



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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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.

**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.

## Gazette

Email 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](http://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](http://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](mailto: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 4 p.m. 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**

**Senior Operations Assistant**—Duties include liaise with and supervise the use of the Silverdome and its equipment by sporting organisations and other user groups. Provide supervision and directions to Operations Assistants. Be responsible for the opening and closure of the facility for hirers. Monitor and maintain the cleanliness and upkeep of the buildings, public areas, facilities and toilets.

**Front-of-House Assistant**—Duties include provide a high level of customer service. Respond to the needs of Silverdome patrons. Provide general information about Silverdome activities, programmes, service and retail products to visitors. Operate the point of sale/EFTPOS and sell tickets and merchandise to patrons.

**Senior Front-of-House Assistant**—Duties include perform booking and ticketing duties, including processing payments and issuing tickets. Provide Supervision and direction to Front-of-House Assistants. Operate the Point of sale terminal/EFTPOS and complete reconciliations at the end of each day.

**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 at a National level: conviction check—crimes of violence; sex related offences; serious drug offences. Crimes involving dishonesty. Identification check.

**Desirable Requirements**:—Front-of-House, Prior experience in a customer service focussed role would be considered an advantage. Workplace II Senior First Aid Certificate. Computer Skills.

**Senior Front of House**—Computer Skills, Operations, One or more of the following: Forklift Licence; Chainsaw Operators Certificate; Elevated Work Platform Certificate; Workplace II Senior First Aid Certificate; Rigging Certificate; Certificate II in Security Operations; Scaffolding Certificate.

Enquiries to Rebecca Hardman, Executive Officer, Silverdome, Department of Economic Development, Tourism and the Arts, phone (03) 6344 9988, email [Rebecca.Hardman@development.tas.gov.au](mailto:Rebecca.Hardman@development.tas.gov.au)

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 9537, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

Applications must address the selection criteria outlined in the Statement of Duties.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

SPORT AND RECREATION TASMANIA

*Tasmanian Institute of Sport*

Silverdome

### Fixed-term Casual Employment Register (Various).

Applications Close:—Friday, 31 July 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual for up to 12 months.

Location:—Silverdome, Launceston.

Categories of Employment:

**Operations Assistant**—Duties include ensuring the safety and security of the buildings, its patrons and the general environment. Ensure appropriate behaviour by patrons and monitor on-site security. Attend to and maintain the cleanliness and upkeep of the buildings, public areas, facilities and toilets. Assist in the moving, installation or removal of equipment for major or minor events including sport, exhibitions, conferences and live entertainment.

## EDUCATION

LEARNING SERVICES

*Learning Services (South)*

Early Childhood Intervention Service, Hobart

### Teacher Aide Special—3 Vacancies.

Applications Close:—Friday, 24 July 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 953798.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Early Childhood Intervention Service, Hobart.

Vacancy No. 963131.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Early Childhood Intervention Service, Hobart.

Vacancy No. 953892.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Early Childhood Intervention Service, Hobart.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students with special needs.

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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 RTF (rich text 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 Sharon Sutczak, phone (03) 6231 1625, email [sharon.sutczak@education.tas.gov.au](mailto:sharon.sutczak@education.tas.gov.au)

Enquiries to Rowena Wilkinson, Department of Education, phone (03) 6234 8238, email [rowena.wilkinson@education.tas.gov.au](mailto:rowena.wilkinson@education.tas.gov.au)

Applications to HR Staffing and Establishment 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)*

Mount Nelson Primary School

#### **Teacher Aide (954239).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year.

Location:—Mount Nelson Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students with special needs.

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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 RTF (rich text 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 Carl Lawton, Department of Education, phone (03) 6223 2879, email [carl.lawton@education.tas.gov.au](mailto:carl.lawton@education.tas.gov.au)

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Mount Nelson Primary School

#### **Teacher Aide Special (954077).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year.

Location:—Mount Nelson Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students with special needs.

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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 RTF (rich text 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 Carl Lawton, Department of Education, phone (03) 6223 2879, email [carl.lawton@education.tas.gov.au](mailto:carl.lawton@education.tas.gov.au)

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Taroona High School

#### **Teacher Aide Special (964016).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Taroona High School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students with special needs.

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

**Desirable Requirements:**—College or TAFE studies in health and/or education.

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 RTF (rich text 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 Emma Marsh, Department of Education, phone (03) 6227 7700, email [emma.marsh@education.tas.gov.au](mailto:emma.marsh@education.tas.gov.au)

Applications to HR Staffing and Establishment 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)

#### HEALTH AND HUMAN SERVICES

#### FINANCE AND BUSINESS PERFORMANCE

##### ***Contract Officer (515736).***

Applications Close:—Friday, 24 July 2009.

Salary:—\$51,579 – \$60,746 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4.

Permanent full-time daywork.

Location:—Procurement Advisory Services, Latrobe.

**Duties:**—In conjunction with the Manager and other senior staff identify opportunities to improve efficiency and effectiveness of supply arrangements. Provision of support and advice to departmental staff and undertake liaison with client representatives on procurements and associated issues. Undertake the calling of tenders, facilitating evaluation of tenders, preparing contracts and administering contracts managed by the Unit.

**Desirable Requirements:**—Sound knowledge and understanding of contemporary procurement practices and policies in the public sector. Well developed oral and written communication skills, sound conflict resolution skills together with the ability to represent the Unit and Branch. Ability to understand, research, investigate, analyse and evaluate issues and recommend appropriate action.

Enquiries to Tony Mahoney, Department of Health and Human Services, phone (03) 6426 5476, email [tony.mahoney@dhhs.tas.gov.au](mailto:tony.mahoney@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

#### FINANCE AND BUSINESS PERFORMANCE

##### ***Medical Equipment Procurement Coordinator (518804).***

Applications Close:—Friday, 24 July 2009.

Salary:—\$66,862 – \$79,193 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time daywork.

Location:—Financial Services, Hobart or Latrobe.

**Duties:**—Provide specialist technical advice to the Senior Managers and Clinicians in the three major public hospitals regarding the procurement, installation and maintenance of specialist medical equipment. Undertake higher-level procurements of medical equipment for client hospitals. Obtain improved value for money and clinical outcomes through the strategic procurement of medical equipment.

**Desirable Requirements:**—Demonstrated knowledge and skill in the operation, procurement, evaluation, installation and maintenance of specialist medical equipment. Interpersonal skills commensurate with the need to effectively engage and manage the interface between senior clinicians, senior managers and suppliers of medical equipment. A comprehensive knowledge and understanding of specialist hospital and clinical equipment.

Enquiries to Peter Russell, Department of Health and Human Services, phone (03) 6236 5830, email [peter.russell@dhhs.tas.gov.au](mailto:peter.russell@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

#### HEALTH SERVICES

##### *Launceston General Hospital*

##### ***Clinical Nurse (513498).***

Applications Close:—Friday, 24 July 2009.

Salary:—\$62,802 – \$67,183 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time day work, working 48 hours (with oncall) per fortnight, not working weekends but working public holidays. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Renal Unit, Parkside, Burnie.

**Duties:**—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Sue Robertson, Department of Health and Human Services, phone (03) 64344130, email [sue.robertson@dhhs.tas.gov.au](mailto:sue.robertson@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

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (516370).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$62,802 – \$67,183 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time day work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Day Procedure Unit.

Duties:—In consultation with Clinical Nurse Consultant/Manager undertakes delegated management and delivery of quality patient care through efficient and effective utilisation of human and material resources in conjunction with other members of the Health Care Team in Operating Room and Recovery Room of the Day Procedure Unit.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Annette Galvin-Ridge, Department of Health and Human Services, phone (03) 63487492, email [annette.galvinridge@dhhs.tas.gov.au](mailto:annette.galvinridge@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

## HEALTH SERVICES

*Mersey Community Hospital***Registered Nurse (517696).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$47,472 – \$62,348 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 1.

Permanent part-time shift worker (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Division of Medicine, Department of Emergency Medicine.

Duties:—Strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 64265303, email [alison.ellis@dhhs.tas.gov.au](mailto:alison.ellis@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

## HEALTH SERVICES

*North West Regional Hospital***Manager Speech Pathology (502081).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$98,116 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5 Grade 1.

Fixed-term part-time day worker, working 52 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 30 June 2010.

Location:—Devonport Community and Health Services Centre.

Duties:—The Manager is responsible for the development and management of Speech Pathology services funded by Health Services and Primary Health in North West Tasmania and ensuring that the Speech Pathology service is accreditable, efficient, effective, is customer focussed, evidence based and of a high professional standard. The Manager promotes and leads multi disciplinary collaboration and integration throughout the North West Area Health Service.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

Enquiries to Ruth Chalk, Department of Health and Human Services, phone (03) 6421 7720, email [ruth.chalk@dhhs.tas.gov.au](mailto:ruth.chalk@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

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

**Enrolled Nurse (506233).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$46,204 – \$48,420 pro rata.

Nurses (TPS) Award, Enrolled Nurse, Level 2.

Fixed-term part-time shift work (fully rotational), working 60 hours per fortnight, commencing 24 August 2009 to 31 December 2010.

Location:—St Helens District Hospital, St Helens, Tasmania.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in Tasmania.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@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

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health North

#### **Foot Care/Therapy Assistant (513910).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing 3 August 2009 to 2 August 2010.

Location:—Kings Meadows Community Health Centre.

Duties:—To assist the Manager Podiatry to deliver foot-care services to clients identified as requiring such care within Tasmania and to work as a member of the podiatry team and within other multidisciplinary teams to assist clients with maintenance of foot-care.

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 in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Claire Massey, Department of Health and Human Services, phone (03) 6336 5123, email [claire.massey@dhhs.tas.gov.au](mailto:claire.massey@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

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health North

#### **Primary Health Care Coordinator (512863).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$66,862 – \$79,193 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work.

Location:—Scottsdale.

Duties:—To co-ordinate identified primary health services health priority programmes and to develop a commitment to the primary health care model amongst service providers and the community.

Desirable Requirements:—Current drivers license.

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, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health North

#### **Support Services Coordinator (504456).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time shift work (not working weekends but working public holidays).

Location:—Flinders Island Multi Purpose Centre.

Duties:—To supervise, plan and co-ordinate Support Services (catering, cleaning and laundry) and to also undertake multi skilled domestic duties (predominantly laundry functions) at Flinders Island Multi Purpose Centre.

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 in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Barry Herberts, Department of Health and Human Services, phone (03) 6359 2122, email [barry.herberts@dhhs.tas.gov.au](mailto:barry.herberts@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

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### **Home Help (506010).**

Applications Close:—Friday, 31 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Permanent part-time day work, working 20 hours per fortnight. Additional hours may be available subject to service requirements.

Location:—Hobart area.

**Duties:**—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

**Desirable Requirements:**—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home. Understanding of confidentiality and rights of clients. Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Hospital Aide, Paediatric Outpatient Clinic (518822).***

Applications Close:—Friday, 24 July 2009.

Salary:—\$36,293 – \$37,180 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

**Duties:**—Maintain clean hygienic surrounding to facilitate the control of infection in specialty areas. Contribute to, and participate as a member of the health team. Decontaminate, sterilise and maintain specialised equipment.

**Desirable Requirements:**—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment and the ability to monitor ward/unit stock and stores, ordering when appropriate.

Enquiries to Janine Sawford, Department of Health and Human Services, phone (03) 6222 8332, email [janine.sawford@dhhs.tas.gov.au](mailto:janine.sawford@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Staff Specialist, Psychiatry (513926).***

Applications Close:—Friday, 24 July 2009.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day worker (with oncall).

Location:—Psychiatry.

**Duties:**—Provide clinical services of the highest possible standard to patients and their families. Actively pursue improved outcomes for patients by participating in teaching and research relevant to psychiatry.

**Essential Requirements:**—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Dr Mandy Evans, Department of Health and Human Services, phone (03) 6230 7925, email [mandy.evans@dhhs.tas.gov.au](mailto:mandy.evans@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

### HEALTH SERVICES

#### *Tasmanian Ambulance and Health Transport Service*

#### ***Administrative Assistant (510897).***

Applications Close:—Friday, 24 July 2009.

Salary:—\$41,427 – \$45,142 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Fixed-term full-time day work. To commence as soon as possible until 22 August 2010.

Location:—Tasmanian Ambulance Service, Launceston.

**Duties:**—Provide administrative, clerical and operational support to the Regional Superintendent; the Supervisor (Tactical Operations) and other senior staff as required.

**Desirable Requirements:**—Demonstrated office management skills including the ability to perform routine administrative and clerical duties with accuracy and precision. Capacity to provide basic research and project support services. Sound knowledge and experience in the use of software packages for the operation and production of reports, spreadsheets and databases, and the ability to learn new software applications. Effective organisational skills and a demonstrated ability to effectively exercise judgement and discretion in completing day to day tasks.

Enquiries to Wolfgang Rechberger, Department of Health and Human Services, phone (03) 63365770, email [wolfgang.rechberger@dhhs.tas.gov.au](mailto:wolfgang.rechberger@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

## HUMAN SERVICES

*Children and Family Services***Administrative Officer (517371).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, North West.

Duties:—In a multi skilled environment, provide a high level of administrative support as required to professional workers, management and clients to ensure the efficient and effective delivery of Child and Family Services. (Note: Position based in Burnie with some travel to Devonport).

Desirable Requirements:—Ability to undertake supervisory and staff training duties and manage administrative staff to ensure an efficient administrative support service. Highly developed computer skills including competency in the use of word processing, spreadsheet, database packages and computerized financial management information systems. Knowledge and understanding of Government accounting and human resource procedures, or the ability to acquire this knowledge.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6421 7825, email [susan.mitchell@dhhs.tas.gov.au](mailto:susan.mitchell@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

## HUMAN SERVICES

*Children and Family Services***Administrative Support Officer (501584).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$41,427 – \$45,142 p.a.

Health and Human Services (Tasmanian State Service)  
Award, General Stream, Band 2.

Fixed-term full-time day work commencing as soon as possible until 21 June 2010.

Location:—Children and Family Services (Adoptions and Permanency Services), Hobart.

Duties:—In a multi skilled environment provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of the Adoption and Information Service.

Desirable Requirements:—A high level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations. Demonstrated capacity to exercise initiative and discretion in a team environment. Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

Enquiries to Jane Monaghan, Department of Health and Human Services, phone (03) 6222 7373, email [jane.monaghan@dhhs.tas.gov.au](mailto:jane.monaghan@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

## HUMAN SERVICES

*Children and Family Services***Child and Family Health Nurse (500904).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work (38 hours per fortnight).

Location:—Children and Family Services, North West Region (including the West Coast).

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities. Note: This position is to provide relief work across all of the North West region including West Coast centres.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

A 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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6421 7825, email [susan.mitchell@dhhs.tas.gov.au](mailto:susan.mitchell@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

## HUMAN SERVICES

*Children and Family Services***Child Protection Worker—2 Vacancies.**

Applications Close:—Friday, 24 July 2009.

Salary:—\$45,535 – \$73,058 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Vacancy No. 501671.

Fixed-term full-time day work commencing as soon as possible until 18 June 2010.

Location:—Children and Family Services, South East.

Vacancy No. 513739.

Fixed-term full-time day work commencing as soon as possible until 29 January 2010.

Location:—Children and Family Services, South East.

**Duties:**—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. 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.

**Desirable Requirements:**—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

**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.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Bruce Kemp, Department of Health and Human Services, phone (03) 6230 7755, email [bruce.kemp@dhhs.tas.gov.au](mailto:bruce.kemp@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

## HUMAN SERVICES

*Children and Family Services***Psychologist (501028).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day work (part-time hours may be negotiated).

Location:—Children and Family Services (CHAPS)- North West.

**Duties:**—Within a primary health care framework, and in accordance with the philosophy of Child Health and Parenting Service, Agency policy, legal requirements and Code of Ethics of Australian Psychological Society (APS), the psychologist will provide professional psychological services, as part of both the Child Development Unit team and the Parenting Centre team, for families and pre-school age children who are referred to these service delivery areas.

**Desirable Requirements:**—Sound theoretical knowledge of, and experience in, child psychology and development, with highly developed professional clinical skills in assessment, and counselling intervention in working with families with complex needs. Established expertise in psychometric assessment (including neuropsychological assessment), psychological treatment, programme design and management, and working with children and families. Well developed communication skills with an ability to work within a multidisciplinary setting, to develop co-operative links with professional colleagues especially in the area of complex families, and to communicate and advocate with related agencies.

**Essential Requirements:**—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6421 7825, mobile 0419 579 491, email [susan.mitchell@dhhs.tas.gov.au](mailto:susan.mitchell@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

## HUMAN SERVICES

*Children and Family Services***Support Worker (Casual Pool) (517961).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$36,748 – \$40,884 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term casual day work (as and when required) commencing as soon as possible for a period of 12 months.

Location:—Children and Family Services, South West.

Duties:—Under the supervision of the Coordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Desirable Requirements:—A good knowledge of the tasks performed by Child and Family Services or the ability to quickly acquire that knowledge. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality. Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

Essential Requirements:—Current driver's 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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@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 SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Health and Wellbeing Services

##### Oral Health Services Tasmania

#### **Dental Prosthetist (501299).**

Applications Close:—Friday, 31 July 2009.

Salary:—\$63,041 – \$65,916 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

Permanent full-time day work. Part time hours will also be considered.

Location:—South.

Duties:—Provide comprehensive care of clients in the specialised field of dental prosthetics in accordance with the Dental Prosthetists Registration Act.

Essential Requirements:—Eligible for registration as a Dental Prosthetist in Tasmania with the Dental Prosthetists' Registration Board.

Enquiries to Carolynne Smith, Department of Health and Human Services, phone (03) 6214 5433, email [carolynne.smith@dhhs.tas.gov.au](mailto:carolynne.smith@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 SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Mental Health Services South

#### **Community Nurse (514818).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Hobart and Southern Districts.

Duties:—Provide a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. Work within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients. Support and work in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practicing certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

A 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; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Phil Tilley, Department of Health and Human Services, phone (03) 6233 6011, email [phil.tilley@dhhs.tas.gov.au](mailto:phil.tilley@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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## JUSTICE

### OFFICE OF THE SECRETARY

#### *Strategic Policy and Projects*

#### **Administrative Support Officer (355997).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake comprehensive administrative and clerical functions to support the day to day operations of the Branch, working across a range of projects and programmes. Prepare and collate correspondence/documentation, record meeting outcomes and minutes, maintain filing systems and process inward and outward mail. Provide reception services to clients, both internal and external, including answering enquiries in person, by phone and in writing and liaising with clients, staff and stakeholders.

**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 checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy; family violence orders; police family violence orders. Disciplinary action in previous employment check. Identification check.

Enquiries to Helen Abbott, Executive Officer, Department of Justice, phone (03) 6233 2310, email [Helen.Abbott@justice.tas.gov.au](mailto:Helen.Abbott@justice.tas.gov.au)

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Helen Abbott on (03) 6233 2310.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

## JUSTICE

### OFFICE OF THE SECRETARY

#### *Strategic Policy and Projects*

#### **Co-ordinator, Special Programmes (356016).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$77,210 – \$86,548 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Undertake the development, co-ordination and delivery of the services under Court Mandated Diversion and Safe at Home in line with available resources and Agency priorities. Ensure the provision of relevant, high quality assessments and rehabilitation programmes to offenders. Ensure that the services provided are of the highest professional standard through ongoing evaluation, monitoring and quality assurance.

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

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 checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy; family violence orders; police family violence orders. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Registration or eligibility for registration with the Australian association of Social Workers, and/or the Psychologists Board of Tasmania or another relevant professional body.

Enquiries to Robyn Yaxley, Senior Consultant, Department of Justice, phone (03) 6216 4432, email [Robyn.Yaxley@justice.tas.gov.au](mailto:Robyn.Yaxley@justice.tas.gov.au)

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Helen Abbott (03) 6233 2310.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### WATER RESOURCES

#### *Water Management*

#### **Policy Officer (Groundwater) (702968).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for a period of 3 years.

Location:—Hobart.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

**Duties:**—To develop and implement the Tasmanian groundwater management framework, through the development of policies, procedures and guidelines for the licensing and allocation of groundwater use and for the management of surface water-groundwater interactions.

**Desirable Requirements:**—A relevant tertiary degree. At least several years experience in natural resource management or in policy development. A current motor vehicle drivers licence.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Kris Andrews, phone (03) 6233 2584, email [Kris.Andrews@dpiipwe.tas.gov.au](mailto:Kris.Andrews@dpiipwe.tas.gov.au)

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpiipwe.tas.gov.au](mailto:job.applications@dpiipwe.tas.gov.au)



TREASURY AND FINANCE  
CORPORATE SUPPORT DIVISION  
*Information Systems Branch*

**Information and Communication Technology Officer  
(724116).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—This position is a senior role in a small application development and support team that underpins the Agency's server based corporate applications. The role is hands on and the occupant will be required to undertake high level analysis, develop applications and provide advice on the Agency's corporate information systems.

The role will provide assistance to the Manager to define the development framework and standards within the unit and work with stakeholders to create technical specifications from business requirements.

In the context of the selection criteria, to be successful in the position applicants will have: high level skills and relevant experience in database and application design and development services (including e-business applications); strong analytical and problem solving skills to resolve complex technical or business related issues together; and excellent communication skills that enable clear and effective communication with internal and external stakeholders.

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

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 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. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

**TASMANIAN ACADEMY**

**Academy Principal—6 Vacancies.**

Applications Close:—Friday, 24 July 2009.

Salary:—\$104,133 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 5.

Vacancy No. 001733.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Southern Region.

Vacancy No. 001734.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Southern Region.

Vacancy No. 000984.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Southern Region.

Vacancy No. 001311.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Western Region.

Vacancy No. 001326.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Western Region.

Vacancy No. 001316.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Northern Region.

Please note, these 6 Principal roles commence in January 2010 or earlier by negotiation.

Duties:—The Academy principal is an educational leader who promotes the success of all students on an Academy campus. The occupant articulates and implements a state-wide vision for learning while remaining responsive to local needs and issues. In keeping with these responsibilities the principal is a key member of the Academy's state-wide leadership team and the educational face of the Academy at local level.

Essential Requirements:—Relevant tertiary qualifications.

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.

Enquiries to Mike Brakey, CEO, Tasmanian Academy, phone (03) 6435 5101, email michael.brakey@academy.tas.edu.au

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also 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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

**TASMANIAN POLYTECHNIC**

**COMMUNICATIONS AND ORGANISATIONAL LEARNING**

**Executive Manager, Communications and Organisational Learning (001725).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$104,133 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 5.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum.

Location:—Negotiable.

Duties:—Manage and co-ordinate the formulation, development and implementation of strategic policy directions and integrated services for organisational change, people and educational development and organisational communications for the Tasmanian Polytechnic. Provide effective and specialist advice regarding contemporary people and educational development and cultural change programmes as a principle advisor to the Executive Director, Strategy and Operations.

Essential Requirements:—A relevant post-secondary educational qualification.

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:—Experience in a post-Year 10 educational environment.

A proven record of senior management experience in a large, complex education organisation.

Enquiries to Jules Carroll, Executive Director, Strategy and Operations, Tasmanian Polytechnic, phone (03) 6233 2458, email [Jules.Carroll@polytechnic.tas.edu.au](mailto:Jules.Carroll@polytechnic.tas.edu.au)

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au)

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#### TASMANIAN POLYTECHNIC

##### REGIONAL AND COMMUNITY ENGAGEMENT

#### **Director, Regional and Community Engagement (001728).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$115,766 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 8.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum.

Location:—Negotiable.

Duties:—Provide leadership of and strategic direction to all regional and Community Engagement including planning services and activities throughout the Tasmanian Polytechnic, including determining policy, development of innovative, quality and holistic services, driving change initiatives and integration of related activities. Lead and direct the formulation, development and implementation of strategies and associated planning as part of the overall executive management team of the organisation. Represent the Polytechnic in regional and community planning and development contexts.

Essential Requirements:—A relevant post-secondary educational qualification.

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:—Experience in a post-Year 10 educational environment.

A proven record of senior management experience in a large, complex education organisation.

Enquiries to Belinda McLennan, CEO, Tasmanian Polytechnic, phone (03) 6233 7337, email [Belinda.McLennan@polytechnic.tas.edu.au](mailto:Belinda.McLennan@polytechnic.tas.edu.au)

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au)

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also 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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

#### TASMANIAN POLYTECHNIC

##### WORKFORCE FUTURES

#### **Director, Workforce Futures (001611).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$115,766 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 8.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum.

Location:—Negotiable.

Duties:—Provide leadership of and strategic direction to all workforce aligned educational and teaching programmes and activities throughout the Tasmanian Polytechnic, including determining policy, development of innovative, quality services, driving change initiatives and integration of related activities. Lead and direct the formulation, development and implementation of strategies and associated planning as part of the overall executive management team of the organisation.

Essential Requirements:—A relevant post-secondary educational qualification.

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:—Experience in a post-Year 10 educational environment.

A proven record of senior management experience in a large, complex education organisation.

Enquiries to Belinda McLennan, CEO, Tasmanian Polytechnic, phone (03) 6233 7337, email [Belinda.McLennan@polytechnic.tas.edu.au](mailto:Belinda.McLennan@polytechnic.tas.edu.au)

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au)

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also 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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

## Tasmanian Government Senior Executive Service

### POLICE AND EMERGENCY MANAGEMENT.

TASMANIA FIRE SERVICE

*Chief Executives Office*

#### **Chief Officer -Tasmanian Fire Service (521029).**

Applications Close:—Friday, 24 July 2009.

Salary:—\$182,947 – \$210,390 p.a.

Senior Executive, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—As the Chairperson of the State Fire Commission and Chief Executive Officer of the Tasmania Fire Service, develop and implement the vision and goals that ensure, the minimisation of the social, economic and environmental impact

of fire and other emergencies on the Tasmanian community, the effective administration of the Fire Service Act 1979, and the provision of effective strategic advice to Government.

Enquiries to Mr Darren Hine, Acting Commissioner of Police, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2247, email [commissioner@police.tas.gov.au](mailto:commissioner@police.tas.gov.au)

Applications to Coordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 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 Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services	Clinical Nurse	B. Harvey	6 months	12.07.09
Health & Human Services	Registered Nurse	A. Johnson	6 months	03.08.09
Health & Human Services	Home Help	R. Lewis	6 months	06.07.09
Health & Human Services	Registered Nurse	R. Penno	6 months	08.07.09
Health & Human Services	Home Help	K. Stanwix	6 months	08.07.09
Health & Human Services	Registered Nurse	M. Harrington	6 months	13.07.09
Health & Human Services	Client Support Officer	H.Yates	6 months	13.07.09
Health & Human Services	Receptionist (Weekends)	M. Clark	6 months	25.06.09
Health & Human Services	Child Protection Worker	A. Large	six months	30.06.09
Health & Human Services	Support Services Officer	G Watson	6 months	13.07.09
Justice	Administrative Support Officer	K Munro	6 Months	06.07.09
Justice	Administrative Support Officer	A Cunningham	6 Months	13.07.09
Tasmanian Audit Office	Financial Auditor	M. Qiu	6 months	20.07.09
Tasmanian Audit Office	Director Financial Audit	A. Barron	6 months	27.05.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	S. Ballard	Clinical Coordinator	09.07.09
Health & Human Services	R. Brown	Legal Policy Officer	04.07.09
Health & Human Services	R. Harrison	Policy and Planning Officer - Healthy@Work	03.07.09
Health & Human Services	J. Akehurst	Enrolled Nurse (Medication Endorsed)	19.07.09
Health & Human Services	L. Barwick	Cook (Non Trade)	08.07.09
Health & Human Services	V. Holliday	Nurse Unit Manager	20.07.09
Health & Human Services	S. Wyper	Nurse Unit Manager	13.07.09
Health & Human Services	S. Spurling	Graduate Recruit	13.06.09
Health & Human Services	A. Millar	Quality and Safety Coordinator	13.07.09

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	C. Downing	Primary Industries, Parks, Water & Environment	Ranger	30.06.09

*Fixed-Term Appointments of greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Tasmanian Audit Office	Cadet Performance Audit	P. Willems-Trigg	3 years	13.07.09
Tasmanian Audit Office	Graduate Financial Auditor	T. Wang	3 years	06.07.09
Tasmanian Audit Office	Graduate Financial Auditor	V. Svovse	3 years	06.07.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Gallery Assistant	R. Campbell	08.07.09
Economic Development, Tourism & the Arts	Visitor Services Officer	R. Poynter	08.07.09
Economic Development, Tourism & the Arts	Exhibitions Officer	L. Cosgrove	08.07.09
Economic Development, Tourism & the Arts	Curator Botany	A. Buchanan	08.07.09
Education	Teacher	L. Folder	07.07.09
Education	Executive Officer	J. Bonnitcha	08.07.09
Health & Human Services	Registered Nurse	B. McArthur	02.07.09
Justice	Director	S. Hills	01.07.09
Primary Industries, Parks, Water & Environment	Gatekeeper	G. Brooks	08.07.09
Primary Industries, Parks, Water & Environment	Community Partnership Officer	A. Brown	10.07.09
Primary Industries, Parks, Water & Environment	General Manager (Information and Land Services)	S. Godfrey	03.07.09
Primary Industries, Parks, Water & Environment	Curator Botany	A. Buchanan	08.07.09
Primary Industries, Parks, Water & Environment	Executive Assistant	K. Melville	10.07.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Senior Speech Pathologist	L. Brooke	30.06.09
Health & Human Services	Child Protection Worker	B. Nicolson	01.07.09
Justice	Inspector	H. Smith	09.07.09
Police & Emergency Management	Manager, Networking & Special Projects	G. Samms	30.06.09
Police & Emergency Management	Clerical Support Officer	G. Morrison	30.06.09



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