



# COMPANY AND STAFF PROFILE

Correct as at  
**March 2009**

**Horsell Consulting Pty Ltd**  
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# About Us

Horsell Consulting Pty Ltd is owned and operated by Drew and Katrina Horsell from their home office in Toorak, Victoria and is supported by a number of national and regional consultants operating under company direction or on-site with clients on the company's behalf.

Our experiences combined with your passion and skill will be best able to deliver the requirements towards the best outcome for your customer and ultimately you.

We operate across four Divisions which include:

- [Domain Names and Hosting](#)
- [Website and Graphic Design](#)
- [Tenders and Contracting](#)
- [Business Support](#)

With our own resources supported by consulting staff our services include:

- Domain Names
- Website and Email Hosting
- Web and Graphic Design
- Website Templates
- Search Engine Optimisation
- Desktop Publishing
- Logo and Brand Development
- Online Media / Marketing Programs
- Bid Management/Support
- Government Contracting
- Project Management
- Business Improvement
- Corporate Governance
- Quality / Risk Systems Development
- Integrated Logistics Support
- And much more

## Vision

Our vision is to be recognised as a valued provider of quality, personal professional services that continually wins repeat business through a flexible and responsive work ethic and that our suite of products and services provides a one-stop shop of complimenting integrated solutions.

## Mission

To offer unmatched service that puts our customers first.

## Goals

Our company goals are to:

- Be an employer that is envied for its treatment of staff
- Be a service provider that is envied for its treatment of clients
- Be a product supplier that is envied for its price and range

# Why Choose Us?

## Our experience

We are fortunate to be experienced in a number of diverse industries and services such as:

- Acquisition / sustainment programmes specialising in integrated logistics support
- Project, quality and risk management systems development
- Publications, proposals and technical writing
- Corporate and personal website development
- Leadership programmes and staff development exercises
- Workplace learning and development
- Public relations and marketing
- Operational management

Our consulting staff are chosen on their ability to apply their various experiences towards a successful relationship. Whilst valuing and respecting the experiences of our customers we apply our own experiences to compliment; not contend, with local opinions and methods.

## Our service

As small business owners we understand the need for personal relationships with our clients and strive to deliver excellent results as our reputation depends on your success.

We make sure that we are available beyond what others may see as normal business hours because we understand that your business is important to you and therefore important to us.

Our consultative approach to achieving excellent results ensures open and honest communication is established and maintained and you are able to direct the ultimate outcome supported by our initiative, experience, and skills

## Our flexibility

Supported by our team of consulting staff and other networks we make sure that we are readily available to support your requirement at short notice as we appreciate that not everything has long lead times or is predictable.

In addition to short notice requirements we also appreciate the need to often change requirements after the initial engagement to ensure that the result is reflective of the current organisation as it too develops.

## Consulting Staff

We specialise in procurement and product support with almost 200 years of Government/Defence and other industry experience amongst our consulting team.

Our experiences combined with your passion and skill will be best able to deliver the requirements towards the best outcome for your customer and ultimately you.

Our current consulting staff includes:

- [Drew Horsell](#) Director and Principal Consultant
- [Rod Farrar](#) Bid Manager, and Risk Management Specialist
- [Andrew Gisinger](#) IT and Communications Specialist
- [Luke Homann](#) Project Management and Training Specialist
- [Ben Kerley](#) Logistics Support and Delivery Specialist
- [Bryan McGrath](#) Integrated Logistics Support Specialist
- [Peter McGrath](#) Insurance and Contract Conditions Specialist
- [Sally McIntyre](#) Desktop Publishing and Executive Support
- [Andrew Stanford](#) Resource and Project Management Specialist

Staff availability may vary and we assure you that the best available team will be ready to support you depending on the level of commitment required.

# Drew Horsell

## Summary

Drew has been working within Government and related industry for the past 18 years as an equipment operator, logistics manager, leader, project manager, product support manager, contracts manager, and consultant.

Drew has considerable experience in developing and managing integrated solutions on behalf of Government and industry to a range of projects including:

- CARO Records Digitisation and Document Outsourcing,
- AEC Promotional Merchandise,
- DEECD School Buildings Projects,
- Parks Victoria Corporate Uniforms,
- NSW and SA Health Medical/Dental Equipment,
- Land 17 Artillery Replacement,
- Land 106 M113 Upgrade,
- Land 112 ASLAV sustainment, enhancements, and powerpack support,
- Land 121 Overlander logistics support,
- Land 907 Main Battle Tank,
- Sea 1348 ANZAC Ship, and
- Sea 1444 Armidale Patrol Boat.

Drew can easily adapt these skills and competencies to suit either a leadership role or as a participating subject matter expert depending on the required effort. He prides himself on his ability to communicate effectively to all project participants to ensure that the quality of work provided is second to none.

## Key Engagements

### 2007 - Present

#### **Director and Principal Consultant - Horsell Consulting**

- Support to various tenders and Government contracts.
- Bid management and support to high value complex tender responses.
- Business management and corporate governance.
- Specialist advice to various organisations.
- Technical writing for ILS functions and plans.
- Business Consulting and Development.
- Website and Graphic Design.

### 2005 – 2007

#### **Land and Aerospace Product Support Manager - Defence Programmes Group, MTU Detroit Diesel Australia**

- Coordinate all regions and product managers for the required Defence support and provide the interface between the customer and the company
- Promote and support company products from concept to disposal through product awareness and promotion with Defence and Industry.
- Develop annual marketing plan for supported products.
- Increased MTUDDA position as the responsible 'value for money' choice for new product and aftermarket/through life support.
- Respond to a number of tenders including:

- In excess of \$22m AUD worth of potential Allison Transmission products to an international Defence Supplier.
- In excess of \$50m AUD worth of potential Allison Transmission products to various tenders under Project Land 121.
- In excess of \$100m AUD worth of potential Allison Transmission support over the next 20 years under Project Land 121.
- Up to \$75m AUD worth of MTU/Detroit Diesel engines and Allison Transmission products and support to an upcoming armoured vehicle project.
- Liaise closely with external customer support requirements including:
  - Defence Materiel Organisation
  - Capability Development Group
  - End User Units
  - Defence Industry
  - Australian and International OEMs

## **1990 – 2005**

### **Australian Army**

- National Fleet Manager - Australian Light Armoured Vehicles (ASLAV), Defence Materiel Organisation (DMO)
  - Manage and sustain a fleet of 257 Australian Light Armoured Vehicles (ASLAVs) to a value of in excess of \$1 billion.
  - Conduct procurement with a delegation of up to \$3 million per order.
  - Budgeting of \$20 million annually and up to \$32m out to ten years.
  - Manage contracts with OEMs and other suppliers.
  - Manage and implement through life costing tools.
- Second in Command and acting Senior Instructor of Supply Wing, Army - Army Logistics Training Centre
- Logistics Officer and Quartermaster, Army – 2nd Cavalry Regiment
- Logistics Operations Officer, Army – 1st Combat Service Support Battalion
- Operations Officer, Army – 1st Combat Service Support Team (East Timor)
- Platoon Commander Transport, Army - 1st Combat Service Support Battalion
- Platoon Commander Support Services, Army – Bandiana Logistics Group
- Gunner/Driver/Signaller/Command Post Operator/Observer – 7th Field Regiment (Army Reserve)

### **Education and Training**

|      |  |
|------|--|
| 2005 | Bachelor of Management and Professional Studies            |
| 2004 | Diploma in Logistics Management                            |
| 2004 | Certificate IV in Government (Contracting and Procurement) |
| 2003 | Certificate IV in Workplace Assessment and Training        |
| 1996 | Associate Diploma in Personnel Management                  |

# Rod Farrar

## Summary

Rod is an experienced risk consultant, project manager, security and logistics specialist – with extensive experience across these domains in the delivery of professional consultancy services in capability development and major capital equipment acquisition projects.

Rod's knowledge of all of these domains has been informed through his extensive experience as an Army Officer of 20 years service in varying Project, Security and Operational roles.

Rod also has substantial experience in managing complex procurement and other projects within Government and private industry.

His Risk Management expertise has been used across all aspects of project and business management in both Government and related industry and the private sector and has been recognised by the Risk Management Institute of Australia, which has granted him Certified Practicing Risk Manager accreditation.

Rod is outcome focussed in his application of Project Management methodologies. He adopts a consultative approach in the management of projects, ensuring that the wider stakeholder community is involved to ensure the outcomes meet the expectations of those stakeholders.

## Key Engagements

### 2007 – Present

#### Contract Logistics and Risk Consultant

- Specialist advice and support for large-scale government procurements.
- Conduct of procurement and contracting support services.
- Conduct of risk management support services.

### 2005 – 2007

#### Senior Risk Management Consultant – Ball Solutions

- Develop risk management and other policies, procedures and processes.
- Implement risk management and other solutions into client organisations that help improve the risk management culture within the organisation.
- Develop and deliver risk management and other training.
- Facilitate risk identification workshops and other meetings.
- Provide specialist risk management knowledge and skills and work towards providing optimal services and solutions in all business areas.

### 1985 - 2005

#### Australian Army

- Staff Officer Doctrine – Strategic Logistics Branch.
  - Manage contracts for the production of the Defence Logistics Doctrine
  - Write Defence Logistic Policy
- Visiting Military Fellow – Australian Defence Force Academy

- Appointed Chief Instructor responsible for resource management and curriculum management
- Principal Staff Officer - Logistics Headquarters in Iraq
- Staff Officer – Army Headquarters
  - Prepared submissions to Defence and Government Committees and hearings
  - Coordinated and managed all branch activities
- Student - Australian Command and Staff Course
- Project Manager
  - Managed a Defence procurement project worth \$51 million
  - Designed the 'Test and Trial' methodology for the evaluation of the capability
- Student – Australian Defence Force Academy
- Transport Operations Manager/Special Projects Officer
- Various command and leadership roles

### **Education and Training**

|      |  |
|------|--|
| 2006 | Diploma of Risk Management                             |
| 2005 | Certificate IV in Training and Assessment              |
| 2001 | Graduate Diploma of Management in Defence Studies      |
| 1998 | Master of Management Studies (Logistics)               |
| 1996 | Master of Business Administration (Project Management) |
| 1988 | Associate Diploma in Personnel administration          |
| 1987 | Bachelor of Arts (English)                             |

### **Professional Affiliations**

- Certified Practicing Risk Manager
- Member, Risk Management Institute of Australia

# Andrew Gisinger

## Summary

Andrew is an executive level manager with over 17 years of successful experience building strategic alliances between diverse workforces. He has proven achievements in the management of complex operational assignments with an emphasis on meeting timelines and budgets, in business development and in the development of training and technology programs that meet identified needs. Andrew is also experienced in the provision of consultant services to high level business functions and National agencies.

Andrew is a strategic thinker and planner, skilled in the design and execution of effective operational, business, and training programs. He possesses outstanding communication, teambuilding and leadership strengths that generate optimum productivity and performance from all team members. He is committed to overachieving corporate objectives with a proven history of delivering exceptional results.

## Key Engagements

### 2005 to Present

#### Contract Consultant

- Specialist advice and support for large-scale government procurements.

### 2006 to 2007

#### Information Technology Manager - Australian Technical College North Queensland Ltd

- Strategic Advice to the Board and CEO
- Operational Management of all Information Systems and Telecommunications within the ATCNQ.

### 2004 to 2005

#### Regional Manager/Branch Manager ELECTROBOARD Pty Ltd

- Regional Sales Manager
- Project management of large AV Installation and Integration Projects

### 2004 to 2004

#### Project Manager Connected Solutions Group

- Desktop Messaging Upgrade – Northern Territory Government
- The migration of all users (>13000) into Active Directory Environment across 23 departments and the upgrade of all users to either Notes 6.5 or Exchange 2003.

### 1990 to 2004

#### Australian Army

- Senior Communications Information Systems Operations Officer Headquarters Northern Command

- Responsible for the provision of Communication and Information Systems (CIS) support to Commander Northern Command including CIS development, planning and implementation within static and deployed environments.
- In charge of the communications operations cell and supervisor of thirty one CIS specialists.
- Senior Communications Manager/Advisor, United Nations Headquarters Sector West – Suai, East Timor
  - Responsible for the provision of Operational Communications and Information Technology infrastructure and support to a deployed force of over 2000 members. (\$M30 US)
- Operations Officer/Communications Planner – 1st Joint Support Unit
- Network/Communications Manager, Battlefield Command Support Systems (BCSS) - 8th/12th Medium Regiment
- Operations and Administration Officer – Various roles
- Officer Cadet Royal Military College, Duntroon

### **Education and Training**

|      |  |
|------|--|
| 2004 | Leadership & Management Training                                     |
| 2000 | Masters Degree (Computing & Information Technology) with Distinction |
| 1998 | Performance Management   |
| 1998 | Contract Negotiation Skills  |
| 1997 | Radio Frequency Management   |
| 1997 | Graduate Diploma (Communication & Information Systems Management)    |
| 1995 | Graduate Diploma of Frontline Management                             |

### **Academic Publications**

- “Choosing a Network Management System – A Business Perspective” - IEEE, World SUPERCOMM 2001, Atlanta Georgia
- “A Commonly Informed Operational Picture in a Deployable Joint Force Headquarters” - DSTO Defence Symposium 2001

# Luke Homann

## Summary

Luke has more than 14 years direct experience as a Program/Project Manager specialising in learning and development including the development of training programmes for procurement, project and programme managers working with PRINCE2 and other project systems. He also has extensive experience in developing management frameworks for major Defence capital expenditure projects and programmes, and the concurrent management of multiple projects in complex environments including project scoping and requirements analysis, risk and issue management, and client and team relationships.

He possesses strong leadership and communication skills forged throughout his career with excellence in strategic planning and operations management. He employs these skills in managing complex, multi-discipline work teams towards required goals.

Luke has led and participated in a number of successful projects including the development and implementation of career development pathways and work complexity classifications for project management resources and a professional development competency framework for Air Services Australia. Luke was also part of the successful redevelopment and implementation of Defence's learning and development programme for capital-equipment procurement officers.

## Key Engagements

### 2008 – Present

#### **Contract Project Management Consultant**

- Specialist advice and support for large-scale government procurements.
- Conduct of procurement and contracting support services.
- Conduct of project management support services.

### 2006 - 2008

#### **Principal Consultant and Trainer - Codarra Project Management Services**

- Review organisational programme and project management structures and recommend improvements to people, processes, and tools.
- Implementation of new resource management structures and support of executives adopting the change.
- Design/develop competency frameworks for organisational project management resources based on experience, knowledge and psychometric characteristics.
- Incorporate national and international "Best Practice" project management methodologies and standards.

### 1994-2006

#### **Australian Army**

- Senior Project Manager and Training Developer – Training Command (Army).
  - Develop training programmes for major acquisition projects (>\$20m).
  - Define training requirements in support of Defence acquisition projects.
  - Develop and audit training packages and plans, project plans and scope documents, integrated logistics support plans, RFTs and contracts.

- Manage and lead a diverse team of military and civilian staff.
- Learning and Development Director - Australian Technical Staff Officers Course.
  - Analysis, design, delivery and evaluation of a blended Masters-level and VET programme as the cornerstone of technical project and programme management training within the ADF.
  - Author course training plans and education packages.
  - Establish a quality management system for quality management and assurance during training and post-training.
  - Contract drafting, negotiation and management.
- Operations Officer, Ground Liaison Group.
  - Project Management of large-scale multi-business activities and operations.
  - Provide cross-organisational and cross-functional relationship management for complex training.
  - Rollout of web-based finance, resource and task management system across the organisation and subordinate business units.
- Operations Manager – 3rd Battalion Royal Australian Regiment.
  - Development and implementation of operational plans in support of higher level organisational strategy.
  - Operations management of multi-discipline teams of up to 300 personnel nationally and internationally in complex and high risk environments.
  - Project Management of training and operational activities both nationally and internationally in complex and high risk environments.
- Operations Officer – 3rd Battalion Royal Australian Regiment (East Timor).
- Operations and Administration Officer – Various roles
- Officer Cadet, Royal Military College, Duntroon.
- Student at the Australian defence Force Academy.

### **Education and Training**

|      |  |
|------|--|
| 2006 | Managing Successful Programmes Trainer and Practitioner    |
| 2006 | Prince2 Trainer and Practitioner                           |
| 2005 | Masters of Management (General and HR)                     |
| 2005 | Advanced Diploma of Project Management                     |
| 2005 | Master Project Director AIPM                               |
| 2004 | Project Financial Management                               |
| 2004 | Legal Awareness  |
| 2004 | Certificate IV in Government (Procurement and Contracting) |
| 2004 | Diploma in Training and Assessment Systems                 |
| 2004 | Advanced Diploma of Management                             |
| 1998 | Diploma in Personnel Management                            |
| 1998 | Associate Diploma in Vocational Education and Training     |
| 1996 | Bachelor of Arts   |

### **Professional Affiliations**

- Member, Australian Institute of Project Management
- Member, Australian Computer Society

# Ben Kerley

## Summary

Ben has worked at all levels of the Defence organisation across his career as an equipment operator and manager. Ben's well developed analytical and problem-solving skills allow him to rapidly assess a requirement and identify a number of solutions ready for decision making, ensuring that the total consequences of a solution are examined and appraised before selection. Ben's motivational and inspirational style of leadership works very effectively in teams that have high demands or deadlines placed on them. He is able to encourage and support others to achieve their best effort despite the stresses they are operating within.

In recent years Ben has chosen to pursue interests in the maritime industry that compliment his ability to work independently and further develop his personal appreciation for equipment management and care. Ben has proven that he can lead a team of individuals in a number of dynamic situations and manage the risks associated with these environments to accomplish tremendous results.

## Key Engagements

### 2007 – Present

#### Contract Logistics Consultant

- Specialist advice and support for short-medium term roles.

### 2004 - Present

#### Charter Boat and Contract Skipper

- Skippering various yachts for sunset cruises and charters.
- Yacht deliveries in South East Asia.

### 1984 – 2004

#### Australian Army

- Operations Manager – Corporate Services and Infrastructure.
  - Negotiate & award contracts including clothing services and support.
  - Manage government support contracts including clothing services.
  - Define operational and base support requirements.
  - Manage and lead a diverse team of military and civilian staff.
  - Project management of various support requirements.
  - Conduct of executive level business management.
- Operations Manager – 1st Command Support Regiment.
  - Project management of all logistics support.
  - Armoured and other vehicle logistics support.
  - Conduct Training Needs Analysis for the unit.
  - Conduct vehicle, logistics, management, and personal development training for unit personnel.
  - Developed and implemented a suite of logistic planning calculators.
- Operations Officer - Peace Monitoring Group, LOLOHO, Bougainville PNG.
  - Provision of mechanical, plant, automotive, fuel medical and food supplies and services to deployed forces and other personnel.
  - Develop contract specifications.

- Negotiate and award local and overseas contracts in support of the mission.
- Maintain an inventory control system for all deployed equipment.
- Defence Logistics Manager – Various roles in Darwin, Perth & Brisbane.
  - Fleet management and sustainment.
  - Equipment allocation and personnel tasking.
- Officer Cadet, Royal Military College, Duntroon.
- Transport Operator – various roles.

### **Education and Training**

|      |  |
|------|--|
| 2006 | Master V Certificate in Maritime Operations        |
| 2003 | Certificate for Inshore Skipper and Competent Crew |
| 2003 | Diploma of Frontline Management                    |
| 2003 | Certificate IV Workplace Training and Assessment   |
| 2002 | BCSS CDNS and Logistics Course                     |
| 2000 | Certificate in Advanced Logistics Management       |
| 1995 | Certificate in Advanced Driving                    |
| 1994 | Associate Diploma in Personnel Administration      |
| 1989 | Heavy Vehicle Maintenance and Driving Certificate  |

# Bryan McGrath

## Summary

Bryan McGrath, a Masters degree qualified Logistician, is an experienced practitioner in Integrated Logistic Support (ILS) Management, operational logistics and acquisition.

His technology domains include Command and Control Systems, Communications, Ground Based Air Defence, Land and Amphibious Mobility and Army Electronic Warfare. Bryan has a demonstrated ability to contribute effectively to diverse teams, including forming and leading multi-discipline teams.

He has excellent interpersonal skills with significant, proven negotiation and facilitation skills. These abilities and skills also easily extend to facilitating process/problem solving workshops. His commitment to providing effective and realistic solutions to complex situations has been demonstrated under difficult operational conditions. Bryan's thirst for knowledge and self-improvement is clearly demonstrated by the qualifications he has gained. He enjoys working in a high technology environment and continues to pursue his professional development with determination and enthusiasm.

## Key Engagements

### 2007 – Present

#### Contract ILS Consultant

- Specialist advice and support for large-scale government procurements.
- Conduct of life cycle costing and logistics support analysis (LSA).
- Conduct of procurement and contracting support services.

### 2006 - Present

#### Consultant - Jacobs Australia

- Consulting projects included:
  - Development of a Commercial Support Services Contract for the in-service logistics support of a special operations vehicle.
  - Development of operational concepts and user needs for the SDSS Maintenance Module Mobility Device Project.
  - Developed Change Management approach for the Joint Electronic Fuels Management (JEFM) Project.
  - Facilitator for Business Process Review in DMO.

### 2006

#### Company Operations Manager - Dytecnica Asia Pacific

- Business administration.
- Strategic planning.
- Recruitment of specialist staff.
- ILS consultancy.

### 1994 - 2006

#### Australian Army

- Assistant ADFLM Light B Vehicle Fleet

- Through Life Support and assistance to Fleet Management activities of ADF light B-vehicle fleets
- ILS Manager, B Vehicle Minor Projects
  - Provision of ILS, risk management and technical capability definition of ADF light B-vehicle projects
  - Conducted availability research on behalf of Director Land Manoeuvre Systems Branch (DMO)
- ILS Officer, Land 19 and GBAD&R Fleet
  - Acquisition and in-service support and disposal of Short Range Air Defence (SHORAD) and radar systems
  - Planning and managing the support of in-service radar and SHORAD systems, including the preliminary planning for disposal of a major SHORAD system
- ILS Officer - LSD ILS Section
  - Provision of expert ILS advice on acquisition and in-service management of Land and Electronic systems in a multi-discipline team
- Maintenance and Logistics Manager
  - Planning and Managing the Maintenance and Integrated Logistic Support of ADF systems including Land Electronic Warfare and secure communication systems, marine and amphibious systems and land mobility systems
- Unit Safety Advisor
- Operational Logistics Manager – East Timor
- Logistics Manager – Various Roles
- Staff Cadet - RMC Duntroon
- Electronic Warfare Operator (Signals and Communications)

## **Education and Training**

|      |   |
|------|---|
| 2006 | Masters of Engineering - Integrated Logistics Management, RMIT  |
| 2005 | Logistics Officers Advanced Course                              |
| 2005 | Grade 2 Staff Officers Course                                   |
| 2004 | DRMS Electronic Document Management                             |
| 2004 | Risk Management - Land Engineering Agency/IEAust                |
| 2003 | Life Cycle Costing Course - KBR                                 |
| 2003 | Omega PS Analyzer Course - DMST                                 |
| 2003 | Standard Integrated Logistics Support Course - DMO/TLM          |
| 2003 | Maintenance Management Seminar (RCM2) - Land Engineering Agency |
| 2001 | Project 98 Intro/Intermediate Course – Spherion                 |
| 2001 | SDSS Maintenance Module - Intermediate level – DMO              |
| 2000 | Workplace Safety Management Course                              |
| 1999 | Non Public Monies Accounting                                    |
| 1998 | Simple Procurement Course                                       |
| 1996 | Associate Diploma of Personnel Administration, UNSW             |

# Peter McGrath

## Summary

Peter has been working for Defence in a number of full and part time roles for more than 30 years. During this period he has seen many changes in policies, procedures, and equipment and has the maturity to recognise the need for this change and the necessary skills to implement such changes.

Peter has held a considerable number of management and operator positions within the land environment with particular emphasis on field artillery and its dedicated logistics support. Peter has been involved in the introduction of a number of products into service and the integration and management of these products into deployment, training and support functions.

Peter's commercial expertise is in risk management and consequential loss investigation and he was managing director of his own business whilst conducting much of his part-time defence work. This dedication whilst maintaining a highly successful business further demonstrates Peter's ability to work towards multiple goals with effective time management and his ability to prioritise and delegate amongst the team. Peter is experienced in negotiating contract terms and conditions and settlement and is well positioned to support a company's tender and contract phases of a project.

## Key Engagements

### 2007 – Present

#### **Contract Indemnity and Risk Consultant**

- Specialist advice and support for large-scale government procurements.
- Conduct of procurement and contracting support services.
- Conduct of indemnity, insurance and risk management support services.

### 1976 to Present

#### **Australian Army (Full-time and Part-time Appointments)**

- Officer in Charge - Service Air Booking Cell, Air Mobility Control Centre.
  - Responsible for the administration of service personnel.
  - Responsible for the global deployment and co-ordination of Defence personnel, equipment and cargo on Operations and Exercises.
  - Assessing loads and producing load approximations, ensuring optimum utilisation of ADF airlift assets.
  - Restructured operating procedures offering improved efficiencies.
  - Successful implementation of new "Bookings" computer programme.
- Coordinator Reserve Forces - Headquarters Logistic Support Force.
  - Provide administrative support.
  - Supervision of all reservist personnel on Full Time Service across the unit including deployed Reservists and Medical Specialists.
  - Act as liaison representative on reservist deployment matters with other units across the Defence Force.
  - Co-ordination of the movements of personnel and equipment (vehicles, stores etc) within Australia and overseas on Operations and Exercises.
- Second in Command - Australian Defence Force Recruiting Unit, Sydney.
- Various roles – Royal Australian Artillery Field Regiments and Commands.

- Battery Sergeant Major – responsible for the coordination and control off all exercise appointments and staff.
- Training Manager – responsible for the training of all gunnery and logistics support to the unit.
- Logistics Manager – responsible for the provision of combat supplies and general stores to the unit.
- Battery Guide – provide specialist gunnery advice as senior gunnery officer.
- Project Officer – Gunnery software system.
- Instructor – Artillery Indoor Range System simulator.

## **1979 to 1999**

### **Managing Director - McGrath Insurance Brokers Pty Ltd**

- Business management and corporate governance.
- Conduct and manage risk management assessments.
- Conduct and manage consequential loss investigations within the terms of applicable contracts.
- Contract negotiation and settlement.
- Specialist advice on company insurance requirements including professional indemnity, broadform liability, product liability and recall.
- Project Management.

### **Education and Training**

|      |  |
|------|--|
| 2005 | Theatre Battle Management Core Systems (TBMCS) Course  |
| 1995 | Personnel Selection and Recruitment Course   |
| 1988 | Risk Management Specialist Course (Advanced Risk Management and Commonwealth Government Legislation) |
| 1988 | Senior Leadership Course   |
| 1984 | Master Gunnery Commanders Course   |
| 1980 | Senior Gunnery Commanders Course   |
| 1978 | Junior Leadership Course   |
| 1977 | Gunnery Commanders Course  |
| 1976 | Diploma in Insurance (Consequential Loss and Investigations)   |

# Sally McIntyre

## Summary

Sally has been working in business and executive support roles for more than 10 years. During this period she has seen many changes in technology, approaches, and service needs and has the maturity to recognise the need for this change and the necessary skills to implement such changes.

Sally has held several roles where her desktop publishing and writing skills have been essential to the success of her organisation in a direct executive support role to senior executives and managers.

Sally's experience in all aspects of desktop publishing and executive support includes a high level of training and application of modern word processing and publishing tools that will enhance and add value to a company's publications development.

## Key Engagements

### 2009 – Present

#### Contract Consultant

- Create presentations, spreadsheet and reports
- Formatting and styling of business documents and submissions

### 2008

#### Executive Support Secretary – Reece Pty Ltd

- Manage travel account for company
- Arrange travel for Senior Mangers, both domestic and international
- Create presentations, spreadsheet and reports
- Assist PA to CEO and PA to Executive Chairman
- Organise meetings and conferences
- Customer Service – respond to queries from Senior Mangers and branch staff

### 2007

#### Business Support Manager / Office Manager - D. Betts Pty Ltd

- Executive Assistant duties to Managing Director (travel bookings, correspondence, email and diary management)
- Create D. Betts logo, business stationery, brochures and website
- Prepare proposals and presentations for perspective clients
- HR duties associated with employing new staff (interviews, letters of offer, employment packs)
- Accounts and Payroll functions using Quickbooks
- Secured new office location (lease negotiation, furniture, IT requirements, cleaning etc).

### 2007

#### PA to GM People Services - Colonial First State Property Management

- Personal Assistant to GM, People Services – diary & email management
- Administration support to People Services Team
- People Services Projects as required

- Organise company conference (venue, travel, speakers, catering, agenda, etc)

## **2006**

### **Executive Assistant to President Operations & Vice President Human Resources & Organisational Development**

- Preparation of emails, correspondence and spreadsheets for President Operations and VP HR
- Diary, contacts and e-mail management for President Operations and VP HR
- Arrange meetings, appointments and conferences for Operations and HR teams
- Create MS Powerpoint presentations for Board meetings, Leadership Conferences and Leadership Team meetings
- Create and produce training materials for rollout across Australia and Asia Pacific
- Prepare monthly reports for Leadership Team and the Board

## **1997-2005**

### **Various Roles as listed**

- Sales Programme Coordinator / PA to Online Sales Director – Sensis Pty Ltd
- Team Coordinator – University of Sensis - Sensis Pty Ltd
- Sales Operations Assistant and PA to National Sales Operations Manager - Sensis Pty Ltd
- Marketing Coordinator - Sensis Pty Ltd
- Executive Assistant to General Manager, Marketing - Sensis Pty Ltd
- Administration Assistant – TED Engineering
- Receptionist – Actmedia
- Receptionist / Secretary - Australian Timewise Systems
- Medical Records Clerk - Monash Medical Centre

### **Education and Training**

- Certificate in Business II (Office Administration) - Holmesglen Institute of Tafe
- Intermediate Excel and PowerPoint - Drake
- Executive Personal Assistant - Council of Adult Education
- Event Management - Holmesglen Institute of Tafe
- Event Marketing and Management - Swinburne University of Technology
- Essentials for Successful Meetings and Events – MIAA
- Event Management - AIM
- An Introduction to Grammar, Editing and Proofreading - In-house Sensis
- Principles of Marketing – AIM
- Photography, Melbourne School of Art & Photography

### **Skills**

- Microsoft Office (2003 and 2007 including Word, Excel, Powerpoint, Outlook, Publisher and Visio)
- QuickBooks
- Attaché
- Adobe including Photoshop Elements
- Lotus Notes
- Microsoft SharePoint
- Cashflow Manager

# Andrew Stanford

## Summary

Andrew is a professional Resource and Project Manager with extensive experience in the Banking and Finance, Telecommunications, and IT Services sectors. He has worked extensively in Software Development, Infrastructure, Project Management and Human Resources, and has a solid technical knowledge of supporting and resourced Billing, CRM, Data Migration, Data warehousing, Disaster Recovery, Market Data and Anti Money Laundering programmes.

He has experience in senior management positions, assisting other managers and their teams to successfully provide effective resourcing solutions for large-scale projects and for their clients. He has recently managed over 200 highly skilled engineering and development resources with a primary focus on resource allocation, workforce planning and analysis, project governance and reporting, which also included the recruitment of both permanent and contract labour.

Andrew is a creative thinker committed to understanding both the stakeholder's needs and the business dynamics with a willingness to assist others with their requirements to help facilitate a higher level of collaboration across technology groups. Andrew places a strong emphasis on delivery and servicing the client through communication, change management, and learning and development.

## Key Engagements

### 2009 – Present

#### Contract Consultant

- Analyse, develop, present, and implement business solutions
- Provide management advice and business support
- Provide outsource (contract) management to meet client requirements

### 2007-2008

#### Portfolio Manager, Project Management Office - Goldman Sachs JBWere

- Managing project resource demand, capturing forward load, and resolving resource related issues to minimise project risk including utilisation reporting and forecasting of the project demand for skills and the associated impacts and costs.
- Recruitment of both permanent and contract technical labour.
- Risks and Issues Management including maintenance of registers and resolution for resourcing activities
- Vendor management including ensuring that all agreements were in place and that the engagement process was adhered to, renewals and invoices were dealt with in a timely manner.
- Management of data migration projects replacing legacy systems

### 2005-2007

#### Resource Manager – Telstra BigPond Engineering

- Overseeing workforce assignments in conjunction with the resource owners and the Technology Team Managers.

- Driving the development of improved operational efficiency, in conjunction with Telstra HR, including policies and procedures and the communication of such with the management team and workforce.
- Managing key resources and any organisational activities necessary to maintain operational efficiency and improve effectiveness across all areas of the organisations workforce management.
- Maintenance of a skills matrix to ensure efficient resource allocation across the groups which assisted in identifying any future development needs and any technology skills shortfalls across the development teams.

## **2004**

### **Resource Management Consultant – IBM Business Consulting Services**

- Workforce Development support to management team.
- Recruitment, strategic skills analysis and reporting

## **2003-2004**

### **Recruitment HR Consultant – Manpower Services Australia**

- On-Site Recruitment and HR Consultant providing qualified, high level technical candidates, to HP's Consulting and Managed Services Team to fill contract positions.
- Contractor and Staff Management from Performance Reviews, Performance Management, Career Advice, Contract Negotiations, and any performance Management Issues for approximately 142 contractors at multiple HP and client sites throughout Sydney.
- Maintain records in relation to HRMS systems and management tools as part of the reporting and administration process.

## **2002-2003**

### **Consultant and Project Manager - Hewlett-Packard Australia**

- Supported the education solutions team to qualify leads, design competitive individual customer solutions, create and present proposals, identified the right tools for a sophisticated education solution delivery.
- Project Management and Resource Management of HP Consultants and external in collaboration with 3rd party Software providers.
- Product Support, Content Development & Documentation

## **1983-2002**

### **Various Roles as listed**

- CBA Business Support Centre Consultant – EDS Australia
- Principal Education Consultant (NSW) - Oracle Corporation
- Education Telesales NSW (Contract) – Oracle Corporation
- Various Hospitality Management Roles (1990-1999)
- Various Stockbroking and Funds Management Roles (1983–1990)

## **Education and Training**

- Bachelor of Business (Currently studying)
- Bachelor of Economics (Completed 3 years of 6 year p/t course)
- Network+ and A+ Certification
- Certificate IV in Interactive Media
- Certificate III in Business Computing
- Certificate IV in Microcomputer Technology