

ADEM (1992). *Job card: Administrative manager: State disease control headquarters (SDCHQ)* (pp. 1-2.).

**Commonwealth of Australia**

**Copyright Act 1968**

**Notice for paragraph 135ZXA (a) of the *Copyright Act 1968***

**Warning**

This material has been reproduced and communicated to you by or on behalf of Charles Sturt University under Part VB of the *Copyright Act 1968* (the *Act*).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

**ADMINISTRATIVE MANAGER - STATE DISEASE CONTROL  
HEADQUARTERS (SDCHQ)**

Chief Administrative Officer,

**Operational Stage Job Card (As at 26 August 1992)**

Responsible to:

Manager, SDCHQ

Function:

Manage the administrative function statewide. Directly responsible for this function in the SDCHQ. Responsible through (Local Disease Control Centre (LDCC) Operations Manager - Ph for LDCC administration and through the Department's normal channels for the function statewide as it relates to the outbreak.

Liaise with the (Director (Policy and Support Services) - Ph to implement and modify administrative procedures as required during the campaign.

Tasks:

On direction of (Manager, SDCHQ) organise the establishment of the SDCHQ ensuring that all necessary office and communications systems are in place. Ensure that administrative staff are available and prepared to work beyond normal hours.

If appropriate, ensure that senior departmental managers are aware of the need to put appropriate financial procedures in place.

Establish contact with the (LDCC Operations Manager - Ph and advise each other of telephone and facsimile numbers which will provide priority access.

Ensure that Officers responsible for the designated roles (see attached list) in administration are contacted and availability established.

Determine urgent SDCHQ and LDCC administrative requirements.

Recruit administrative staff to meet needs as they arise.

Arrange procedures for the employment of contractors, employment of casual labour, procurement and use of vehicles and equipment, purchase of

stores and expenditure on general operations (e.g order books, employment documentation, vehicle bookings). If necessary, arrange modification of existing procedures through senior departmental officers.

Check that necessary legal processes are in place for administrative involvement where required.

Implement procedures to satisfy legal and industrial requirements for the payment of overtime and allowances and the employment of casual labour.

Ensure that the content and frequency of reports on expenditure are in accordance with Treasury Regulations, satisfy reporting and auditing needs and provide effective monitoring.

Oversee the operation of all administrative functions during the campaign.

Develop staff rosters at SDCHQ to meet needs as they develop.

Advise \_\_\_\_\_ (Coordinator, Staff Resources - Ph \_\_\_\_\_ of  
SDCHQ human resource requirements for the next 48 hours.

---

