

CURRICULUM VITAE

JULIA FELTON

Personal Details

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ISABELLA PLAINS ACT 2905

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Education

Jan 2002 – June 2002 Australian National University, Act
Graduate Diploma in Legal Practice

1998 – 2001 Australian National University, ACT
Bachelor of Laws

1978 – 1981 Australian National University, ACT
Bachelor of Economics, sub major in Accounting

1976-1977 Whitebridge High School, Newcastle
Higher School Certificate, Secondary School Years 11 to 12

1972 – 1975 Whitebridge High School, Newcastle
School Certificate, Secondary School Years 7 to 10

Boxing Experience

March 2016 – to present day – Boxing Australia Competition Manager
Ensure all National boxing tournaments are organised and held in accordance with the Boxing Australia and AIBA Technical and Competition Rules. Work with Member Associations to ensure they meet their obligations under the host agreement. Provide technical assistance in the preparation for a National event.

June 2011 – to present day – Director Boxing Australia
Assist in the preparation of strategic and operational plans to define the priorities for boxing at a national level. Assist in the oversight and review the Rules of BAL and Member Associations, including: Constitutions (National and Member Association); Competition Rules; Policies in co-ordination with the ASC; and the Member Protection Policy. Assist in ensuring that BAL's responsibilities in relation to the Anti-Doping Policy are met, including the education of boxers, coaches and support staff in relation to the Anti-Doping Policy and liaison with the Australian Sports Anti-Doping Authority (ASADA) on anti-doping issues.

June 2011 – present day – Chair of Australian Women’s Commission –
responsible for the development and promotion of Women’s boxing in
Australia

January 2011 - present day – Chair Oceania Women’s Commission –
responsible for the development and promotion of Women’s boxing in the
Oceania region.

December 2010 – present day – Member AIBA Women’s Commission –
responsible for the development and promotion of Women’s boxing
worldwide. Provide AIBA with recommendations on actions that will
promote Women’s boxing.

May 2004 to 31 May 2011 – Secretary Boxing ACT
Oversee the day to operation of the ACT association. Duties include receiving
and responding to correspondence; answering queries; develop Policies and
Guidelines in consultation with the Board; fulfil all legal obligations; ensure
that all tournaments are run in accordance with BAI and AIBA rules.

Feb 2003 to May 2004 – Assistant Secretary
Assist the Secretary in preparing Minutes of Board Meetings, organising
Meetings, responding to correspondence and developing Policies.

2003 to present day – Qualified as a local level Judge. Due to other
responsibilities during tournaments I have not performed Judging duties very
often in last few years.

2004 – 2011 – Tournament Manager
In addition to my role as Secretary I have performed the role of Tournament
organiser and Manager. I am responsible for arranging the venue, doctors,
weigh-in, medicals, ring set up, room set up, volunteers and program. During
the tournament I oversee the conduct of the event and address any issues.

2012 – Competition Manager Oceania Championships

2011 – Competition Manager Arafura Games and Masters Games

2010 – Assistant Competition Manager Oceania Championships

2009 – Assistant Competition Manager Australian Championships

Professional Experience

1 November 2017 to present day – **The Department of the Prime Minister and Cabinet, Programme Office, Establish and Manage Branch, Grant Delivery and Acquittals Section,**

Executive Level 1 - Adviser –

Administer the Contracts and grants for the Family Violence Prevention Legal Services programme, Indigenous Safety Programme and Stronger Futures Child Protection programmes. Prepare briefs for senior management including the Prime Minister's, Minister's and Parliamentary Secretary's offices. Approve acquittals of funding. Ensure all funded providers are meeting Performance requirements. Oversee all issues relating to the collection of data. Supervise staff.

7 November 2013 to 1 November 2017 – **The Department of the Prime Minister and Cabinet, Community Safety and Policy Division, Community Safety Branch, Community Safety Programme Management Section,**

Executive Level 1 - Adviser –

Administer the Contracts and grants for the Family Violence Prevention Legal Services programme, Indigenous Safety Programme and Stronger Futures Child Protection programmes. Prepare briefs for senior management including the Prime Minister's, Minister's and Parliamentary Secretary's offices. Approve acquittals of funding. Ensure all funded providers are meeting Performance requirements. Oversee all issues relating to the collection of data. Supervise staff.

15 April 2013 to 7 November 2013 – **Attorney-General's Department, Social Inclusion Division, Indigenous Justice and Community Safety Branch, Service Delivery Section,**

Assistant Director - Supervising staff, analysis of financial reports and data reports, quality assurance checks of advice, briefs and financial analyses, provision of advice on policy matters relating to the IJP, CNP and FVPLS programs, preparation briefs and advice.

24 August 2012 to 15 April 2013 – **Attorney-General's Department, Social Inclusion Division, Indigenous Justice and Community Safety Branch, Family Violence Prevention Legal Services Section,**

Assistant Director - Supervising staff, analysis of financial reports and data reports, quality assurance checks of advice, briefs and financial analyses, provision of advice on policy matters relating to the FVPLS program, preparation briefs and advice.

August 2011 to 24 August 2012 – **Attorney-General's Department, Social Inclusion Division, Indigenous and Community Legal Services Branch, Indigenous Legal Services Section,**

Acting Program Management Coordinator –

Supervise staff, analysis of financial reports and data reports, quality assurance checks of advice, briefs and financial analyses, provision of advice on policy

matters relating to the FVPLS and LAPR programs, preparation briefs and advice.

2 May 2011 to August 2011 – Attorney-General’s Department, Social Inclusion Division, Indigenous and Community Legal Services Branch, Indigenous Legal Aid Section,

Acting Assistant Director, Renegotiation Team –

Supervising staff, assisting in the development and implementation of the new funding arrangements, assisting in the development and implementation of Policy, administering the Contracts and grants for the Indigenous Legal Aid service providers in South Australia and Western Australia, preparing briefs for the Assistant Secretary and Attorney-General regarding Ministerials, Performance Meetings, and funding issues.

4 November 2009 to 2 May 2011 – Attorney-General’s Department, Social Inclusion Division, Indigenous and Community Legal Services Branch, Indigenous Legal Aid Section,

Legal Officer/Contract Manager –

Administering the Contracts and grants for the Indigenous Legal Aid service providers in Victoria, South Australia and Western Australia, preparing briefs for the Assistant Secretary and Attorney-General regarding Ministerials, Performance Meetings, and funding issues.

13 October 2008 to 4 November 2009 – Attorney-General’s Department, Social Inclusion Division, Indigenous Family Violence Prevention Legal Services Section,

Acting Assistant Director – Finance – overseeing expenditure from Administered funds, preparing Section Budget reports, supervising Program Officers, performing quality assurance on all quarterly analysis and feedback, preparing and presenting training on Program funding and assisting the Director with briefs to the Branch and Division Head.

July 2005 to October 2008 – Attorney-General’s Department, Indigenous Justice and Legal Assistance Division, Indigenous Law and Justice Branch, Legal Aid Section,

Legal Officer /Quality Assurance Officer/Data Collection Manager– administering grant funds to Test Cases, preparing briefs for Assistant Secretary and Attorney regarding funding of Test Cases, working with Consultant on developing and implementing a data base for the monitoring of performance of Indigenous legal aid service providers and reviewing assessments and analysis of Contract Managers to ensure accurate and of high quality.

February 2005 to July 2005 Professional Careers Australia

On Contract as *Grant Acquittals Clerk* at Attorney-General’s Department, Indigenous Law and Justice Branch – performed acquittals of annual grants to Indigenous organisations, assisted in approving grant submission for 2005-06, liaising with Organisations, Indigenous Coordination Centres and staff in each of the States.

September 2002 to November 2004 **Nicholl & Co Lawyers**

Junior Solicitor- experience in Family Law, Domestic Relationships Act, Domestic Violence Orders, Conveyancing, Residential Tenancy Tribunal & Small Claims.

1987 – 1996 **Health Insurance Commission (HIC) ACT**

Manager, National Case Management Committee (1995- 1996)

Managed the secretariat of the National Case Management Committee within Professional Review Division at the Senior Officer B level.

Manager, Audit Section (1993-1995)

Managed the Audit section of Professional Review Division at the Senior Officer B level. This involved developing and implementing a new audit review function nationally.

Senior Internal Auditor (1989- 1993)

Performing financial and computer audits within the Audit Section at the Senior Officer C level.

Senior Internal Auditor (1987 – 1989)

Performing financial audits within the Audit Section at the Clerk Class 8 level.

July 1987 – September 1987 **Department of Industry, Technology and Commerce, ACT**

Internal Auditor, Clerk Class 6

May 1982 – July 1987 **Department of Defence, ACT**

Internal Auditor (Oct 1984 – 1987)

Performed financial audits and audits of defence bases at the Clerk Class 5 level.

Finance Clerk (May 1982 – Oct 1984)

Processed payments and other clerical functions from the Clerk Class 1 to the Clerk Class 4 level. This included a period of 3 months as the Civilian Staff Clerk at Duntroon during which time I was responsible for all civilian staff except for University of NSW staff working at Duntroon.