

# TASMANIAN STATE SERVICE NOTICES

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## **WEDNESDAY 29 FEBRUARY 2012**

OVER THE COUNTER SALES \$1·10 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

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 <code>www.jobs.tas.gov.au</code> 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 <code>www.jobs.tas.gov.au</code> site or the enquiries person. Application forms are available from the <code>www.jobs.tas.gov.au</code> 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 site. A list of currently operating registers is also available from this site.

# **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)

Kings Meadows High School

# School Executive Officer, Kings Meadows High School (952883).

Applications Close:—Friday, 9 March 2012.

Salary:—\$76,016 - \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Kings Meadows High School.

Description of Role:—Manage and co-ordinate the school administrative support service and assigned resources: general, financial, facility and human. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Contribute significantly to the delivery and improvement of administrative service outcomes.

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

Desirable Requirements:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

Enquiries to Ann Fedyk, Department of Education, phone (03) 6343 1000, email ann.fedyk@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.

## HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

## Triage Clerk, DEM (520637).

Applications Close:—Friday, 16 March 2012.

Salary:—\$51,137 – \$55,664 pro rata, per annum.

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

Vacancy No. 520637.

Permanent part-time shift worker, working 42 hours per fortnight on a 7 days on 7 days off set rotation.

Location: - Mersey Community Hospital.

Duties:—The North West Area Health Service is seeking to recruit two Triage Clerks to provide clerical and reception support to medical and nursing staff within the Department of Emergency Medicine at Mersey Community Hospital.

Primarily the Triage Clerk will be responsible for requesting and retrieving existing medical records, update and maintain the Emergency Information System (EDIS) database and the Patient Information System (Homer) database, maintain appointment schedule screens including setting up clinic templates, scheduling, confirmation and cancellation of appointments for clients. An important aspect of this role is to control and direct all incoming calls to the Emergency Departments, answer all patient and public enquiries.

A demonstrated ability to acquire a working knowledge and understanding of medical terminology, will complement your capacity to assist with the administrative aspects of managing critically ill and seriously injured patients. It is expected that you will have highly developed communication, interpersonal and time management skills with the ability to prioritise work. The successful applicant will maintain the ability to be flexible and work as part of a multidisciplinary team in a busy, demanding work environment and willingness to acquire a sound knowledge of hospital admission and discharge policy, billing procedures and Private Patient Schemes.

For further information or to discuss your application, please contact Lynn Sims on 6426 5303 or email lynn.sims@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 Tasmania, 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

## Clinical Coder (501872).

Applications Close:—Friday, 9 March 2012.

Salary:—\$57,401 - \$66,374 p.a.

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

Permanent full-time day worker, working 76 hours per fornight.

Location:—North West Regional Hospital and Mersey Community Hospital.

Duties:—The North West Area Health Service is seeking a motivated Clinical Coder to join the Patient Information Management Services Team at North West Regional Hospital.

Clinical coding is a specialised skill that requires adherence to National Centre for Classification in Health (NCCH) guidelines. To fulfil this role you will posses a working knowledge of the national Classification of Diseases Revision 10, Australian Modification (ICD 10 AM), Australian Classification of Health Interventions (ACHI), Australian Coding Standards (ACS) and medical terminology. The successful applicant will be responsible for ensuring clinical coding data is completed and entered onto the electronic Clinical Coding information system in accordance with required coding benchmarks, assessment and evaluation of required clinical documentation relating to an inpatient episode of care.

Your ability to apply specialised knowledge of medical record contents and clinical documentation standards in the clinical classification process in conjunction with your experience in the use of hospital information systems will be an advantage. Successful completion of a recognised Clinical Coding qualification and previous clinical coding experience of at least one year combined with an understanding of activity based funding is highly desirable. You will have demonstrated competency in time management, initiative and flexibility to readily adapt to changes. This position requires ongoing professional development.

In addition to an attractive salary along with superannuation and access to salary packaging we will offer you a dynamic and well supported working environment.

If you would like to progress your career in health administration, this may be the opportunity you have been waiting for.

For further information or to discuss your application please contact Emily Price today on 6430 6531 or email emily.price@dhhs.tas.gov.au.

Desirable Requirements:—Successful completion of a recognised Clinical Coding qualification.

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, North West Area Health Service, P.O. Box 274, Ulverstone 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

## Physiotherapist (502052).

Applications Close:—Friday, 16 March 2012.

Salary:—\$48,809 - \$78,311 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight to commence As soon as possible for a period of 12 months. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital.

Duties:—Have you recently graduated and are seeking an opportunity to put your skills and knowledge into practice? Are you keen to pursue your Physiotherapy career? Is lifestyle and location an important factor in your career decision?.

If you have answered yes, then the North West Area Health Service may offer you the chance to expand your horizons through a 12 month fixed term Physiotherapy position.

You will be responsible for assessing, planning and implementation of treatment programmes for clients. You will use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers. You will also use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation. It will be a requirement to assist Senior Physiotherapists in providing clinical programmes for students. This role may incorporate rotations to the Mersey Community Hospital and Latrobe as well as the Devonport Community Health Centre.

This position is based at the North West Regional Hospital in Burnie, on the North West Coast of Tasmania. The North West Coast provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West Coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will support and encourage your upskilling and personal development endeavours and provide you with a modern and well resourced work environment.

If this sounds like your next career opportunity, please call Simon Watt today on (03) 6430 6608 or email simon.watt@dhhs.tas.gov.au for a confidential discussion about your application.

Desirable Requirements:—Current driver's licence, which is acceptable in Tasmania.

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

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

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### HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

### Clinical Nurse (502893).

Applications Close:—Friday, 9 March 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent part-time day worker with oncall, working 64 hours per fortnight.

Location:—Palliative Care.

Duties:—North West Area Health Service seeks a Clinical Nurse to join a multi-disciplinary team delivering high quality palliative care services across the North West.

This role provides the opportunity to advance your nursing career. As a Clinical Nurse you will assist with the planning, co-ordination and evaluation of service provision to palliative care clients and their families/carers. You will also be required to maintain a high level of clinical expertise in palliative care through professional development.

As part of a multidisciplinary health care team comprising of includes specialist doctors, nurses, social workers you will work together with the client and their family, General Practitioners, specialists and community nursing staff to provide advice and plan care. Your primary aim is to enable the client to be cared for in their community environment, be that at home, in a residential aged care facility, or rural hospital.

We will offer you an excellent salary plus superannuation with access to salary packaging and offer a supportive working environment.

If you think this is the opportunity for you to make a difference in the community, please contact Analisa Chhikara on 6440 7111 or email analisa.chhikara@dhhs.tas.gov.au to discuss your application today.

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.

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, North West Area Health Service, P.O. Box 274, Ulverstone 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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#### HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE Primary Health Services North West

## Clinical Nurse (502371).

Applications Close:—Friday, 9 March 2012.

Salary:—\$54,527 – \$69,758 p.a.

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

Permanent part-time shift worker, fully rotational working 38 hours per fortnight.

Location:—Queenstown.

Duties:—Are you looking for a change of scenery that offers a rewarding career? North West Area Health Service is seeking a Community Health Nurse to provide nursing care to individuals and families in the community of Queenstown located on Tasmania's breathtaking West Coast.

The role will see you participate in community needs assessments as well as the development and implementation of health promotion programs for clients in their community environment. Your excellent communication and interpersonal skills will contribute towards the implementation and evaluation of nursing care, in collaboration and consultation with the patients/clients and their families and carers.

You will have scope to recognise that the health of individuals and the community is influenced by social and environment factors and access to health services and deliver services accordingly.

Community Nursing is co-located in the West Coast District Hospital is a contemporary facility, well appointed and is the hub of health care services for the community of Queenstown alongside a general practice and a range of Allied Health practitioners provide visiting services.

You will be well supported and encouraged to participate in professional development and foster inter-professional networking and although the role at times can be challenging, the rewards are great and the respect from the local community immeasurable.

We will offer you excellent remuneration along with access to a generous education and remote allowances and salary packaging. Temporary accommodation will also be offered to assist with your relocation to the West Coast.

You will be the envy of your friends with a career to be proud of and a location that is among some of Tasmania's most renowned and iconic features including rainforests, rugged and windswept beaches and National Parks.

Find out for yourself what a great opportunity this is by calling Karen Schnitzerling today on (03) 6472 2302 or email: karen.schnitzerling@dhhs.tas.gov.au.

Registered with the Nursing and Midwifery Board of Australia.

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 and disciplinary action in previous employment check.

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

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#### HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

## Clinical Nurse, Zeehan (514121).

Applications Close:—Friday, 16 March 2012.

Salary:—\$54,527 - \$74,620 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent full-time day worker, working 76 hours per fornight.

Location:—Zeehan, Strahan and Rosebery Community Health Centres and Queenstown District Hospital.

Duties:—Are you looking for a change of scenery that offers a rewarding career? North West Area Health Service are seeking a Clinical Nurse to provide their clinical expertise and leadership in all aspects of nursing care at the Zeehan Community Health Centre and across the breathtaking West Coast of Tasmania.

The role will see you lead your team of health professionals to provide nursing care to emergency and sub acute patients along with residential aged care clients and clients in the community. Your excellent communication and interpersonal skills will contribute towards the implementation and evaluation of nursing care, in collaboration and consultation with the patients/clients and their families and carers.

You will have scope to contribute towards the learning goals of nurses on your team by identifying or initiating educational programs to facilitate ongoing clinical development. Your analytical skills will prove valuable for clinical research and quality improvement activities.

Our facilities on the West Coast include the West Coast District Hospital which is a contemporary facility and well appointed and is the hub of health care services for the community of Queenstown. It is co-located with a general practice and a range of Allied Health practitioners provide visiting services. We also have Community Health Centres location in Rosebery, Zeehan and Strahan.

You will be well supported and encouraged to participate in professional development and foster inter-professional networking. Although the role at times can be challenging, the rewards are great and the respect from the local community immeasurable.

We will offer you excellent remuneration along with access to a generous education and remote allowances and salary packaging. Temporary accommodation will also be offered to assist with your relocation to the West Coast.

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Find out for yourself what a great opportunity this is by calling Karen Schnitzerling today on (03) 6472 2300 or email: karen.schnitzerling@dhhs.tas.gov.au.

Registered with the Nursing and Midwifery Board of Australia.

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 and disciplinary action in previous employment check.

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

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#### HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

## Community Health Nurse (502621).

Applications Close:—Friday, 16 March 2012.

Salary:—\$54,527 - \$69,758 p.a.

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

Permanent full-time day worker, working 76 hours per fornight.

Location:—Queenstown Community Health.

Duties:—Are you looking for a change of scenery that offers a rewarding career? North West Area Health Service is seeking a Community Health Nurse to provide nursing care to individuals and families in the community of Queenstown located on Tasmania's breathtaking West Coast.

The role will see you participate in community needs assessments as well as the development and implementation of health promotion programs for clients in their community environment. Your excellent communication and interpersonal skills will contribute towards the implementation and evaluation of nursing care, in collaboration and consultation with the patients/clients and their families and carers.

You will have scope to recognise that the health of individuals and the community is influenced by social and environment factors and access to health services and deliver services accordingly.

Community Nursing is co-located in the West Coast District Hospital is a contemporary facility, well appointed and is the hub of health care services for the community of Queenstown alongside a general practice and a range of Allied Health practitioners provide visiting services.

You will be well supported and encouraged to participate in professional development, foster inter-professional networking and although the role at times can be challenging, the rewards are great and the respect from the local community immeasurable.

We will offer you excellent remuneration along with access to a generous education and remote allowances and salary packaging. Temporary accommodation will also be offered to assist with your relocation to the West Coast.

You will be the envy of your friends with a career to be proud of and a location that is among some of Tasmania's most renowned and iconic features including rainforests, rugged and windswept beaches and National Parks.

Find out for yourself what a great opportunity this is by calling Karen Schnitzerling today on (03) 6472 2302 or email: karen.schnitzerling@dhhs.tas.gov.au.

Registered with the Nursing and Midwifery Board of Australia

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 and disciplinary action in previous employment check.

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

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#### HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

# Assistant Director of Nursing, Acute Care Services Medicine (520332).

Applications Close: - Friday, 9 March 2012.

Salary:—\$101,155 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 1 April 2012 until 29 September 2012.

Location:—Department of Medicine.

Duties:—Responsible for the day to day leadership and management of the nursing personnel and services within the Acute Care Services. As a team member of the Acute Care Services and Department of Medicine, this position is responsible for ensuring the provision of effective, safe and quality services to Acute Care patients.

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 Helen Bryan, Department of Health and Human Services, phone (03) 6348 7005, email helen.bryan@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, Northern Area Health Service, 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

# Assistant Director of Nursing Rehabilitation Sub Acute Services (520666).

Applications Close:—Friday, 9 March 2012.

Salary:—\$101,155 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 1 April 2012 until 29 September 2012.

Location:—Department of Medicine.

Duties:—Responsible for the day to day leadership and management of the nursing personnel and services within the Rehab Sub Acute Services, Medicine. As a team member of the Rehab Sub Acute Services and Department of Medicine, this position is responsible for ensuring the provision of effective, safe and quality services to Rehab Sub Acute patients.

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 Helen Bryan, Department of Health and Human Services, phone (03) 6348 7005, email helen.bryan@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, Northern Area Health Service, 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

## Registered Nurse (Relief) (504180).

Applications Close:—Friday, 9 March 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 shift worker, working as when required. To commence 1 April 2012 until 29 March 2014.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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.

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 Sue Bucher, Department of Health and Human Services, phone (03) 6352 5522, email rachael.dilger@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, Northern Area Health Service, 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

## Physiotherapist (Community)—2 Vacancies.

Applications Close:—Friday, 13 April 2012.

Salary:—\$75,005 – \$86,033 pro rata, per annum.

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

Vacancy No. 506714.

Permanent part-time day work, working 38 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

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

Vacancy No. 507417.

Permanent part-time day work, working 38 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Centre.

Duties:—St Helens District Hospital is located on the sunny east coast of Tasmania with a vibrant beach and fishing community and St Marys Community Health Centre is a short 40 minute drive from St Helens.

The role not only provides an out patient service to the community but will assist with health prevention and/or promotion through individual and/or group initiatives. There is a small component of inpatient therapy services required, and assistance within a team framework.

We offer: challenging and interesting work around clients with complex needs: a supportive and dynamic work environment: continuous professional learning and development opportunities: excellent career advancement and training opportunities throughout the Department of Health and Human Services: the chance to really make a difference in a close community.

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 Denise Callister, Department of Health and Human Services, phone (03) 6376 5222, mobile 0417 823 994, email denise.callister@dhhs.tas.gov.au or Yvonne

Webber, Department of Health and Human Services, phone (03) 6372 2111, mobile 0400 640 718, email yvonne.webber@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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#### INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

## School Crossing Patrol Officer (904010, 903011)— 2 Vacancies.

Applications Close:—Friday, 9 March 2012.

Salary:—\$18.30 - \$23.05 per hour.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 7.5 hours per week Until 20 December 2012 and Fixed-term casual.

Location:—Launceston and George Town.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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

Medical examination covering general health, medical history, vision and hearing.

Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-ordinator, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6336 5459, email Aly.Sargent@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

CONSUMER AFFAIRS AND FAIR TRADING

## Advisory Officer (350439).

Applications Close:—Friday, 9 March 2012.

Salary:—\$58,179 – \$67,288 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 36.75 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—Provide accurate and timely advice to telephone enquiries relating to consumers and/or business issues. Provide advice on legislation administered by the Office and identify possible breaches where appropriate.

Enquiries to Chris Batt, Director Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4555, email chris.batt@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Joseph Wheeler on (03) 6233 4555.

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.

## POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

Emergency Management Unit

# Senior Planning and Education Officer (Emergency Management) (000073).

Applications Close:—Friday, 9 March 2012.

Salary:—\$76,016 - \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Tasmanian Security and Emergency Management Group co-ordinate emergency management planning, education and capacity building activities throughout the State focused mainly on comprehensive, all-hazard arrangements.

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

Qualifications and experience:—Tertiary qualifications that provide skills that can be applied to emergency management policy, planning and education.

Certificate IV in Training and Assessment or equivalent (highly desirable).

Drivers License (open/unrestricted).

Enquiries to Ms Andrea Heath, Assistant Director Emergency Management, State Emergency Service, Department of Police and Emergency Management, phone (03) 6230 2772, email andrea.heath@ses.tas.gov.au.

Applications to Co-ordinator, Employee Relations, 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.

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

## POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

Southern Region

## Regional Manager (002840).

Applications Close:—Friday, 9 March 2012.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide management and leadership for the activities of a Regional Office of the State Emergency Service (SES) to ensure the provision of effective and efficient services within that Region. Initiate, lead and support the development and maintenance of emergency management arrangements within the Region.

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

Qualifications and Experience:—Qualifications have not been prescribed, however successful completion of, or substantial progress towards, tertiary qualifications may be considered advantageous.

Enquiries to Mr Iain Burns, Assistant Director State Emergency Service, Department of Police and Emergency Management, phone (03) 6230 2713, mobile 0418 142 083, email Iain.Burns@ses.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308 Hobart7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

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

# PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ABORIGINAL HERITAGE TASMANIA

## Graduate Spatial Information Analyst (706788).

Applications Close:—Friday, 9 March 2012.

Salary:—\$51,832 - \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide GIS expertise, analysis and application development support for Aboriginal Heritage Tasmania.

Essential Requirements:—A Bachelor degree in Geomatics relevant to the duties to be undertaken, as provided by a university.

Desirable Requirements:—A current motor vehicle driver's licence

Enquiries to Steve Gall, phone (03) 6233 6613, email Steve.Gall@heritage.tas.gov.au.

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

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.

# PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Office of the Valuer-General

## Graduate Valuer or Valuer (706790).

Applications Close:—Friday, 23 March 2012.

Salary:—\$51,832 - \$84,363 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Fixed-term full-time For 6 months (or until the return of the substantive occupant whichever is the sooner).

Location:—Devonport.

Band 1: A Degree in Business Studies (or similar), majoring in property valuations. A current motor vehicle driver's licence.

Band 2: Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—Band 1: Working experience in statutory rating valuations and compulsory property acquisition valuations.

Band 2: A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

Enquiries to Nadine Cleary, phone (03) 6233 2440, email Nadine.cleary@dpipwe.tas.gov.au.

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

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.

#### TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Information Systems Branch

## IT Infrastructure Project Manager (724214).

Applications Close:—Friday, 9 March 2012.

Salary:—\$90,309 - \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time As soon as possible until 30 June 2014.

Location:—Hobart.

Duties:-.

The objective of the position is to manage the delivery of IT Infrastructure Projects, including project planning, system implementation, project time, cost and quality management, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will have:.

demonstrated high level IT Infrastructure project management and project delivery skills, including the demonstrated ability to successfully lead and manage multiple concurrent IT Infrastructure projects;.

demonstrated high level understanding of and experience in contemporary IT Infrastructure and in transitioning from legacy IT Infrastructure to contemporary IT Infrastructure; and.

demonstrated high level experience and skills in project management activities including but not limited to stakeholder communication and management, project governance, project planning, change management, vendor management, project issue identification, tracking and resolution, and benefits realisation.

Highly 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. 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.

# **Staff Movements**

## Permanent Appointments

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Education	Teacher	J. Klintoukh	12 months	20.01.12
Education	Teacher	D. Steven	12 months	20.01.12
Education	Teacher	J. Cook	12 months	20.01.12
Education	Teacher	H. Rattray	12 months	20.01.12
Education	Teacher	H. Batt	12 months	20.01.12
Education	Teacher	A. Green	12 months	20.01.12
Education	Teacher	A. McMullen	12 months	20.01.12
Education	Teacher	H. White	12 months	20.01.12
Education	Teacher	A. Denholm	12 months	20.01.12
Education	Teacher	K. Hills	12 months	20.01.12
Education	Teacher	G. Sharman	12 months	20.01.12
Education	Teacher	E. Caldwell	12 months	20.01.12
Education	Teacher	C. Oliver	12 months	20.01.12
Education	Teacher	B. Fisher	12 months	20.01.12
Education	Teacher	M. Kingsley	12 months	20.01.12
Education	Teacher	J. Steel	12 months	20.01.12
Education	Teacher	A. Conkie	12 months	20.01.12
Education	Teacher	V. Rainsford	12 months	20.01.12
Education	Teacher	N. Barker	12 months	20.01.12
Education	Teacher	J. Grower	12 months	20.01.12
Education	Teacher	L. Mann	12 months	20.01.12
Education	Teacher	R. Wessing	12 months	20.01.12
Education	Teacher	G. Crichton-Gill	12 months	20.01.12
Education	Teacher	J. Heffernan	12 months	20.01.12
Education	Teacher	A. Shanahan	12 months	20.01.12
Education	Teacher	A. Buechner	12 Months	20.01.12
Education	Teacher	V. Nowell	12 Months	20.01.12
Education	Teacher		12 months	20.01.12
		S. Young		
Education	Teacher	S. Faulkner	12 months	20.01.12
Education	Teacher	K. Joyce	12 months	20.01.12
Education	Teacher	T. Sproule	12 months	20.01.12
Education	Teacher	A. Collins	12 Months	20.01.12
Education	Teacher	K. Pickford	12 months	20.01.12
Education	Teacher	L. Armstrong	12 months	20.01.12
Education	Teacher	J. Galpin	12 months	20.01.12
Education	Teacher	H. Luttmer	12 months	20.01.12
Education	Teacher	B. Vaughan-Williams	12 months	20.01.12
Education	Teacher	A. Crawford	12 Months	20.01.12
Education	Teacher	M. Hataier	12 months	20.01.12
Education	Teacher	J. Samphier	12 months	20.01.12
Education	Teacher	J. Brownrigg	12 months	20.01.12
Education	Teacher	D. Noonan	12 months	20.01.12
Education	Teacher	L. Yodgee	12 months	20.01.12
Education	Teacher	H. Evans	12 months	20.01.12
Education	Teacher	J. Johnson	12 months	20.01.12
Education	Teacher	J. Smutney	12 months	20.01.12
Education	Teacher	J. Clifton	12 months	20.01.12
Education	Teacher	A. Pickering	12 months	20.01.12
Education	Teacher	K. Barker	12 Months	20.01.12
Education	Teacher	T. Fry	12 months	20.01.12
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Education	Teacher	B. Leeson	12 months	20.01.12

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Education	Teacher	J. Cransberg	12 months	20.01.12
Education	Teacher	A. Harvey	12 months	20.01.12
Education	Teacher	E. Richardson	12 months	20.01.12
Education	Teacher	M. Breen	12 months	20.01.12
Education	Teacher	B. Noble	12 months	20.01.12
Education	Teacher	R. Woods	12 months	20.01.12
Education	Teacher	S. Edwards	12 months	20.01.12
Education	Teacher	G. Jarvis	12 months	20.01.12
Education	Teacher	P. Smith	12 months	20.01.12
Education	Teacher	A. Clifton	12 months	20.01.12
Education	Teacher	J. Phair	12 months	20.01.12
Education	Teacher	R. Andrews	12 months	20.01.12
Education	Teacher	C. Frost	12 months	20.01.12
Education	Teacher	V. Lamont	12 months	20.01.12
Education	Teacher	O. Tubb	12 months	20.01.12
Education	Teacher	A. Cox	12 Months	20.01.12
Education	Teacher	M. Harrison	12 months	20.01.12
Education	Teacher	H. Reading	12 months	20.01.12
Education	Teacher	M. Bennett	12 months	20.01.12
Education	Teacher	L. Nieburr	12 months	20.01.12
Education	Teacher	L. Winckel	12 months	20.01.12
Education	Teacher	S. Dunbabin	12 months	20.01.12
Education	Teacher	J. Indge	12 months	20.01.12
Education	Teacher	S. Smets	12 months	20.01.12
Education	Teacher	R. Clarke	12 months	20.01.12
Education	Teacher	K. Paul	12 months	20.01.12
Education	Teacher	T. Allen	12 months	20.01.12
Education	Teacher	A. French	12 months	20.01.12
Education	Teacher	R. Kostiuk	12 months	20.01.12
Education	Teacher	L. Thomas	12 months	20.01.12
Education	Teacher	J. Corvinus	12 months	20.01.12
Education	Teacher	P. Ray	12 months	20.01.12
Education	Teacher	M. Bauer	12 months	20.01.12
Education	Teacher	B. Greisbach	12 months	20.01.12
Education	Teacher	L. Morris	12 months	20.01.12
Education	Teacher	A. Williams	12 months	20.01.12
Education	Teacher	J. Dick	12 months	20.01.12
Education	Teacher	C. Howard	12 months	20.01.12
Education	Teacher	K. Shepherd	12 months	20.01.12
Education	Teacher	E. Chisholm	12 months	20.01.12
Education	Teacher	H. Oswin	12 months	20.01.12
Education	Teacher	A. Francisty	12 months	20.01.12
Health & Human Services	Clinical Lead Physiotherapist	H. Newsham-West	6 months	08.02.12
Health & Human Services	Youth Worker	J. Piri Piri	6 months	20.02.12
Health & Human Services	Senior Phlebotomy Technician	H. Rainbird	6 Months	20.02.12
Justice	Child Protection Legal Practitioner	P. Edwards	6 months	01.03.12
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## Promotion of Permanent Employees

Agency	Employee	Duties Assigned	Date of Effect
Education	T. Viney	Advanced Skills Teacher	20.02.12
Education	C. Sheedy	Advanced Skills Teacher	20.02.12
Education	L. Powell	Advanced Skills Teacher	20.02.12
Justice	N. Brinsmead	Desktop Support Services Officer	22.02.12

## Resignation of Permanent Employees

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services	Executive Assistant	G. Palmer	04.02.12
Health & Human Services	Food Services Assistant	J. Hall	20.02.12
Health & Human Services	HR Advisor	J. Burns	17.02.12
Health & Human Services	Physiotherapist	C. Long	17.02.12
Health & Human Services	PACS/RIS Specialist	D. Bushnell	24.02.12
Health & Human Services	Professional Officer - Allied Health	S. Henderson	09.02.12
Health & Human Services	Attendant	D. Cooper	18.02.12
Health & Human Services	Physiotherapy Aide	M. Gibbins	24.02.12
Health & Human Services	Registered Nurse	M. Pan	18.02.12
Health & Human Services	Food Services Assistant	K. Adams	12.02.12
Health & Human Services	Senior Physiotherapist	H. Gouldthorpe	24.02.12
Health & Human Services	Allied Health Professional	L. Condello	18.02.12
Health & Human Services	House Services Assistant	S. Edwards	07.02.12
Health & Human Services	Divisional Support Officer	R. Evenett	17.02.12
Health & Human Services	Physiotherapist	B. Gallagher	17.02.12
Health & Human Services	Psychologist	T. Martin-Cole	26.11.11
Health & Human Services	Registered Nurse	A. Caneva	07.02.12
Health & Human Services	Consultant Project Officer	P. Hevey	17.02.12
Health & Human Services	Registered Nurse	S. Kennedy	10.02.12
Health & Human Services	Senior Consultant	R. Valentine	17.02.12
Health & Human Services	Community Health Nurse	J. Nolan	05.12.11
Justice	Correctional Officer	D. White	25.02.12
Justice	Correctional Officer	J. McGrath	23.02.12
Justice	Compliance Officer	J. Blue	29.02.12
Primary Industries, Parks, Water & Environment	Field Officer	S. Warden	29.02.12
Treasury & Finance	Research Officer	M. Jayatilaka	24.02.12

## Retirement of Permanent Employees

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services	Hospital Aide	P. Davis	19.02.12
Police & Emergency Management	Research Officer	R. Dunlop	29.02.12
Primary Industries, Parks, Water & Environment	Administrative Assistant/ Receptionist	L. Robertson	29.02.12
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	E. Andrews	17.02.12
Primary Industries, Parks, Water & Environment	Education and Training Officer	J. Gray	29.02.12

# Retirement of Officers

Agency	Officer's Name	Duties Assigned	Date Effective
Primary Industries, Parks, Water & Environment	G. Dharmadasa	Director - Corporate Information Technology	29.02.12

## Transfer of Permanent Employees

Agency	Employee	New Agency	Duties Assigned	Date of Effect
Justice	G. McDonald	Integrity Commission	Investigation Review and Complaint Assessment Coordinator	27.02.12

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