



KINGBOROUGH COUNCIL

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13th November, 1998

Our Ref: Personnel

EMPLOYMENT REFERENCE

MIR HARRY WILLIAMS

I am pleased to provide this reference for Harry Williams for future employment purposes.

Harry has been employed by the Kingborough Council for a temporary period in the capacity of Assistant Computer Systems Officer from 10th February, 1998 until he resigned with effect from today's date.

During that time he has swiftly fitted into our organisation, from both a technical and social aspect, and has proven to be a most valuable employee. His duties have covered a broad range of information technological duties, involving a mainframe and networked personal computers.

Specific duties included ensuring that system security was maintained; that the programme of regular backups and storage was undertaken, and that all systems including printers, keyboards, and air conditioners were effectively maintained. An important aspect of his role was to provide Help Desk support for the 100 users, encompassing Microsoft products, Windows, Novell Networks, DOS, Internet and Email.

In this last role Harry particularly excelled. Apart from being technically knowledgeable, he has a most pleasant personality and was invariably cheerful, even in some trying situations. Additionally he has most efficiently undertaken some project work associated with researching and sourcing Spread Spectrum technology for the direct communication between ourselves and a neighbouring Council. He is held in high esteem by both myself and other members of Council's management, and has now a wide circle of friends amongst the staff.

I am most sorry to see Harry leave Council, but appreciate that he will be improving his career prospects by accepting the position at TAFE. I wish him every success in the future, and highly recommend him to any future employer.

R D PALETHORPE
MANAGER - CORPORATE SERVICES



Date:
Your Ref:
In reply
please quote ref:
Enquiries:



James Szabedics
Information Technology Manager
South West Regional College
BUNDURY WA 6230
Ph (08) 97807242
email - szaboj@training.wa.gov.au

18 November 1997

TO WHOM IT MAY CONCERN

I have had the privilege of knowing Harry Williams since December 1996 when he commenced working for me as a Level 2 Computer Support Officer. In his current duties Harry is responsible for all computer equipment purchasing activity in the section and this year has processed over 100 orders covering items from computers to routers, printers and network cards worth \$120,000. Harry is totally reliable in this function and has a good ability to follow things through to their conclusion. This has proven very handy when dealing with multiple orders and sometimes difficult suppliers.

Aside from this function Harry has performed well as a computer support officer responding to daily fault reports. His skills have improved dramatically on this front since his commencement and this is due mainly to Harry's ability to absorb new information and new skills quickly. If he finds himself out of his depth he is not afraid to ask and has never needed to be told procedures more than once. He is a methodical person who keeps records he can refer to later. Harry has performed the job of wisemail administrator since its introduction in August and has learnt the system through his own initiative. He has exercised good judgement in unusual situations where management was unavailable for direction. His general reliability resulted in his selection for temporary appointment to the Campus Services Coordinator at Level 3 when the incumbent took long service leave where he performed an admirable job.

Within the section Harry has been an excellent team player. He works hard and helps others instinctively when priority jobs have required additional resources. He can handle stress and high workload and maintains his sense of humour. Harry's skills, his cheerfulness and his unusual sense of humour will be sorely missed from the Information Technology Support section at South West Regional College.



Date: 11 December 1997
Your Ref:
In reply
please quote:
Enquiries:



TO WHOM IT MAY CONCERN

Mr Harry Williams has been employed by South West Regional College of TAFE as a Computer Systems Officer Level 2 for a period of twelve months. He leaves the organisation at his own decision to progress his career interstate.

During his time at the college, Harry has proved to be a reliable and competent staff member who has attended to his duties in a professional manner. He was worked in an environment of great pressure where expectations as to quality of service and timeliness have been very high. Harry has met this challenge and is held in good regard by those to whom he supplies service.

Harry has good interpersonal skills and participates well in a team setting. I recommend him as a capable and loyal team member with sound computer networking skills.

Yours sincerely



Robert Smillie
MANAGING DIRECTOR

SOUTH WEST COLLEGE of TAFE
Robertson Drive
BUNBURY W.A.
6230

TO WHOM IT MAY CONCERN :

This is to attest that I have known HARRY WILLIAMS for a period of approximately twelve months in a professional capacity while he has worked as a support officer in the College's information technology support unit. During this time I have come to know him to be a well organised, efficient and enthusiastic person.

Harry has a willingness to get things done and approaches everything in a clear and logical way. He sets himself a high standard and his application to his work is an exemplar for others. Harry has impressed me with his enthusiasm for his job and I am sure that any activity he decides on in the future will be followed with the same enthusiasm and dedication that has been shown in the past.

I am confident that Harry would be a valuable employee to anyone seeking the services of an honest and dedicated person and I wish him well in the future.


Fred Lammona
Program Manager
November 26, 1997

Date: 11 December, 1997
Your Ref:
In reply
please quote: Ref: 09/12/12/ab/203
Enquiries: Peter Goodrem (0) 0769 7117



TO WHOM IT MAY CONCERN

RE: Harry Williams

This is to state that I have known Harry Williams for the duration of his employment here at South West Regional College of TAFE.

As a fellow employee I am pleased to have the opportunity to recommend him to you as someone who is always courteous and reliable.

He has a happy and helpful disposition and is always ready and willing to lend a helping hand.

In all his dealings Harry proves to be honest, trustworthy and reliable and I have no hesitation in recommending him for whatever he chooses to do.

If you require any further information please feel free to contact me on the above number or address.

Yours faithfully



**Peter Goodrem
PROGRAM MANAGER
BUILDING ENGINEERING & FURNITURE**

Date:
Your Ref:
In reply
please quote:
Enquiries:



097 60 7100

Jon Birch - Program Coordinator
South West Regional College of TAFE
Robertson Drive
Dunbury 6230
5-Dec-97

To whom it may concern

Harry Williams has worked as a lecturer in computer related subjects for the Business department during 1997. During this time he was involved in the preparation and delivery of classes to adults.

He proved to be reliable and hard working, while demonstrating a willingness to learn and a positive outlook to the task. I am sure Harry will do well at any job he would wish to apply for.

If you require any further information please contact me during office hours
on 08 97607256.

Jon Birch.

Enquiries:
Our References:
Your References:



137 BARRINGTON ST
HOBART TASMANIA
AUSTRALIA 7000
PHONE: (002) 33 7633
FAX: (002) 33 7222

11 November 1994

REFERENCE FOR MR HARRY WILLIAMS

To Whom it May Concern

As manager of the business unit in which Harry Williams worked, I found Harry to be both a very capable worker and a person of the highest character. His professional appearance and cheerful and confident manner was appreciated by both his clients and work colleagues. In addition he was highly motivated, conscientious, reliable, punctual, and had a strong commitment to professionalism. He was considered a valuable staff member of the business unit.

As Network Controller, Harry showed that he had excellent customer relations and interpersonal communication skills, and that he was able to operate effectively under pressure. His ability to learn new skills is very good, and he shows a strong willingness to obtain the required knowledge. In his position as Network Controller, he obtained a good working knowledge of both data communications and computing.

I would strongly recommend him for any future position.

Yours sincerely

Brian Barwick
MANAGER, NETWORKS TASMANIA

Email: Brian.Barwick@pocit.tas.gov.au

Communications and Computing Division — Department of Premier and Cabinet

Employee:
Our Reference:
Your Reference:



2 January 1996

137 HARRINGTON ST
HOBART TASMANIA
AUSTRALIA 7000
PHONE: (002) 33 7033
FAX: (002) 33 7222

To whom it may concern,

REFERENCE : Harry Williams

I have known Harry for the time he has worked at CCD both in the position of Computer operator and Network controller. In his time in these positions he has always performed his duties in a cheerful and competent manner and has been a valued member of our organisation.

Harry is a dedicated employee who is respected by both CCD's clients and staff. He has developed excellent interpersonal and technical skills and has shown that he can handle any task given to him with confidence.

I would envision that Harry would be an active and willing member of any organisation and I would recommend him to any future employer as he is an extremely capable person who shows great potential.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Kim Oates', is written over a light-colored background.

**Kim Oates
Projects Officer
Networks Tasmania**



Enquiries:
Our Reference:
Your Reference:



11 November 1994

137 HARRINGTON ST
HOBART TASMANIA
AUSTRALIA 7000
PHONE: (002) 33 7633
FAX: (002) 33 7222

REFERENCE FOR MR HARRY WILLIAMS

TO WHOM IT MAY CONCERN

Harry has worked with the Communications and Computing Division (CCD) with the Department of Premier and Cabinet since June 1991 when he joined us as a Computer Operator in Mainframe Operations. Harry worked with a Unisys/2200 and an ICL 3980.

In July 1993 he moved to the position of Computer Systems Officer, Grade 1 in the Data Networks Business Unit of the Communications Branch. You will find attached the sort of tasks undertaken by Harry in his role in the Data Networks Business Unit.

Harry has demonstrated a strong willingness and aptitude for learning new skills quickly. Harry has a cheerful and helpful approach to customers and is highly regarded by customers for his approach to handling their problems and to customer service generally. Harry is an excellent team player and will be sorely missed from the Data Networks Business Unit.

If you have any enquiries please do not hesitate to call me on 61 (0) 02 33 7647.

Keith Chapman
DIRECTOR

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