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A highly experienced practitioner with expertise in the fields of workplace safety, investigations, fraud, bullying and harassment investigations and auditing. An accomplished trainer and leader of people, able to build quality systems and programs that change culture and styles within organisations.

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Work Summary

New Age HSE Services - Principal Consultant Auditing, Investigations and Training (May 2017 – Present)

Private Consultancy – Private Consultant and Licenced Private Enquiry Agent (Sept 2011 – Apr 2017)

Borg Group of Companies – National Safety Manager (Jul 2010 – Aug 2011)

Private Consultancy – Private Consultant and Licenced Private Enquiry Agent (Jul 2007 – Jun 2010)

WorkCover NSW – Team Manager Policy and Programs, State-wide Programs and Country North (Oct 1991 to Jul 2007)

Victoria Police – Special Officer (Sept 1990 – Sep 1991)

Department of Labour & Department of Education - Various Manager Roles (Aug 1976 – Sep 1990)

Education

Diploma of Fraud Management

University of Western Sydney

Graduate Diploma of Sports Science

Victoria College

Certificates / accreditations

- Certificate IV in Training and Assessment – Aurora (RTO) 2007
- Tools & Techniques for Auditors – Institute of Internal Auditors (Australia) 2007
- RABQSA - Health Safety & Environment Lead Auditor (AS 4801 & ISO 14001)
- Chisholm Institute - Health Safety & Environment Lead Auditor
- Risk Management – University of NSW 2007
- Certificate, Corporate Investigations 1998 – University of Western Sydney
- Certificate, Fraud Investigations 2002 – University of Western Sydney
- Certificate, plan, conduct & review assessment 2000 – TAFE
- Statement of Attainment, Workplace Trainer cat 1, 1998 – Aust. Business Learning
- Statement of Attainment, Advanced First Aid 2008 – Vital First Aid Training Services
- OHS & R Management Systems Training 1998 – Construction Policy Steering Committee NSW
- Statement of Attainment, Developing Service Agreements 1998 – IPAA
- Senior Management Development Program , 1993 – WorkCover NSW
- Certificates in : Microsoft Word 6, Word 97, PowerPoint 97, Disability Awareness & Driver Development
- Certificates in Disaster Management, Incident Control and Emergency Operations Centre – State Emergency Services.
- Dealing with Violence & Aggression in the Workplace, 2001 – Australian Protective Service
- Certificate III – Investigations 2006 (VTAB prior learning)
- Certificate in Dangerous Goods
- OHS Construction Induction
- AWDTs – On site testing for Alcohol and Drugs of Abuse
- Food Safety Management Systems – Exemplar Global (May 2016)
- Food Science & Technology (part complete May 2016) – Auditor Training Centre (RTO)

Key Achievement Areas

Change Agent: Energy to drive significant change within an organisation. Proven instructor and trainers with the ability to change culture within an organisation. Able to develop specific training material, new pragmatic concepts and targeted programs to suit the requirements of any organisation.

Risk Management: Able to develop and analyse risk, statistical data, identify trends and evaluate the impact of programs to reduce risk.

Capability: Expert leader of investigations into company fraud, bullying and harassment and general incident investigation.

Leadership: A proven leader of people, able to influence public policy and effectively manage projects, resources, compliance and accountabilities.

Strategy: Demonstrated developer of new strategies for audit and education programs.

Experience

May 2017 - Present: New Age HSE Services - Principal Consultant Audit, Investigations and Training

- Lead Educator
- Investigating fraud, bullying and harassment, general incident investigation and developing risk management and containment strategies
- Training packages for healthcare, service industry, security, receptions and call centres
- Bow tie analysis of risks.
- Development of audits and auditing programs
- Skills examinations, food safety and compliance audits
- Developing organisations industrial strategies

Sept 2011 – Apr 2017 & Jul 2007 – Jun 2010: Private Consultancy – Private Consultant and Licenced Private Enquiry Agent

Consultancy & Auditing experience covered:

- Mines
- Manufacturing
- Wholesale & Retail
- State & Federal Public Sector
- Construction
- Engineering
- Rail & Shipping
- Chemical
- Food & Seafood

Jul 2010 – Aug 2011: Borg Group of Companies – National Safety Manager

- Develop and write an OHS Management system in line with AS / NZS 4804 and 4801 that encompasses all Borg Companies around Australia and involves manufacturing, construction, logistics, warehousing, chemical manufacture and distribution centres.
- Develop a Borg Hazard Register to prioritise risks and as a planning tool for the development of safe operating procedures and implementation of safe systems of work.
- Develop site registers for hazardous substances, dangerous goods, electrical and high risk plant and identify plant required to be item registered and train employees in understanding hazard and risk management.
- Train all Managers and supervisors in understanding OHS Legislation and their management and leadership responsibilities in an OHS Management System
- Develop and run emergency planning and evacuation procedures
- Mentor and train four OHS coordinators in legislation and its application to support their theory based Cat .4 OHS certificates.
- Provide advice and support in the registration of a Major Hazard Facility.
- Introduce and implement an electronic OHS and Workers compensation Management System called Data Station
- Manage and investigate serious incidents and liaise with the regulators and legal firms.
- Undertake internal audits including the Heavy Duty Driver Fatigue Management System

Oct 1991 to Jul 2007: WorkCover NSW – Team Manager Policy and Programs, State-wide Programs and Country North

- Manager of Project Officers and Administration staff in the development of policy related to intervention and compliance with the OHS Act, program and project planning to address identified Occupational Health and Safety Division priorities.
- Manage the “new” licensing branch – implement Fraud prevention in line with ICAC directions.
- Provide program support and advice on OHS, Workers Compensation and Injury Management practices through the review and analysis of information and data including the reporting on national and international trends and ideas.
- Manage WorkCover’s OHS publications such as codes of practice and hazard alerts.
- Manage Budget of around \$30m

- Manage the Field operations of 63 staff including Inspectors, Project Officers and administrative offices across eight District Offices located in the North of NSW.
- Lead Regional seminars and conferences involving OHS, Workers Compensation and Injury Management legislation and Industry best practice.
- Represent WorkCover on the Emergency Management Planning Committee for North NSW including all matters related to the handling, storage and transport of Dangerous Goods and the local planning related to public safety at major hazard facilities.
- Represent WorkCover on the "All of Government Premiers planning committees for North NSW"
- Coordinate and manage all field investigations and prosecutions (OHS and Workers Compensation) for WorkCover for matters that occurred in North NSW including events involving the NSW Police and NSW Coroner.
- Undertake client services including pro-active information/seminar sessions on high risk industry (construction etc.) and high risk activities (hazardous substances, asbestos, diving etc.).
- Represent and lead various Industry and Community OHS Committees.
- Supervise internal fraud prevention and administrative compliance for 8 District Offices.
- Administer \$14 regional budget and implement an Audit Program for internal systems.
- Make final recommendations on prosecution, fines and Inspectors Notices.
- Coordinate investigations and inspections on mining leases not gazetted as a Mine.
- Provide resources and information to COMCARE and Department of Immigration as required.
- Represent NSW on cross border issues related to Building and Construction including the cross training of Construction Inspectors from Queensland and NSW.
- Manage all matters related to Construction and high risk work including the training of Country North Inspectors and the cooperation with Department of Commerce in these matters.
- Develop and implement policy with regard licencing, assessors and external trainers.

Sept 1990 – Sep 1991: Victoria Police – Special Officer

- Seconded from the Department of Labour for one year to set up the Major Fraud Crime Squad as part of a partnership with the National Crime Authority. Responsibility was to Recruit professional experts in accounting, law and IT systems, induct the new Commander of the squad into requirements of public sector administration and Industrial Relations and then work with him to find unobtrusive accommodation and the specialised IT hardware / software and other resources that was needed by the Unit.
- Investigate ways, and make recommendations on ways to reduce the high injury rate within the Victorian Police force and reduce both the number and cost of claims on the Workers Compensation System.
- Review and recommend changes to the OHS Management Systems within the Police Force and implement a risk management approach.
- Reporting for both assignments was to the CEO of the Department of Emergency Services and the Chief Commissioner of Police.

Aug 1976 – Sep 1990: Department of Labour & Department of Education - Various Manager Roles

- Manage offices in Dandenong and then Melbourne CBD - up to 65 staff in each with responsibilities in compliance and enforcement of Occupational Health & Safety, Industrial Relations, Apprenticeship, Dangerous Goods and licencing legislation.
- Assume the responsibility of Chief Inspector for Lifts, Boilers & Pressure Vessels, Dangerous Goods and Construction during the change over phase from prescriptive legislation to the performance based OH&S legislation.
- Manage the specialist units and Inspectors for Construction and Lifts and assume responsibility for managing compliance with large Construction projects in the CBD.
- Manage the compliance and performance of the Chemical and Gas Industry facilities (major hazard facilities) situated on the wharfs and inner city locations around Footscray and Altona.
- Manage the Industrial Relations Inspectorate in these offices involved in compliance with award conditions, Apprentice program, overseas workers and Industrial disputes before the Commission.
- Appear for Department of Labour in the Industrial Relations Commission of Court when required.

Interests

Martial Arts and Boxing
 Surfing and Water Sports
 AFL Football (Hawthorn)