



# TASMANIAN STATE SERVICE NOTICES

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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.

### 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.

## 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.**

### Gazette and State Service Online

The Tasmanian Government Gazette and State Service Notices are now available online at:—  
**www.gazette.tas.gov.au**

## EDUCATION

### LEARNING SERVICES

#### LEARNING SERVICES (NORTH)

#### *Cressy District High School*

### **Education Facility Attendant (Kitchen Assistant), Cressy District High School (952606).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$37,063 – \$56,002 p.a.

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

Permanent full-time 80 hours per fortnight.

Location:—Cressy District 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 pre-employment check before taking up the

appointment, promotion or transfer.

Desirable Requirements:—Nil.

Enquiries to Deanne Baker, Department of Education, phone (03) 6397 6281, email **deanne.baker@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O Box 169, Hobart 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### *Exeter High School*

### **Farm Assistant, Exeter High School (965110).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 20 hours per fortnight from 18 June 2012 to 21 December 2012.

Location:—Exeter High School.

Description of the Role:—Maintain the school farm as an educational resource, undertake a range of functions and tasks associated with the routine management, maintenance and daily operation of the school farm, including tasks requiring trade work or work requiring skills obtained through training and experience.

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:—A current drivers licence. Appropriate trade qualifications or relevant skills obtained through training and experience would be an advantage. A current Chem Cert Certificate and First Aid Certificate or the ability to obtain.

Enquiries to Tony Brazendale, Department of Education, phone (03) 6394 4366, email **tony.brazendale@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O Box 169, Hobart 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Redpa Primary School

***Education Facility Attendant (Cleaner), Redpa Primary School (965101).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$37,063 – \$40,575 pro rata, per annum.

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

Permanent part-time 36.8 hours per fortnight.

Location:—Redpa 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.

Enquiries to Sarah Cuthbertson, Department of Education, phone (03) 6457 1292, email sarah.cuthbertson@education.tas.gov.au.

Applications to Vacancy and Staffing 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.

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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Romaine Park Primary School

***Teacher Assistant, Romaine Park Primary School, 3 Vacancies.***

Applications Close:—Friday, 25 May 2012.

Salary:—\$46,823 – \$50,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

***Vacancy No. 300008.***

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

Location:—Romaine Park Primary School.

***Vacancy No. 300916.***

Permanent part-time 40 hours per fortnight for up to 42

weeks per year.

Location:—Romaine Park Primary School.

***Vacancy No. 300918.***

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

Location:—Romaine Park Primary School.

Description of the role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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.

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

Enquiries to Leanne Raw, Department of Education, phone (03) 6430 2950, email leanne.raw@education.tas.gov.au.

Applications to Vacancy and Staffing 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.

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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## School of Special Education, Burnie

***Bus Attendant, School of Special Education, Burnie (300996).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 40 hours or 20 hours per fortnight, for up to 40 weeks per year.

Location:—School of Special Education, Burnie.

Description of the role:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school.

Please note, this vacancy is available to be filled either as 1 role at 40 hours per fortnight, or as 2 roles at 20 hours per fortnight.

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.

Desirable Requirements:—Basic first aid skills.

Enquiries to Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

Applications to Vacancy and Staffing 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).

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.

## EDUCATION

### LEARNING SERVICES

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

School of Special Education, Burnie

#### ***Bus Driver, School of Special Education, Burnie (300974).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 42 hours per fortnight for up to 40 weeks per year.

Location:—School of Special Education, Burnie.

Description of the role:—Undertake a range of functions associated with the maintenance and operation of the School Bus fleet.

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.

A current medium rigid (MR) motor vehicle drivers licence and the appropriate ancillary certificate (ancillary for coach).

Desirable Requirements:—A current St John Ambulance First Aid certificate, or equivalent.

Enquiries to Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

Applications to Vacancy and Staffing 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).

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.

## EDUCATION

### LEARNING SERVICES

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

School of Special Education, Burnie

#### ***Teacher Assistant, School of Special Education, Burnie, 2 Vacancies (955920, 956017).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$46,823 – \$50,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—School of Special Education, Burnie.

Description of the role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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.

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

Enquiries to Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

Applications to Vacancy and Staffing 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).

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.

## EDUCATION

### LINC TASMANIA

#### *LINC and Community Learning*

Launceston LINC

#### ***Customer Services Officer, Launceston LINC (700542).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 47 hours per fortnight, As soon as possible until 12 April 2013.

Location:—Launceston LINC.

Description of the role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.



**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.

Enquiries to Garry Conroy-Cooper, Department of Education, phone (03) 6336 2743, email [garry.conroy-cooper@education.tas.gov.au](mailto:garry.conroy-cooper@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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.

## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### **Senior Employee Relations Consultant (514172).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$91,208 – \$97,466 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Employee Relations, Hobart.

**Duties:**—Provide high level specialist advice, case management and support services to the Department Executive and Director Human Resources and Workplace Safety (HRWS) on workplace and employment matters including Industrial Relations, grievance resolution, discipline and capability matters.

**Essential Qualifications:**—Satisfactory completion of Bachelor Degree with studies in Industrial Relations, Employment Law or Contract Law.

Enquiries to Jane Fitton, Department of Health and Human Services, phone (03) 6233 3690, email [jane.fitton@dhhs.tas.gov.au](mailto:jane.fitton@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 Youth Services*

#### **Manager Child Protection, SE (517163).**

Applications Close:—Friday, 1 June 2012.

Salary:—\$100,067 – \$107,763 p.a.

Health and Human Services (Tasmanian State Service)

Award, General Stream, Band 8.

Permanent full-time day work.

Location:—CYS, Children and Youth Services, South.

**Duties:**—Provide leadership and management of an integrated, area based Child Protection Service, in accordance with Agency policy, directions and legal requirements, within a framework of agreed client outcomes, service performance measures and resource levels.

As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

**Selection criteria includes:**—High level experience in and knowledge of Child Protection or a related human services field.

Demonstrated ability in operational planning and managing a significant reform program in order to build a newly integrated child protection system in an open supportive and child focused organisational culture.

Proven ability to manage financial, human and physical resources and to monitor efficiency and effectiveness.

Understanding of the complex environment of community and health service delivery, and the impact of this environment on Child Protection Services in Children and Family Services.

**Desirable Requirements:**—A relevant tertiary degree.

**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 and disciplinary action in previous employment check.

Enquiries to Andrea Sturges, Department of Health and Human Services, phone (03) 6230 7926, mobile 0457 543 225, email [andrea.sturges@dhhs.tas.gov.au](mailto:andrea.sturges@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 SERVICE

### HUMAN SERVICES

#### *Children and Youth Services*

#### **Manager Corporate Services (501514).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$100,067 – \$107,763 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Fixed-term full-time day work commencing As soon as possible for a period of 18 Months.

Location:—CYS, Children and Youth Services, South.

**Duties:**—As a member of the Children and Youth Services Executive, provide high level support and advice to the Deputy Secretary of Children in relation to the provision of integrated business management, including Human Resource Management, Property and Facilities, Procurement, Contract Management and Information Management and financial planning for those areas of the business. This will include responsibility for providing high level specialised advice and support to the Deputy Secretary Children in relation to business support functions, budget

development and management and monitoring of resource management policies, systems and practices.

Selection criteria includes:—Demonstrated high level skills and specialist knowledge and extensive experience in business and performance management of financial, human and physical resources, together with the ability to keep abreast of contemporary management techniques.

High level strategic, conceptual and analytical skills with the ability to plan and prioritise activities and to identify and make sound judgements about the political, social and organisational environment impacting on Children and Youth Services.

Demonstrated high level communication, negotiation and conflict resolution skills including the ability to represent Children and Youth Services and to identify and negotiate mutually acceptable solutions in situations of differing interests.

Desirable Requirements:—Relevant tertiary qualifications.

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 and disciplinary action in previous employment check.

Enquiries to Rob Daly, Department of Health and Human Services, phone (03) 6233 4732, mobile 0437 397 343, email [rob.daly@dhhs.tas.gov.au](mailto:rob.daly@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

#### *Disability, Housing and Community Services*

#### ***Professional Officer, (Allied Health) Occupational Therapist (516349).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Permanent full-time day work (part-time hours may be considered by negotiation).

Location:—DHCS, Disability and Community Services, North.

Provide specialist habilitation services to people with disabilities in a range of settings within an inter-disciplinary model.

Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community.

Initiate and facilitate the establishment and development of services and resources for clients.

Initiate and develop professional and policy advice on specialist Occupational Therapy services and related issues for senior and corporate management.

Selection criteria includes:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Demonstrated specialist skills in the disability field and contemporary knowledge of occupational therapy.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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 and disciplinary action in previous employment check.

Enquiries to Fiona Woodfield, Department of Health and Human Services, phone (03) 6336 4130, email [fiona.woodfield@dhhs.tas.gov.au](mailto:fiona.woodfield@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

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### ***Elective Surgery Booking Clerk (518978).***

Applications Close:—Friday, 25 May 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time day work, working 76 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Are you self motivated, enthusiastic and committed to providing professional services? This could be the opportunity you have been waiting for.

The North West Area Health Service is seeking an enthusiastic and professional individual for the position of Elective Surgery Booking Clerk at Mersey Community Hospital. We are seeking applicants with highly developed communication, interpersonal and organisational skills. You will work within a multi-skilled environment to provide an efficient, effective and confidential service to patients and key internal personnel within Perioperative Services.

The primary responsibilities of this role are the accurate maintenance of the computerised elective surgery waiting list and theatre booking system and ensuring that appropriate pre-admission assessments for elective surgery patients has been organised. Duties relating to this position include; preparation and circulation of admission lists, initial allocation and reallocation of pre-admission assessment and admission appointments.

The successful applicant will have demonstrated skills in the use of Microsoft Office and knowledge of and skills to operate and maintain an accurate patient management system (iPM). You will exhibit the knowledge of administration functions within a hospital environment including policies, procedures and guidelines as they relate to the management of the elective admissions area.

Demonstrated capacity to use initiative and problem solving skills to communicate effectively at all levels and handle sensitive situations effectively and efficiently with discretion are key attributes required to successfully fulfil this role. Completion of a relevant course in medical terminology is highly desirable.

For more information or to discuss your application please contact Katrina Willis on 6440 8021 or email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Department of Health and Human Services, North West Area Health Service, P.O Box 274, Ulverstone 7315 or email [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **PIMS Clerk (Casual) (514484).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Fixed-term casual.

Location:—Mersey Community Hospital.

Duties:—If you are an energetic person who pays attention to detail then we would like to hear from you!

The North West Area Health Service is seeking to recruit enthusiastic and motivated individuals with excellent communication and interpersonal skills. As a part of the Patient Information Management Services (PIMS) you will be responsible for the provision of a customer focused telephone and general reception service to the Medical Records Department.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely service. Attention to detail will be an indispensable attribute to successfully fulfil this role, as a key component of your duties will be retrieving data from the patient information management system, entering data into the patient information system, maintaining patients' medical records and filing documentation. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

The successful applicants will have demonstrated knowledge of administration procedures within the healthcare and hospital system as well as application of skills in the use of electronic information systems and the Microsoft suite.

Ongoing professional development may be required to fulfil this role.

For more information or to discuss your application today please contact Allyson Clark on 6426 5656 or email [allyson.clark@dhhs.tas.gov.au](mailto:allyson.clark@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Department of Health and Human Services, North West Area Health Service, P.O Box 274, Ulverstone 7315 or email [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Domestic Services Officer (Relief) (501982).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$38,286 – \$41,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Fixed-term casual.

Location:—North West Regional Hospital.

Duties:—The North West Area Health Service is seeking to recruit a motivated Domestic Services Officer to provide casual relief cleaning services at the North West Regional Hospital.

The ideal candidate will be able to use and control various items of industrial cleaning equipment, safely and efficiently and possess a working knowledge in the use of cleaning chemicals or the ability to acquire such knowledge.

You will have an awareness of universal precautions and all infection control protocols relating to cleaning. In addition an awareness of cleaning policies, protocols and procedures in cytotoxic and sterile areas, or the ability and motivation to develop an understanding and apply appropriately within your work environment will be vital to successfully fulfil this role.

Completion of an isolation cleaning course will be an advantage, however training can be provided.

You will be a self starter, who is able to prioritise work and complete tasks in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues and staff members.

We will offer you excellent remuneration plus superannuation and access to salary packaging, along with a modern work environment and a welcoming and supportive team.

For more information or to discuss your application today please contact Andrew Groves on 6430 6615/0419 973 006 or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Department of Health and Human Services, North West Area Health Service, P.O Box 274, Ulverstone 7315 or email [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Clinical Nurse (520636).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$54,527 – \$69,758 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 3, Year 8.

Permanent part-time day worker, not working weekends but working public holidays, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—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.

Relevant renal experience, particularly with peritoneal dialysis required.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Jennifer Reynolds, Department of Health and Human Services, phone (03) 6434 4130, email [jennifer.reynolds@dhhs.tas.gov.au](mailto:jennifer.reynolds@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

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **House Services Assistant (520268).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$39,286 – \$41,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent part-time shift worker, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

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 and disciplinary action in previous employment check.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@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

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Occupational Therapist (503810).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—To assess and treat patients and to maintain optimal patient care. To maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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 and disciplinary action in previous employment check.

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 6348 7221, email [cindy.hollings@dhhs.tas.gov.au](mailto:cindy.hollings@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Technical Officer (503694).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$36,165 – \$44,710 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-term casual shift worker, working as and when required. To commence 1 June 2012 until 30 September 2012.

Location:—Launceston General Hospital.

Duties:—To perform technical work associated with the provision of an effective Pathology Service, in one or more Sections of the Laboratory, under close technical direction and close supervision.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:

An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work.



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 and disciplinary action in previous employment check.

Enquiries to Peter Dadson, Department of Health and Human Services, phone (03) 6348 7690, email [peter.dadson@dhhs.tas.gov.au](mailto:peter.dadson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Tradesperson (Electrician) (503356).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$52,160 – \$56,777 p.a.

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

Fixed-term full-time day work. To commence as soon as possible until 31 December 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Be an effective member of the Building and Engineering Team, responsible for the repair, installation, commissioning, and testing of all Electrical trade related plant, equipment, services, and facilities within the Department's responsibility area.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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 and disciplinary action in previous employment check.

Enquiries to John Porter, Department of Health and Human Services, phone (03) 6348 7433, email [john.porter@dhhs.tas.gov.au](mailto:john.porter@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Enrolled Nurse (504601).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$49,236 – \$54,527 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade G to Grade 2, Year 4.

Permanent part-time shift work (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—George Town District Hospital.

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

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 and disciplinary action in previous employment check.

Enquiries to Karyn Parker, Department of Health and Human Services, phone (03) 6380 3628, email [karyn.parker@dhhs.tas.gov.au](mailto:karyn.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Registered Nurse, Radiation Oncology (508417).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$54,527 – \$69,758 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 3, Year 8.

Permanent part-time day work, working 52 hours per fortnight.

Location:—Oncology Outpatients, Royal Hobart Hospital.

PLEASE NOTE: Access to the Grade 4 salary range \$70,558, \$74,620 is subject to successful application for progression to Grade 4.

Duties:—The Radiation Oncology Nurse forms part of a multidisciplinary team within Cancer Services at the Royal Hobart Hospital and applies expert clinical knowledge and skills to the patient undergoing radiotherapy. You will also provide expertise in the area of patient education, side effect management, quality improvement activities that are aimed at enhancing outcomes for cancer patients through nurse led models of care.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8338, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@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, Department of Health and Human Services, G.P.O Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Oral Health Services*

#### **Dental Officer (501319).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$92,588 – \$98,273 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1.

Permanent part-time day work, working 53.2 hours per fortnight negotiable.

Location:—Oral Health Services Tasmania, South.

Duties:—Provide clinical dental services and associated administrative functions consistent with Tasmanian Oral Health Service policies. This involves the provision of dental services (at general dental practitioner level) to children and concession card beneficiaries in accordance with current treatment guidelines and management policies.

Essential Requirements:—Registered with the Dental Board of Australia.

Enquiries to Craig McShane, Department of Health and Human Services, phone (03) 6214 5433, email [craig.mcshane@dhhs.tas.gov.au](mailto:craig.mcshane@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Oral Health Services*

#### **Dental Officer (515308).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$92,588 – \$98,273 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1.

Permanent part-time day work. 60.8 hours per fortnight negotiable.

Location:—Oral Health Services Tasmania, South.

Duties:—Provide clinical dental services and associated administrative functions consistent with Tasmanian Oral Health Service policies. This involves the provision of dental services (at general dental practitioner level) to children and concession card beneficiaries in accordance with current treatment

guidelines and management policies.

Essential Requirements:—Registered with the Dental Board of Australia.

Enquiries to Craig McShane, Department of Health and Human Services, phone (03) 6214 5433, email [craig.mcshane@dhhs.tas.gov.au](mailto:craig.mcshane@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Domestic Services Officer (Casual Relief) (507001).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$38,286 – \$41,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

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

Location:—Allonah District Centre, Bruny Island.

Duties:—Undertake general cleaning duties throughout the Bruny Island Community Health Centre and staff residences.

Enquiries to Mary Coad, Department of Health and Human Services, phone (03) 6264 8850, email [mary.coad@dhhs.tas.gov.au](mailto:mary.coad@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Home Help Relief (507054).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$41,625 – \$42,601 pro rata, per annum.

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

Fixed-term casual day work, working hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Triabunna.

Duties:—Provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing.

Desirable Requirements:—Current drivers licence.

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 and disciplinary action in previous employment check.

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6230 7077, email robyn.rylands@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Dietitian (508220).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide the clinical dietetic service in designated work areas and assist in the development and operation of the Nutrition and Dietetic Service. Be a resource for the community and for other health workers.

Desirable Requirements:—Highly Desirable: Eligible to hold the Accredited Practising Dietitian credential with the Dietitian's Association of Australia.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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 and disciplinary action in previous employment check.

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email [jean.symes@dhhs.tas.gov.au](mailto:jean.symes@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Dietitian, 3 Vacancies.**

Applications Close:—Friday, 25 May 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

#### **Vacancy No. 508220.**

Fixed-term full-time day work (part-time hours may be negotiated), commencing As soon as possible to 15 March 2013.

Location:—Royal Hobart Hospital.

#### **Vacancy No. 508220.**

Fixed-term full-time day work (part-time hours may be negotiated), commencing As soon as possible to 28 March 2014.

Location:—Royal Hobart Hospital.

#### **Vacancy No. 508220.**

Fixed-term full-time day work (part-time hours may be negotiated), commencing As soon as possible to 16 November 2012.

Location:—Royal Hobart Hospital.

Duties:—Provide the clinical dietetic service in designated clinical areas and assist in the development and operation of the Nutrition and Dietetic Service. Be a nutrition advocate and resource for the community and for other health workers.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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 and disciplinary action in previous employment check.

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email [jean.symes@dhhs.tas.gov.au](mailto:jean.symes@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

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Hospital Aide (516061).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$41,625 – \$42,601 pro rata, per annum.

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

Permanent part-time shift work, working 40 hours per fortnight, from 4pm to 8pm.

Location:—Ambulatory Care Centre, Royal Hobart Hospital.

Duties:—Maintain clean hygienic surrounding to facilitate the control of infection. Maintenance of basic ward equipment. Ensure patient confidentiality. Working under the direction of nursing staff.

Enquiries to Caroline Ball, Department of Health and Human Services, phone (03) 6222 8666, email caroline.ball@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. Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Physiotherapist (508288).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Are you an early career physiotherapist looking for a great opportunity to gain clinical experience across a range of general and specialised practise areas in a friendly and relaxed working environment? With Royal Hobart Hospital (RHH) Physiotherapy Services you can have it all – an opportunity to enhance your physiotherapy career while enjoying the ultimate balance of work, rest and play. We offer a supportive place to work, with opportunities for a wide variety of professional development opportunities, where senior and experienced colleagues are keen to pass on their clinical experience. Successful applicants will be able to meet the selection criteria for the position, including the ability to provide clinical interventions for patients of the RHH and participate in a range of quality improvement projects to ensure safe and effective services.

Duties:—provide physiotherapy assessments and interventions to patients referred to Royal Hobart Hospital (RHH) Physiotherapy Services and, participate in relevant quality improvement activities to ensure safe and effective delivery of patient care. Patient care is provided collaboratively with other members of the multidisciplinary team across relevant areas of the RHH and Southern Tasmanian Area Health Service (STAHS), as required.

Essential Requirements:—Registered with the Physiotherapy

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@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

*Mental Health Services North***Registered Nurse (506557).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$54,527 – \$69,758 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 3, Year 8.

Fixed-term casual shiftwork, working hours as and when required, commencing As soon as possible for a period of 2 Years.

Location:—Northside Clinic, Mental Health Services, North.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7473, email jan.dorman@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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).



## JUSTICE

## CORPORATE SERVICES

*Human Resources Branch***Board Appointments Officer (356110).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Prepare draft and final documentation and correspondence for the appointment of statutory office holders, board and tribunal members and Justices of the Peace and follow up of outstanding issues. Liaise with internal and external stakeholders, including Departmental and Ministerial staff and members of the general public. Assist with department recruitment activities as required, including the provision of information to employees and managers.

Enquiries to Heather Chaplin, Co-ordinator Recruitment and Establishment, Department of Justice, phone (03) 6233 8438, email [heather.chaplin@justice.tas.gov.au](mailto:heather.chaplin@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O Box 825, Hobart TAS 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 Heather Chaplin on (03) 6233 8438 or by email [Heather.Chaplin@justice.tas.gov.au](mailto:Heather.Chaplin@justice.tas.gov.au).

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure your application has no more than four attachments in either Microsoft Word format, PDF 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. Late applications will not be accepted.

## JUSTICE

## CORPORATE SERVICES

*Strategic Systems***Senior Business Systems Analyst (356275).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours for a period up to 24 months or completion of the work program, whichever occurs first.

Location:—Hobart.

Duties:—Analyse business problems and affected process and then specify the modifications or enhancements required to the business information system in order to solve the business problem. Consult with software developer/providers regarding clarification to the specifications. Specify tests, provide advice on testing, and analyse test results.

Desirable Requirements:—Bachelor of Information Systems or Business majoring in Information Systems.

Enquiries to Jonathon Rees, Director, Strategic Systems, Department of Justice, phone (03) 6233 3971, email [Jonathon.rees@justice.tas.gov.au](mailto:Jonathon.rees@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O Box 825, Hobart TAS 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). If a Statement of Duties cannot be downloaded, please contact Jonathon Rees on (03) 6233 3971 or by email [Jonathon.rees@justices.tas.gov.au](mailto:Jonathon.rees@justices.tas.gov.au).

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF 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. Late applications will not be accepted.

## PREMIER AND CABINET

## TASMANIAN CLIMATE CHANGE OFFICE

**Policy Analyst (001687).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake policy research and analysis, and contribute to the development of policy and the implementation of initiatives undertaken by the Adaptation Unit.

Enquiries to Louise Wilson, A/Director, Tasmanian Climate Change Office, Department of Premier and Cabinet, phone (03) 6232 7171, email [Louise.Wilson@dpac.tas.gov.au](mailto:Louise.Wilson@dpac.tas.gov.au).

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O Box 123, Hobart, Tasmania 7001, phone (03) 6270 5451, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## TREASURY AND FINANCE

## REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Senior Research Officer (724227).**

Applications Close:—Friday, 25 May 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time as soon as possible to 14 September 2012.

Location:—Hobart.

Duties:—The Senior Research Officer provides internal legal interpretation and advice services to the Revenue Branch and identifies and progresses solutions to legislative deficiencies. It also assists with the determination of taxpayer objections and administrative reviews. This position undertakes research relevant to implementing legislative reforms including policy review and taxation legislation research as the basis for the development of rulings, input into policy deliberations and the development of legislative amendments.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated the ability to communicate effectively, both verbally and in writing, in a

range of forums:—demonstrated the ability to liaise effectively with, and achieve consensus amongst, Team Leaders, Managers, Assistant Directors and Executive Management in contributing to the achievement of section and branch objectives:—and demonstrated the ability to interpret legislation and to prepare rulings, guidelines and other technical materials in relation to that legislation.

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

Enquiries to Lisa Steele, Assistant Director, Legislation and Business Development, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2694, email [lisa.steele@treasury.tas.gov.au](mailto:lisa.steele@treasury.tas.gov.au).

Applications to Recruitment Officer, Department of Treasury and Finance, G.P.O Box 147, HOBART, phone (03) 6233 3483, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto: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.

#### TASMANIAN AUDIT OFFICE

##### **Manager Financial Audits (TAO2204)**

Applications Close:—Friday, 1 June 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Monitor and effectively manage allocated audits within agreed or set timeframes, budgets standards of performance and accountability.

As the primary contact for senior management of allocated audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

For the assigned financial audits undertake the Engagement Leader role as defined in the Office's financial audit methodology.

Provide the team and individuals regular constructive feedback through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage performance in accordance with the Office's performance management system, including under performance.

Advise the signing officer, engagement quality control reviewer and client management of issues in a timely manner and offer solutions.

Provide high level technical advice to senior client management and Audit Office staff for issues encountered, developing solutions based on interpretation of standards, Treasurers Instructions and legislative requirements.

Ensure unit members work in a safe and secure environment including promoting support and respect of individual and organisational differences taking action to respond to and prevent disrespect, harassment or bullying.

Manage the compilation and production of allocated reports to Parliament.

Assume responsibility for producing and maintaining authentic, accurate and reliable records within organisational

recordkeeping requirements.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution;

PLUS.

Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing; OR.

Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.

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:—pre-employment checks, arson and fire setting, violent 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. Disciplinary action in previous employment. Identification check.

Special Requirements:—Significant out of hours work may be required during the Audit report period (i.e. July to October) and some work outside normal hours may be required at other times.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Enquiries to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email [Recruitment@audit.tas.gov.au](mailto:Recruitment@audit.tas.gov.au).

Applications to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email [Recruitment@audit.tas.gov.au](mailto:Recruitment@audit.tas.gov.au).

To be considered for this position applicants should include a statement of claims against the selection criteria. Email submissions are preferred.

### **Tasmanian Government — Senior Executive Service**

#### EDUCATION

#### LINC TASMANIA

##### **Director, LINC Tasmania (650006).**

Applications Close:—Wednesday, 30 May 2012.

Salary:—\$162,751 – \$179,026 p.a.

Senior Executive, Level 3.

Senior Executive contract for up to 3 years.

Location:—South.

Description of the role:—LINC Tasmania is a statewide network that provides library services, community learning, adult literacy, and archives and heritage services to the Tasmanian community.

This exciting and innovative role is responsible for leading LINC Tasmania, including strategic planning, and development,

implementation and management of delivery and programs.

- High level stakeholder engagement.
- Broad impact across the Tasmanian community.

Manage LINC (Learning and Information Network Centres) Tasmania in accordance with departmental policies and the provisions of the *Libraries Act 1984* and the *Archives Act 1983*.

**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.

**Desirable Requirements:**—Appropriate academic/professional qualifications.

For a copy of the statement of duties please contact Nicole Gordon, phone (03) 6233 7865, email [nicole.gordon@education.tas.gov.au](mailto:nicole.gordon@education.tas.gov.au).

Enquiries to Malcolm Wells, Department of Education, phone (03) 6233 7849, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au).

Applications to Vacancy and Staffing 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).

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.

## Direct Selections

### HEALTH AND HUMAN SERVICES

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee—A. Cannell to perform the duties of Registered Nurse 506107, Registered Nurse Grade 3 Year 1 to Grade 3 Year 8.

**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:**—Registered with the Nursing and Midwifery Board of Australia

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

Matthew Daly.

## 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	Patient Transport Dispatcher	F. McCarthy	6 months	14.05.12
Health & Human Services	Home Help	T. Kiflay	6 months	03.05.12
Health & Human Services	Storeperson - Food Services	B. Wylie	6 months	10.05.12
Health & Human Services	Registered Nurse	D. Wright	6 months	07.05.12
Health & Human Services	Registered Nurse	M. Bourne	6 months	17.06.12
Health & Human Services	Customer Service Officer	C. Robertson	Nil	22.03.12

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	H. Bennett	Assessor	13.02.12
Health & Human Services	L. Cherry	Assessor	13.02.12

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Hospital Aide	R. Spearman	30.04.12
Primary Industries, Parks, Water & Environment	Administrative Assistant	D. Williams	09.05.12
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	M. Kennedy	09.05.12

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Consultant Performance and Quality	L. Walsh	01.05.12
Health & Human Services	Administrative Assistant	H. Rigby	27.04.12
Health & Human Services	Executive Assistant	S. Hasell	07.05.12
Health & Human Services	Clinical Nurse	M. Abels	07.05.12
Health & Human Services	Senior Dental Therapist	L. Summers	04.05.12
Health & Human Services	Physiotherapist	B. McBain	13.04.12
Health & Human Services	Discharge Planning Officer	J. Serafin	11.05.12
Health & Human Services	Registered Nurse	M. Turner	15.04.12
Health & Human Services	Technical Officer	K. Uren	11.05.12
Health & Human Services	Registered Nurse	C. Breeze	07.05.12
Health & Human Services	Physiotherapy Assistant	P. Armstrong	04.05.12
Infrastructure, Energy & Resources	Manager Contract Services	G. Allen	10.05.12
Justice	Legal Practitioner	E. Hughes	11.05.12
Police & Emergency Management	Speed Camera Operator	R. Schieler	30.04.12
Police & Emergency Management	Speed Camera Operator	N. Wilson	30.04.12
Police & Emergency Management	Speed Camera Operator	R. Coad	18.04.12
Police & Emergency Management	Speed Camera Operator	P. Smith	27.04.12
Primary Industries, Parks, Water & Environment	Aboriginal Field Officer	N. Maynard	09.05.12

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