadlines.

*Government Gazette* :—.

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices*:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication  
Telephone (03) 6233 6687.

**Deadlines will be strictly adhered to.**

**Subscription or account enquiries phone (03) 6233 3148**

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *LINC's West*

#### **Customer Service Officer West Coast LINC, Queenstown (700588).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 44.10 hours per fortnight.

Location:—West Coast LINC, Queenstown.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications

through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Amelia Veale, Department of Education, phone (03) 6471 5962, email **amelia.veale@education.tas.gov.au**.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *Resource Discovery and Collections*

#### **Manager Reference Service Delivery LINC Tasmania (700479).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Reference and Online Services.

Description of the Role:—Co-ordinate the operations and services of the Reference and Online Services section and provide advice relating to reference service delivery and the Virtual LINC operations within a state-wide context. Responsible for ensuring a high standard of customer-focussed reference service delivery and liaison with support service sections.

Essential Requirements:—Degree or diploma in librarianship or information studies at a recognised university or college of advanced education or a postgraduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA).

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Jo Carswell, phone (03) 6233 7465, email **josephine.carswell1@education.tas.gov.au**.

Enquiries to Susan Witek, Department of Education, phone (03) 6233 7742, email **susan.witek@education.tas.gov.au**.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Bracknell Primary School

**Education Facility Attendant Bracknell Primary School (952352).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$41,039 pro rata.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time from 1 January 2012 at 68.80 hours, 30 hours cleaning and 38.80 hours grounds per fortnight.

Location:—Bracknell Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Michael House, Department of Education, phone (03) 6397 3288, email michael.house@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Launceston College

**Education Facility Attendant, Grounds, Launceston College (952095).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent full-time, Grounds.

Location:—Launceston College.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning,

grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Amanda Smith, Department of Education, phone (03) 6332 7777, email amanda.smith@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Norwood Primary School

**Advanced Skills Teacher, Norwood Primary School (964670).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 13 February 2012.

Location:—Norwood Primary School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred.



Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Gary Jones, Department of Education, phone (03) 6344 2533, email [gary.jones@education.tas.gov.au](mailto:gary.jones@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Port Dalrymple School

#### ***Advanced Skills Teacher, Port Dalrymple School (203825).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 13 February 2012.

Location:—Port Dalrymple School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Philip Challis, Department of Education, phone (03) 6382 0500, email [philip.challis@education.tas.gov.au](mailto:philip.challis@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Riverside Primary School

#### ***Advanced Skills Teacher, Riverside Primary School (205697).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 13 February 2012.

Location:—Riverside Primary School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Jane Bovill, Department of Education, phone (03) 6327 3731, email [jane.bovill@education.tas.gov.au](mailto:jane.bovill@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Winnaleah District High School

#### ***Canteen Supervisor Winnaleah District High School (964215).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time from 13 February 2012 up to 45 hours per fortnight for 40 weeks per year.

Location:—Winnaleah District High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Sharon Woodberry, Department of Education, phone (03) 6354 2290, email [sharon.woodberry@education.tas.gov.au](mailto:sharon.woodberry@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Devonport Primary School

#### ***Education Facility Attendant Devonport Primary School—2 Vacancies.***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Vacancy No. 964836.

Permanent part-time 31.20 hours per fortnight.

Location:—Devonport Primary School.

Vacancy No. 952087.

Permanent full-time.

Location:—Devonport Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies

within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Jo Gow, phone (03) 6424 7788, email [joanne.gow@education.tas.gov.au](mailto:joanne.gow@education.tas.gov.au).

Enquiries to Tony Preece, Department of Education, phone (03) 6424 7788, email [tony.preece@education.tas.gov.au](mailto:tony.preece@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Latrobe Primary School

#### ***Education Facility Attendant Latrobe Primary School (964429).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 46 hours per fortnight.

Location:—Latrobe Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Melissa Allison, phone (03) 6426 1203, email [melissa.allison@education.tas.gov.au](mailto:melissa.allison@education.tas.gov.au).

Enquiries to Vicki Hales, Department of Education, phone (03) 6426 1203, email [vicki.hales@education.tas.gov.au](mailto:vicki.hales@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Miandetta Primary School

***Education Facility Attendant Miandetta Primary School (952632).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent full-time.

Location:—Miandetta Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Mandy Beard, Department of Education, phone (03) 6424 4428, email [mandy.beard@education.tas.gov.au](mailto:mandy.beard@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Reece High School

***Education Facility Attendant Reece High School (952079).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 60 hours per fortnight.

Location:—Reece High School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email [anne.stewart@education.tas.gov.au](mailto:anne.stewart@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Smithton High School

***Education Facility Attendant, Smithton High School (300747).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$41,039 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent full-time.

Location:—Smithton High School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.



Enquiries to Ali Force, Department of Education, phone (03) 6452 1376, email [ali.force@education.tas.gov.au](mailto:ali.force@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Smithton High School

#### ***School Administrative Clerk, Smithton High School (300740).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$45,823 – \$49,978 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time from Jan 2012 for 50 hours per fortnight for 42 weeks per year.

Location:—Smithton High School.

Description of the Role:—Assist the School Executive Officer in the management of a school office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the School Executive Officer and staff and students.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Andrew Mahoney, Department of Education, phone (03) 6452 1376, email [andrew.mahoney@education.tas.gov.au](mailto:andrew.mahoney@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Spreyton Primary School

#### ***Education Facility Attendant Spreyton Primary School (964423).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$54,170 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 49 hours per fortnight.

Location:—Spreyton Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Annette Durose, phone (03) 6421 2222, email [annette.durose@education.tas.gov.au](mailto:annette.durose@education.tas.gov.au).

Enquiries to Toni Douglas, Department of Education, phone (03) 6421 2222, email [toni.douglas@education.tas.gov.au](mailto:toni.douglas@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Ulverstone High School

#### ***Teacher, Maths Ulverstone High School—2 Vacancies.***

Applications Close:—Friday, 28 October 2011.

Salary:—\$51,575 – \$82,533 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 209273.

Permanent full-time From 13 February 2012.

Location:—Ulverstone High School.

Vacancy No. 201397.

Permanent full-time From 13 February 2012.

Location:—Ulverstone High School.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.



Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Glen Lutwyche, Department of Education, phone (03) 6425 1433, email glen.lutwyche@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Ulverstone High School

#### ***Teacher, Music Ulverstone High School (201365).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$51,575 – \$82,533 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time From 13 February 2012.

Location:—Ulverstone High School.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Glen Lutwyche, Department of Education, phone (03) 6425 1433, email glen.lutwyche@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Montrose Bay High School

#### ***Assistant Principal Montrose Bay High School (961603).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$100,051 p.a.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Fixed-term full-time from 14 February 2012 to 19 December 2013.

Location:—Montrose Bay High School, Big Picture Campus.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Mandy Reynolds-Smith, Department of Education, phone (03) 6273 1677, email mandy.reynolds-smith@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Jordan River Learning Federation

#### ***Advanced Skills Teacher, Jordan River Learning Federation, East Derwent Campus (202502).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 14 February 2012.

Location:—Jordan River Learning Federation, East Derwent Campus.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Michael Seymour, Department of Education, phone (03) 6263 7303, email michael.seymour@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### Jordan River Learning Federation

#### ***Advanced Skills Teacher, Jordan River Learning Federation, Middle School (202468).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time From 14 February 2012.

Location:—Jordan River Learning Federation, Middle School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration

in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Gill Berriman, Department of Education, phone 0408 901 844, email gill.berriman@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### Rokeby High School

#### ***Education Facility Attendant Rokeby High School (953439).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$36,063 – \$41,039 pro rata.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 20 hours per fortnight.

Location:—Rokeby High School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Yvonne Cloudsdale, Department of Education, phone (03) 6247 7800, email [yvonne.cloudsdale@education.tas.gov.au](mailto:yvonne.cloudsdale@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### Triabunna District High School

#### ***Advanced Skills Teacher, Triabunna District High School (002833).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 14 February 2012.

Location:—Triabunna District High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Annette Parker, Department of Education, phone (03) 6257 3199, email [annette.parker@education.tas.gov.au](mailto:annette.parker@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### STRATEGIC POLICY AND PERFORMANCE

#### ***Senior Project Officer EAL (964899).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$89,397 p.a.

Teaching Service (TPS) Award, Advanced Skills (Non Teaching), Band 2.

Fixed-term full-time from 1 January 2012 until 31 December 2014, non teaching conditions.

Location:—Strategic Policy and Performance.

Description of Role:—To manage and co-ordinate EAL Program staffing and liaise with principals to support teachers to implement appropriate learning programs for students from culturally and linguistically diverse backgrounds.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Jennifer Barclay, Department of Education, phone (03) 6233 7719, email [jennifer.barclay@education.tas.gov.au](mailto:jennifer.barclay@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Youth Services*

#### ***Child Protection Worker, Fixed Term Employment Register (501541).***

Applications Close:—Saturday, 21 September 2013.

Salary:—\$47,618 – \$76,401 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Register.

Location:—Child Protection Services, Launceston (North), Burnie, Devonport (North West) and Hobart (South).

Do you hold a Bachelor of Social Work or a Diploma of Community Welfare work?



Do you have experience working with children and their families?.

Are you up for a challenge?.

If you are passionate about supporting vulnerable and at risk children and have some previous experience working with this client group we would love to hear from you.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment for periods of up to 12 months. This register will remain open to applicants at all times until 21 September 2013 and will be reviewed on a regular basis. All applicants who have previously registered need not re-register. Please note that the Employment Register will not preclude other Child Protection Worker positions being advertised if warranted.

Further information may be obtained by contacting the relevant person listed below.

North: Michelle Davey on (03) 6336 2572 or e-mail [michelle.davey@dhhs.tas.gov.au](mailto:michelle.davey@dhhs.tas.gov.au).

North West: Selina McGuire on (03) 6434 6404 or e-mail [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au).

South: Lee-Ann Russell on (03) 6230 7666 or e-mail [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

Current Drivers Licence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, and serious traffic offences. Identification check and disciplinary action in previous employment check.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Day Centre Co-ordinator (507498).**

Applications Close:—Friday, 4 November 2011.

Salary:—\$51,137 – \$55,664 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Fixed-term full-time day work. May consider job share arrangement. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 19 December 2011 until 29 June 2012.

Location:—North East Soldiers Memorial Hospital.

Duties:—Co-ordinate diversionary therapy services through the Scottsdale Day Centre and the Mobile Day Centre. In consultation with the client group, conduct regular evaluations of the service provided to ensure best practice and to enhance quality of life and assist at risk persons to remain in their own homes.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5522, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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## HEALTH AND HUMAN SERVICES

### NURSING AND ALLIED HEALTH

#### ***Transition to Practice for Registered Nurses, Employment Register (Various Positions).***

Applications Close:—Friday, 19 October 2012.

Salary:—\$50,761 p.a.

Nurses (TPS) Award, Graduate Nurse Program.

Register.

Location:—Various locations within the State.

Applications are invited from persons interested in Transition to Practice positions within the Department of Health and Human Services.

The Department recognises the valuable contribution that newly-qualified Registered Nurses make to providing sustainable services and to our workforce for the future.

We offer rewarding careers and a contemporary approach to the transition to a new professional role.

In 2012, opportunities are available in a range of practice settings that include metropolitan hospitals, mental health, community nursing, alcohol and drug services and rural hospitals. Placements may include rotations between clinical practice settings. Nurses appointed to a Transition to Practice position will receive additional support to assist in consolidating knowledge and skills during the initial period of practice. This will include an extended period of orientation, preceptorship and specific professional development opportunities.

To find out more please contact the Transition to Practice Co-ordinators within your areas of choice.

Northern Area Health Service:—Denise Wilson on (03) 6348 7418 or [denise.wilson@dhhs.tas.gov.au](mailto:denise.wilson@dhhs.tas.gov.au).

North West Area Health Service:—Simone Kramme (Mersey Community Hospital) on (03) 6426 5407 or [simone.kramme@dhhs.tas.gov.au](mailto:simone.kramme@dhhs.tas.gov.au).

Carol Scott (North West Regional Hospital) on (03) 6430 6810 or [carol.scott@dhhs.tas.gov.au](mailto:carol.scott@dhhs.tas.gov.au).

Southern Tasmania Area Health Service:—Annette Moore on (03) 6222 8294 or [annette.moore@dhhs.tas.gov.au](mailto:annette.moore@dhhs.tas.gov.au).

Statewide and Mental Health Services and Primary Health settings:.



Helen Zournazis (North and North West) on (03) 6336 4160 or [helen.zournazis@dhhs.tas.gov.au](mailto:helen.zournazis@dhhs.tas.gov.au).

Susan Rasmussen (South) on (03) 6233 6920 or [susan.rasmussen@dhhs.tas.gov.au](mailto:susan.rasmussen@dhhs.tas.gov.au).

Employment will be offered on a Fixed-term basis for periods up to 12 months. Full-time and part-time positions are available, working day or shift-work, depending on the clinical setting.

This Register will remain open to applicants up until 22 September 2012 and will be reviewed on a regular basis.

For further information please visit our website at:—  
<http://www.dhhs.tas.gov.au/career/home/nurses2/education/rntp>.

Highly Desirable:—Less than 6 months experience as a Registered Nurse.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, and serious traffic offences. Identification check and disciplinary action in previous employment check.

Drivers License (Community Health Nurse positions only).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### POPULATION HEALTH

#### **State Water Officer (501062).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$83,935 – \$92,833 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high-level advice to the Director of Public Health and other senior staff, other government departments, local government, bulk water authorities and other organisations on matters relating to fluoridation, drinking water quality and public health.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Desirable requirements:—Current drivers licence.

Enquiries to Stuart Heggie, Department of Health and Human Services, phone (03) 62 227732, email [stuart.heggie@dhhs.tas.gov.au](mailto:stuart.heggie@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES SOUTHERN TASMANIA AREA HEALTH SERVICE *Royal Hobart Hospital*

#### **Pharmacy Technician (519953).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$51,137 – \$55,664 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent part-time day work, working 38 hours per fortnight (with on-call).

Location:—Pharmacy Unit, Royal Hobart Hospital.

Duties:—Provide a safe and effective pharmacy service by undertaking a support role in a range of pharmacy activities.

Essential Requirements:-

Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance) from a recognised education institution; or Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution; or An Associated Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician; or Relevant training and/or experience determined in accordance with the provisions of Section 38 of the State Service Act 2000 that is relevant to the work of a pharmacy technician.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, transfer. The following checks are to be conducted:—Conviction Check in the following areas—crimes of violence; sex related offences; serious drug offences; and d) crimes involving dishonesty. Identification Check.

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email [maurice.curtis@dhhs.tas.gov.au](mailto:maurice.curtis@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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## HEALTH AND HUMAN SERVICES STATEWIDE AND MENTAL HEALTH SERVICES

### *Alcohol and Drug Services*

#### **Allied Health Workforce Development Consultant, Alcohol and Drug Services (518513).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$73,176 – \$83,935 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent full-time daywork.

Location:—Alcohol and Drug Services, St Johns Park, New Town.

Duties:—Provide high level input and support into the development and implementation of a workforce development strategy for the Alcohol Tobacco and Other Drug service sector in Tasmania, with a particular focus on the allied health workforce. Work in close collaboration with other workforce

development positions to establish, co-ordinate and evaluate the delivery of workforce development and education activities for the ATOD sector and other health service sectors. Lead activity and strategic thinking in the development of workforce capacity within the ATOD sector with a focus on the allied health workforce, and contribute to agency wide initiatives that promote workforce development and maintain national links in respect to workforce agendas.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Mark Frohmader, Department of Health and Human Services, phone (03) 6214 5717, email mark.frohmader@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### Oral Health Services

#### **Dental Assistant (501112).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$46,183 – \$49,324 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Fixed-term part-time daywork, working 60.8 hours per fortnight, commencing As soon as possible to 11 May 2012.

Location:—Northern Dental Clinic, Launceston.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices.

Desirable Requirements:—Current Drivers Licence.

Current First Aid Certificate Level I.

Satisfactory completion of Certificate 3 in Dental Assisting.

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email [vanessa.whiteman@dhhs.tas.gov.au](mailto:vanessa.whiteman@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Office of the General Manager*

#### **Manager Legislation and Legal Support (371683).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:— Provide high level advice, leadership and support to DIER's senior managers in relation to legislation administered by the Department; and in relation to critical legislative policy issues affecting the Department.

· Manage and co-ordinate the DIER Legislation Program to ensure the Department meets its obligations to the Government, including management of systems for effective tracking and review of legislation administered by the Department as well as legal advice received.

Undertake a key liaison role between the Department and key stakeholders including the Office of the Solicitor General, Crown Solicitor, the Director of Public Prosecutions and the Ombudsman to ensure a consistent, co-ordinated and effective approach to the provision of legal services to the Department.

Co-ordinate legislative and policy development tasks including the provision of a quality assurance and oversight role in relation to the drafting of legislation critical to DIER's operations; provide instruction to Parliamentary Counsel including the preparation of second reading speeches; clause notes; and associated matters.

Provide advice to staff in relation to the conduct of internal reviews of decisions as required by the Transport Commission and the Secretary and conduct reviews of decisions as required.

Maintain the Legislation Manual and develop a training and education program to support the effective development and maintenance of legislation for the Department.

Desirable Requirements:— A tertiary qualification in Law and/or equivalent.

Enquiries to Amanda Russell, General Manager Corporate Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 3371, email [Amanda.Russell@dier.tas.gov.au](mailto:Amanda.Russell@dier.tas.gov.au).

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone 6233 2077, fax 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Information Technology Services*

#### **Information and Communications Technology Officer (Graduate) (000955).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, ICT Level 1, Graduate.

Permanent full-time.

Location:—Hobart.

In a team environment, provide enterprise software development services by utilising knowledge and experience with contemporary application development technologies, frameworks and methodologies. Provide best practice service delivery in relation to system development and application services, including the initiation, implementation and management of small projects. Conduct research into specialist information technology trends and provide technical advice and support to department personnel.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

**Qualifications and Experience:**—Computer Science, Information Technology tertiary qualifications. Experience in the use of HTML, DHTML, CSS, JavaScript, AJAX, Web Services, SQL 2008, open source software, Java, Groovy, Grails, C#, ASP.Net, ASP, GIS, ESBs, C/C++ and UniVerse will be highly regarded. Employees within Information Technology Services will be required to undertake a criminal conviction check.

Enquiries to Ms Silvana Smillie, Manager, Application Development and Support, Information Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2455, email [Silvana.Smillie@police.tas.gov.au](mailto:Silvana.Smillie@police.tas.gov.au).

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### OPERATIONS SUPPORT

#### *Firearms Services*

#### **Clerical Support Officer (002921).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time until 19 September 2012.

Location:—Hobart.

**Duties:**—Contribute to the operational effectiveness of the work unit in Firearms Services by providing assistance with administration and clerical tasks, as directed by the Supervisor/Officer in Charge.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of

violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

**Qualifications and Experience:**—Knowledge and expertise consistent with entry level work with defined functions.

Enquiries to Inspector Fiona Lieutier, Firearms Services, Operations Support, Department of Police and Emergency Management, phone (03) 6230 2699, email [fiona.lieutier@police.tas.gov.au](mailto:fiona.lieutier@police.tas.gov.au).

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308 HOBART TAS 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## TASMANIAN AUDIT OFFICE

#### **Assistant Accountant (TAO4201).**

Applications Close:—Friday, 28 October 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time.

Location:—Hobart.

**Nature and Scope:**—As there are few support staff within the Office, Business Support Services staff are regularly required to provide assistance in areas outside of their specific responsibilities. This position undertakes a range of financial management activities including reconciliations, general ledger compilation, preparation of returns, invoice preparation, debtor management and account analysis, and preparing internal and external reports. The role also encompasses a range of general administration duties.

The nature of this role is such that it generally functions with minimal supervision.

**Desirable Requirements:**—Relevant certificate or Diploma or Degree. Eligibility for membership of a professional accounting body.

Driver's Licence.

Experience in Finance One and Treasury's reporting systems, Treasury Financial Reporting Systems (TFRS), Budget Management Financial Reporting Systems (BMFRS), Public Accounts Cash Management Systems (PACMS) would be an advantage.

Enquiries to Rachael Daniels, Manager Finance and Human Resources, Tasmanian Audit Office, G.P.O. Box 851 Hobart Tasmania 7000, phone (03) 6226 0100, fax (03) 6226 0199, email [Rachael.Daniels@audit.tas.gov.au](mailto:Rachael.Daniels@audit.tas.gov.au).

Applications to Jess Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851 Hobart Tasmania 7000, phone (03) 6226 0100, fax (03) 6226 0199, email [Jess.Reardon@audit.tas.gov.au](mailto:Jess.Reardon@audit.tas.gov.au).

All applications must contain a statement of claims against the selection criteria (found in the Statement of Duties) to be considered for this position.

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Human Resources Branch****Administrative Officer (724204).***

Applications Close:—Friday, 28 October 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time to 22 May 2012, Part-time may be considered.

Location:—Hobart.

Duties:—To provide administrative support to the Human Resources Branch, particularly in relation to our learning and development services, occupational health and safety programs, payroll and recruitment activities, and values.

In the context of the selection criteria, to be successful in the position applicants will have:—an aptitude for administration and a flexible approach with the ability to prioritise and plan work tasks; the ability to deal with a wide range of people and respond effectively to client needs; an interest in human resources.

Desirable Requirements:—Working towards a Certificate II in a relevant area or equivalent level or other relevant HR study.

Enquiries to Karen Martin, Manager Organisational Development, Department of Treasury and Finance, phone (03) 6233 4924, email karen.martin@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

and disaster recovery; demonstrated effective interpersonal, oral communication, and customer service skills including the ability to operate effectively in a team environment and to liaise with all levels of stakeholders within the agency and demonstrated in-depth research, analytical and creative skills including the ability to resolve relevant business issues and to achieve agency related outcomes.

Desirable Requirements:—Completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Malcolm Smith, Manager Infrastructure Support, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6105, email malcolm.smith@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Information Systems Branch****Information and Communication Technology Officer (723971).***

Applications Close:—Friday, 4 November 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—The Infrastructure Support Unit is seeking a staff member who has excellent customer service skills and a broad range of technical competencies and possesses the flexibility to undertake a wide range of technical and system administration tasks relating to the Department's IT systems infrastructure and provide advanced IT support functions for end users.

The role will appeal to IT professionals who enjoy a variety of challenges in their job, seek customer interaction and prefer a small team environment.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated experience and technical skills in Infrastructure Support, including but not limited to system administration, change management, problem identification and resolution, security management



## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant - Taroona High School	M. Walker	3 months	13.10.11
Education	Training Consultant - Skills Tasmania	B. Ivory	6 months	18.10.11
Health & Human Services	Registered Nurse	M. Wooler	6 months	26.11.11
Health & Human Services	Cook	R. Nevin	6 months	17.10.11
Justice	Probation Officer	C. Cornell	6 months	03.10.11
Justice	Probation Officer	C. Sailiai	NA	06.10.11
Police & Emergency Management	Communications Officer	T. Freeman	1 month	12.10.11
Treasury & Finance	Administrative Officer	P. Docherty	6 months	24.10.11

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	C. Saunder	Manager, Sports Programs	12.10.11
Health & Human Services	A. Daniel	Team Leader	07.10.11
Police & Emergency Management	M. Sheen	Workshop Supervisor Appliance Fabrication	12.10.11
Police & Emergency Management	N. Watt	Leading Communications Officer	30.09.11

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	PR & Communications Project Officer	M. Milles	15.10.11
Economic Development, Tourism & the Arts	Administrative Assistant	L. Morris	13.10.11
Health & Human Services	Service Support Officer	D. Veldhuis	11.08.11
Health & Human Services	Corporate Accountant	M. Patmore	07.10.11
Health & Human Services	Senior Physiotherapist	E. Senz	07.10.11
Justice	Administrative Support Officer	K. Clark	17.10.11
Police & Emergency Management	Manager - Psychology Services	M. Ryan	27.01.12
Primary Industries, Parks, Water & Environment	Coordinator National Livestock Identification System	S. Hayes	21.10.11
Port Arthur Historic Site Management Authority	Food & Beverage Assistant	T. Langford	30.09.11

### *Resignation of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Integrity Commission	B. Etter	Chief Executive Officer	07.10.11

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Child and Family Health Nurse	E. Cordwell	07.10.11

*Termination of Permanent Employees*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Date of Termination</i>	
Primary Industries, Parks, Water & Environment	Field Officer	M. Hunter	29.09.11

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Police & Emergency Management	C. Davis	Police & Emergency Management	Communications Officer	12.10.11



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