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INTRODUCING QC³CONSULTING PTY LTD



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Prepared by: Adrian Mythen

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EXECUTIVE SUMMARY

Business introduction

I would like to take this opportunity to introduce QC³ Consulting Pty Ltd.

A Tasmanian based enterprise, we are keen to provide cost effective solutions in the delivery of business, project and contractual opportunities.

With many years' experience involved with the development, management and delivery of large and small scale, high technology and infrastructure projects in both the public and private sectors in Australia and New Zealand we have a thorough understanding of the feasibility, risk and planning phase of a project as well as the skills and experience required to deliver the project to completion ensuring that our customers achieve their desired outcomes.

We have a solid understanding of the legislative requirements to undertake works in Tasmania including compliance with health, safety and environmental obligations.

No opportunity is too big or too small and we pride ourselves in being customer focussed and very easy to do business with.

QC³Consulting Pty Ltd actively promotes a culture that embraces diversity and gender equality to ensure our people are able to access and enjoy the same rewards, resources and opportunities regardless of gender, culture or religious beliefs, enabling us to address our customer's business needs through the provision of an equitable, collaborative and passionate culture that allows us to thrive professionally and sustainably.


We acknowledge and undertake to uphold a zero tolerance policy towards violence against any person in the workplace in its interaction with employees, agents and subcontractors.

QC³Consulting Pty Ltd would be delighted to discuss any aspect of our business with you.

Yours faithfully,



Adrian Mythen
Director
QC³Consulting Pty Ltd
14th August, 2017
0499 076 321
0458 976 321



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SOLUTION FOCUSED EXPERTISE ACROSS MULTIPLE SECTORS



**AN INNOVATIVE AUSTRALIAN CONSULTING BUSINESS
PROVIDING COST EFFECTIVE, SOLUTION FOCUSED EXPERTISE.**



0499 076 321

0458 976 321

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OUR VISION, MISSION AND VALUES

capture the essence of who we are and how we interact with one another. In addition, it speaks of our commitment to deliver excellence to our customers in an open, honest, collaborative and accountable way.

Our Vision

To be a respected and trusted professional consultancy recognised for ensuring that our customers achieve or exceed their business objectives.

Our Mission

To work with our customers by providing the highest quality professional services that address their business needs through the provision of a collaborative and passionate culture that enables us to thrive professionally, sustainably and personally.

Our Values

To act with integrity at all times regardless of the consequences.

To continually strive to exceed our customer's expectations.

To always take accountability for our decisions and actions.

To work collaboratively to achieve our collective goals.

To work with passion to leave a lasting impact.

To be honest, we're extremely lucky to have you on board.

- Tasmanian Local Government

A/General Manager

HOW CAN QC³CONSULTING HELP YOU?

Strategic Advice and Planning

With multi-disciplinary experience supporting state and local governments, as well as extensive industry experience, QC³Consulting view every challenge as a unique opportunity to showcase our talents by providing the best advice and solutions for our customers.

Program and Project Management

We have no limits or boundaries, each program of work and each individual project is a unique opportunity to show case our talents and through continuous improvement, to develop smarter and better program and project management solutions for our customers.

Identifying, Reviewing and Managing Risk

We take great pride in working with our customers to identify, assess and manage risks and where practicable turn those risks into opportunities. Through meticulous planning and the implementation of a structured and disciplined methodology we will work closely with you to identify potential risks and opportunities and establish and implement comprehensive and cost effective strategies to manage the risks and pursue the opportunities.

Business Case Development

Through our many years of experience we are aware of the challenges of not undertaking thorough due diligence in the planning and development of robust and fit for purpose Business cases. Our comprehensive approach provides our customers with the knowledge & satisfaction that the right outcomes will be achieved.

Investigating and Reporting

Our research capability and reporting includes detailed and mutually agreed planning and scoping together with comprehensive outcome based objectives. QC³Consulting can tailor interviews, research and investigations specifically to ensure transparency, accountability and functionality throughout the process.

Negotiating and Managing Contracts

Extensive experience across a range of contract types including bespoke requirements we can develop and negotiate the right risk based outcomes to ensure our customer's requirements are achieved. We can also develop and manage robust and effective procurement evaluation processes ensuring probity throughout the procurement period.

Site Management

We provide comprehensive site management services that can manage critical path activities, critical resources and identify and control the impact of changes, risks and opportunities on scheduling, forecasting and delivery timeframes.

Scopes of Work Services

Working collaboratively with you we can develop comprehensive scopes of work that will meet your program and project objectives. We take pride in ensuring that the scopes of work are concise, informative, and unambiguous.

Stakeholder Engagement

QC³Consulting can identify and understand your stakeholders and determine whether they are internal or external, performing or advising, influencers or influenced and positive or negative. The identification and understanding of your stakeholders assists in developing an engagement plan that ensures each stakeholder receives the necessary attention, level of information and engagement to satisfy their needs and ultimately ensure successful program and project outcomes.

Logistics Management

We are passionate advocates in ensuring that you have the right tools and systems in place to effectively manage your logistics processes. Be it procurement, transport, freight, manpower, plant & equipment, travel or warehousing, QC³Consulting are skilled in providing functionalities and solutions that meet the complex needs of your programs and projects.

IMPROVEMENT THROUGH TRANSFORMATION

QC³Consulting personnel have expertise in guiding organisations and individuals, developing leaders through process review and continuous improvement by way of tailored training and mentoring.

Considerable experience gained through hands on practical experience has enabled QC³Consulting to become a consultancy of choice in driving change and developing improvements in the field of project and program management and is currently engaged by the Tasmanian State Government to transform the way projects are developed and delivered.

CAPACITY DEVELOPMENT

Transformations that empower individuals, leaders, organisations and societies.

QC³Consulting are passionate about participating in transformative development and are very keen to work with enlightened organisations open to change and the empowerment of individuals to become leaders for the benefit of organisations, communities and ultimately for the benefit of societies as a whole.

Capacity Building is the process through which individuals, organisations and societies obtain, strengthen and maintain the capabilities to set and achieve their own development objectives over time.

If capacity is the means to plan and achieve, then capacity building describes the methods to those means.

An essential ingredient of capacity development is transformation, essentially changing mindsets and attitudes.

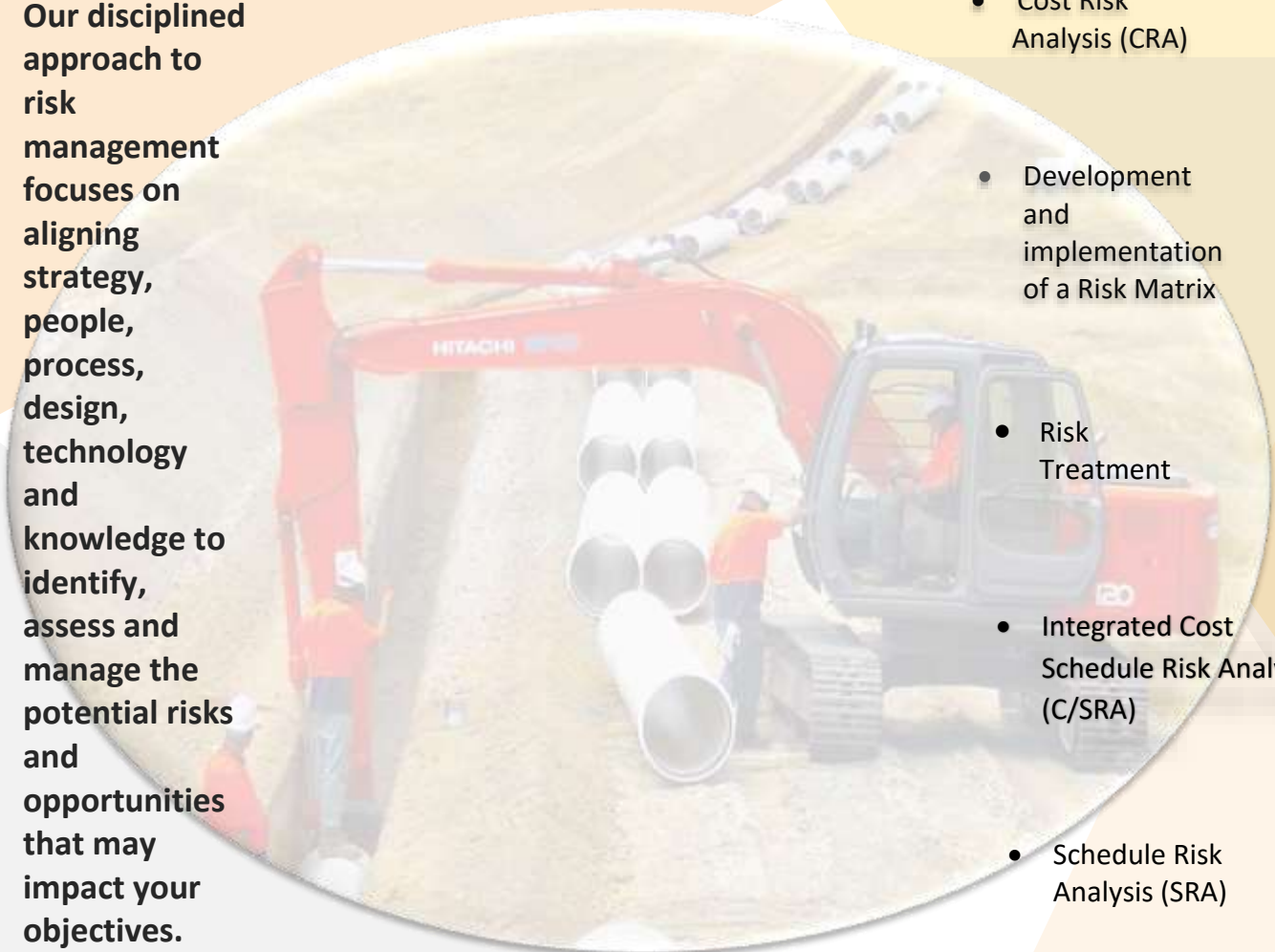
RISK MANAGEMENT SOLUTIONS

QC³Consulting are risk management specialists, we know from experience that no matter how large or small, all programs and projects are surrounded by risks. The key is to identify the risks as soon as practicable with the successful outcome of a program or project measured by how we address the risks.

Our disciplined approach to risk management focuses on aligning strategy, people, process, design, technology and knowledge to identify, assess and manage the potential risks and opportunities that may impact your objectives.

Through meticulous planning and the implementation of a structured and disciplined methodology we will work closely with you to identify potential risks and opportunities and establish and implement comprehensive and cost effective strategies to manage the risks and pursue the opportunities.

- Establishing the Risk Management Framework
- Development and Management of Risk Registers
- Risk Assessments and Risk Workshops
- Cost Risk Analysis (CRA)
- Development and implementation of a Risk Matrix
- Risk Treatment
- Integrated Cost Schedule Risk Analysis (C/SRA)
- Schedule Risk Analysis (SRA)
- Understanding Risk



ABOUT US

QC³Consulting has experience across a diverse range of industries and organisations.

Our customers include:

- State Government Organisations
- Local Government Councils
- Australian Defence Force
- Civil Engineering Companies
- Asset Management Organisations
- Environmental Groups
- Maritime Companies
- Utility Providers

"We maintain very low overheads which means you get cost effective service"

OUR CUSTOMERS

Currently QC³Consulting is providing advice and managing projects for both State and Local Government in Tasmania and our reputation is such that we are regularly engaged to partner in delivery and provide the optimum solutions.

Our customers include:

- Flinders Council ♦
- Derwent Valley Council ♦
- Tasmanian Government
- Department of State Growth♦
- MSD Constructions Pty Ltd ♦
- TasWater ♦
- Stornoway ♦

Gender Equality & Diversity

QC³Consulting encourages diversity and gender equality to ensure people are able to access and enjoy the same rewards, resources and opportunities regardless of gender, culture or religious beliefs, enabling us to address our customers' needs through the provision of an equitable, collaborative and passionate culture that allows us to thrive professionally and sustainably.

"You pay for successful outcomes delivered with knowledge, experience and passion"

We promote a culture that embraces gender equality and diversity at all stages of the employment cycle and particularly through the selection and assessment process

About the Principal Consultant



Adrian Mythen, the Principal Consultant of QC³Consulting Pty Ltd has enjoyed a challenging, varied and interesting career to date delivering an eclectic mix of innovative, technology driven, business, project and organisational capability based solutions



EVENT MANAGEMENT


QC³Consulting understands that no two events are the same and that each event has its own cultural challenges, program requirements, set of objectives and cost models.

QC³Consulting can tailor your corporate meeting, community seminar or teaching and learning workshop to meet your individual expectations, bringing your event to life through Project Management.

Our formula is simple, initially we:

- Consult with You
- Shortlist Venues for You
- Provide tailored proposals to You
- Consult with service providers for You
- Conduct site suitability inspections for You
- Confirm requirements with service providers and You

QC³Consulting apply creative thinking and innovation throughout the event management process by providing:

- Advertising design options
 - Online registration services
 - Travel and Accommodation support
 - IT logistics support
 - Electronic confirmation and reminders for participants and presenters
 - Program production
 - Feedback surveys
 - Catering, venue and participant Liaison
- 

RECENT REFERENCE WORKS

Below are examples of recent research/reports undertaken.

	<p>Presentation to Flinders Council. Airport charges -Search for a rationale to underpin the right commercial outcome.</p> <p>Flinders Island Airport is a critical transport hub servicing Flinders Island which will continue to be maintained, enhanced and protected to support the sustainable growth and development of the community and economy of the island.</p> <p>In review of regional airport operations: This presentation incorporated:</p> <ul style="list-style-type: none"> • Vision • General Observations • Key Findings • Flinders island Comparisons • Developing a Rationale • Fixed Components • Objective • Fee options • Stakeholders and Community Engagement • Summary • Related opportunities
	<p>Flinders Island Aerodrome Costings Review</p> <p>The Flinders Council objective is to optimise the commercial outcomes of the aerodrome while meeting its community service obligations and to develop an agreed rationale for the commercial model that will satisfy the expectations of the Council and Community.</p> <p>A broad remit, this report focused on understanding the current fees structure at the Flinders Island Aerodrome and the rationale for imposing these fees, identifying issues and proposing possible solutions, but more importantly, generating opportunities for discussion and debate as the best solutions will be developed through collaboration across the Flinders Council Team with its key stakeholders.</p> <p>The study undertaken centered on identifying regional airports deemed to be similar to the Flinders Island Aerodrome operation and locale and include Islands and small regional service towns. Data and information was collected and collated from a number of sources and included telephone interviews and discussions with airport operations managers and other relevant personnel and with supporting information from websites, Commonwealth Bureau of Infrastructure, Transport and Regional Economics statistical data, Australian Airports Association and AVData.</p>



Flinders Island Capital Works Business Case Development

QC³Consulting was engaged to develop the Business Case in order to secure funding from the Northern Tasmania Economic Stimulus Package (NTECP). The NTECP specifically allowed local Councils to access funding to bring forward capital works. This was an ideal opportunity for Flinders Council to prioritise its capital works programs and through the identification of projects that can significantly support an improved economy, apply for funding to deliver these projects and optimise the economic opportunities sooner than planned.

In line with its Strategic Plan, Flinders Council identified a number of projects that it believed met the Northern Tasmania Economic Stimulus Package criteria; these projects were:

- Putrescible cells and leachate management for waste management at the Whitemark landfill site,
- Barbeque and Public Toilets at the North East River,
- BBQ and Public Toilets on Cape Barren Island,
- Whitemark township entrance enhancement,
- The 'Stabilisation' of Council Gravel Roads,
- Bridge Railing Replacement Program, and
- Township Footpaths Program.



Project Management Review to Achieve Best Practice

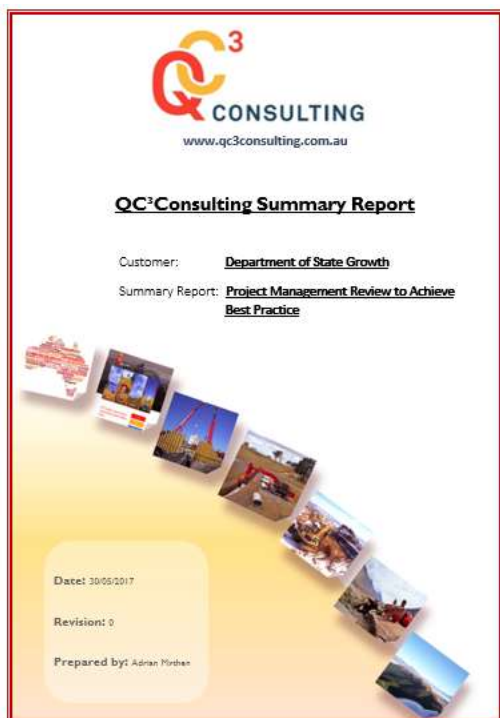
The Department of State Growth's objective is to ensure that project delivery is afforded in accordance with Project Management Best Practice.

A broad remit, this report focused on some of the identified issues and proposed possible solutions, but more importantly, generated opportunities for discussion and debate as the best solutions will be developed collaboratively across the Project Delivery Team with its key stakeholders.

The review process undertaken primarily focused on group discussions and individual conversations with a number of key personnel involved with Project Delivery. Through this process some key themes surfaced as areas in delivery causing the most concern and indeed areas in need of attention and improvement.

QC³Consulting was engaged to undertake the following:

- Complete a thorough audit and review of the Department's project delivery processes and procedures.
- Arrange suitable times and interview department Project Managers and other key individuals as proposed by the Department's Project Directors.
- Complete and present a report detailing what works and areas for improvement including the development of an action plan in pursuit of achieving Project Management Best Practice.



Project Management Review to Achieve Best Practice

This report is a summary of the Project Management Report to Achieve Best Practice - RevB 21-05-2017.

Discussions were held with a number of Department of State Growth personnel, either in group meeting forums or individual interviews.

To enable effective and efficient project delivery this report reviewed current delivery practices with a view to optimise processes and procedures and provide:

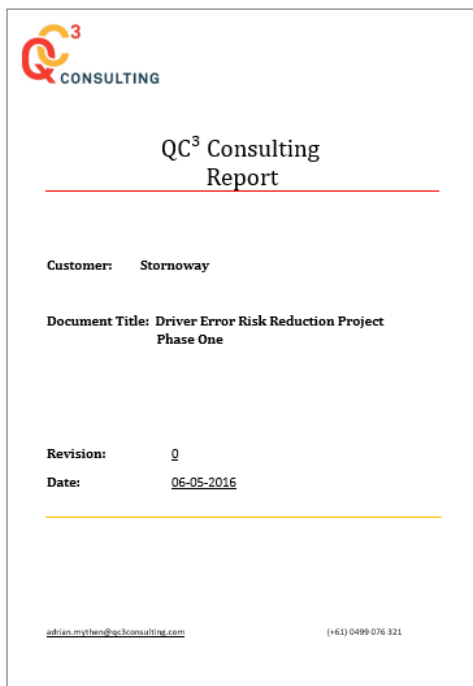
- A better alignment of project objectives to the strategic goals of the Department of State Growth (Transport Services Strategic Plan 2017-2020),
- Improved scoping to translate objectives into deliverables,
- Improved processes and procedures to more effectively and efficiently deliver projects,
- Improved tracking and 'fit for purpose' reporting on projects',
- Reduction in the time and money spent on ensuring projects are brought to a successful conclusion
- Improved procurement strategies to manage relationships between Project Management, Consultants and Contractors, and
- Opportunities for continuous improvement of personnel, process and outcomes.



King Island Pipeline Construction Logistics Report

This report concentrated on reconnaissance analysis regarding the provision of services for the logistics and construction manpower available on King Island. QC3 Consulting identified appropriate service options and recommendations for consideration by MSD Constructions including:

- Accommodation
- Air Charter
- Commercial Air Travel
- Catering
- Vehicle Rental
- Fuel supplies
- Site & Office facilities
- Shipping, & freight options
- Groceries & general merchandise
- Credit account services



Driver error Risk Reduction Project – Phase one

In improving safety at Stornoway's road works and safe work zones, Stornoway initiated a 'Driver Error Risk Reduction' project. The key project objective was to investigate and implement methods to reduce the high risk exposure currently presented to workers undertaking roadside construction and maintenance activities.

A number of immediate actions were implemented to introduce a step change in managing the risk exposure.

The primary objectives of this project were to:

- Investigate and implement methods to reduce the high risk exposure currently presented to workers undertaking roadside construction and maintenance activities.
- Engage with key stakeholders in seeking support with implementing improved risk management strategies.
- Table findings and present recommendations including likely costs where applicable.



Flinders Island Airport fuel facility

This 'high level' review encompassed interviews with commercial and private operators, discussions with Flinders Island Airport Operations and other Airport Operators.

Investigating opportunities to reduce the retail fuel costs for the smaller commercial operators and all private operators and introducing automated fuel dispensing to facilitate and enhance the experience of visitors using the facilities at the Flinders Island Airport. The benefits to the Flinders Island community by being actively in compliance with the applicable precepts detailed in the Flinders Island Airport Master plan 2012 and specifically the Flinders Island Airport vision and key objectives.

It is recommended, subject to general approval with the information contained within this report, that further works be undertaken specifically in review of risk management and the costs associated with the identified improvements to develop a business case to assist with appropriate decision making.

KEY PERSONNEL

- Director – Adrian Mythen



- Project Officer & Support – Suzanne Mythen

Mt Anne, Lake Pedder



Email: adrian.mythen@qc3consulting.com

Adrian Mythen

Tel (+61) 499 076 321

Professional Objectives

"To be recognised as an innovative solution provider; an inspirational leader with influencing and mentoring capability achieved by a commitment to continuous improvement. A professional with strong values, great work ethic and known to act with integrity at all times in spite of the consequences."

Experience

Multi-disciplinary experience in civil construction, power generation, water/wastewater, agriculture/horticulture, petrochemical, timber, tourism and shipping industries at practical, technical, and managerial levels.

Professional Skills

- ◆ Program development and management,
- ◆ Project management,
- ◆ Stakeholder Engagement,
- ◆ Contract development, negotiation & management,
- ◆ Risk management,
- ◆ Research, consulting and investigations,
- ◆ Safety & environmental management.

Personal Strengths

- ◆ Leadership,
- ◆ Integrity,
- ◆ Communication,
- ◆ Innovation, and
- ◆ Collaboration.

Technical Experience

- ◆ Civil engineering,
- ◆ Mechanical engineering,
- ◆ Renewable power generation,
- ◆ Hydro generation, and
- ◆ Water and wastewater treatment.

Organisational Experience

- ◆ QC³Consulting,
- ◆ Stornoway,
- ◆ Hydro Tasmania,
- ◆ Meridian Energy,
- ◆ Composite,
- ◆ Solid Energy Coal,
- ◆ Rayonier MDF, and
- ◆ Exxon Chemicals.

Professional Qualifications

- ◆ BTec Plant Engineering,
- ◆ Diploma of Project Management (level 5),
- ◆ NVQ level 3 Engineering design/fabrication, and
- ◆ 2nd Mates Foreign going certificate.

Recent Career Highlights

- ◆ Principal of QC³Consulting, a consulting business focussing on program and project delivery and delivering an eclectic mix of programs and projects.
- ◆ General Manager of an Asset Management business during a period of significant growth and change.
- ◆ Successful development of a project management business with the program delivery of decentralised water & wastewater treatment plants and delivery of innovative treatment solutions.
- ◆ Implementation of successful collaborative relationship based contracting for Hydro Tasmania. A significant improvement in organisational capability by the introduction of new, innovative methods of program delivery.
- ◆ Delivery of the award winning Lake River irrigation project, a challenge both contractually and in working successfully with local stakeholders.
- ◆ Design and implementation of innovative stakeholder management and a 'continuous improvement driven' safety and environmental strategy for the Poatina power scheme including penstock refurbishment.
- ◆ Account Management and Program delivery of the Roaring 40s account (Wind Generation) for Hydro Tasmania; an organisational challenge in implementing a step change in the quality of delivery from Consultancy to Client.
- ◆ Successful construction management of the first large scale wind farm in the South Island of New Zealand with full 'buy in' and cooperation from all stakeholders.





Professional Affiliation

- ◆ Australian Institute of Project Management (AIPM)

Employment Record and Brief Work History

January 2016 – Current

- ◆ Establishment and management of a Project Management Consultancy Business, QC³Consulting.
- ◆ Delivery of a Tasmanian Council civil works and bridge replacement programs.
- ◆ Project management, through innovative logistical solutions, to ensure a remote Tasmanian island aerodrome remains operational.
- ◆ Design and implementation of new scoping, specification, tendering and contract processes for the delivery of civil works programs for Tasmanian Councils.
- ◆ Research, development and presentation of new solutions to improve the safety of road maintenance worksites in Tasmania.
- ◆ Feasibility studies, business case development and grant applications for local government.
- ◆ Review Project Management practices pursuit of achieving Project Management Best Practice. Focusing on group discussions and individual conversations with a number of key personnel, this process highlighted key themes as areas in need of attention and development of an action plan.

April 2011-December 2015

- ◆ General Manager of a successful asset management enterprise (water & roads infrastructure) during a significant period of growth including management of a successful water management business delivering programs, projects and asset management services throughout Australia and South East Asia.
- ◆ Management of the project arm for Stornoway to reinvigorate the business through closure of legacy issues and successful delivery of decentralised water/wastewater treatment solutions including a new treatment plant for flood ravaged Grantham in Queensland and an industrial scale, innovative groundwater remediation treatment plant.

October 2008 – March 2011, Hydro Tasmania, Senior Project Manager

- ◆ Project managing the planning and implementation of the technically challenging refurbishment of the 2km long penstock including penstock distributor manifold repairs and associated infrastructure at the Poatina hydro power scheme in Tasmania.
- ◆ Planned and implemented the long term strategic road network management program for the Hydro Tasmanian road network.
- ◆ Planned and implemented safe access infrastructure program to all the Hydro Tasmanian remote monitoring sites.
- ◆ Management to completion of the contractually challenging and award winning (Regional Development), Lake River pipeline irrigation project, the first large scale irrigation project in Tasmania.
- ◆ Business case development for Bass Strait Islands risk mitigation activities including surety of power supply and environmental compliance activities.

June 2007 – Sept 2008, Hydro Tasmania Consulting Specialist Project Manager

- ◆ Management of all planning and design aspects for the Musselroe and Waterloo wind farms.
- ◆ Project director and program manager for Hydro Tasmania Consulting design opportunities contributing to Roaring 40s wind farm developments throughout Australasia, China and India.
- ◆ Design management of the re-anchoring of the Catagunya dam.





June 2000 – May 2007, CMS - (Meridian Energy), (Solid Energy) (1) Project Manager, (2) Facilities and Infrastructure Manager

- ◆ Site works management for the construction and commissioning of the first large scale (56MW) wind farm in the South Island of New Zealand.
- ◆ Area facilities and infrastructure manager of the Manapouri power scheme, New Zealand's largest hydro generation facility.
- ◆ Program management for risk management activities within the Manapouri scheme including technology improvements and upgrades, safety improvements, and continuous improvement opportunities.
- ◆ Program, Project and technical management of the design and construction of a coal handling and processing plant for Solid Energy and the implementation of a continuous improvement philosophy for coal handling facilities.

December 1996 – May 2000, Rayonier NZ

- ◆ Construction, commissioning, operation and maintenance of a medium density fibreboard (MDF) plant for Rayonier NZ.
- ◆ Management of the continuous improvement philosophy implementation for the MDF finishing quality standards and production efficiencies.

January 1990 – November 1996, Exxon Chemicals

- ◆ Planning, implementation and site management of mechanical engineering maintenance of production plants in a large scale European oil refinery.



Professional Objectives

"To be recognised as a supportive solution provider; enabling professionals to achieve or exceed their goals, dedicated to quality client outcomes, with a passion to empower individuals to achieve equality, equity and a focus on sharing and continuous improvement"

Experience

A vast array of experience in Project Management, Project Co-ordination, Supervision and Support, Workshop Facilitation, Community engagement, Project & Executive Support, Office Management, Financial control, Administration & Customer Service within the public and private sectors across a diverse range of organisations and industries.

Professional Skills

Project Management, Project Co-ordination, Supervision and Support, Workshop Facilitation, Logistics Management, Executive Support, Office Management, Accounts, Reception, & Administration

Personal Strengths

- ◆ High level organisation, time management and attention to detail.
- ◆ Excellent problem solving and multi-tasking abilities.
- ◆ Articulate language and communication skills – written and verbal.
- ◆ Integrity, approachability, capability and command of whatever is going on.
- ◆ Positive and Supportive.

Technical Experience

- ◆ Project Management
- ◆ Project Support
- ◆ Logistics Management
- ◆ Event facilitation
- ◆ Executive Support
- ◆ Document Information Management
- ◆ Financial Management
- ◆ Cost Engineering
- ◆ Client Liaison
- ◆ Office Management
- ◆ Advanced Computer Knowledge (including Office and online applications).

Organisational Experience

- ◆ QC³Consulting,
- ◆ Department of Health & Human Services,
- ◆ Rayonier MDF, and
- ◆ Exxon Chemicals.

Professional Qualifications

- ◆ Diploma of Project Management.

Recent Career Highlights

- ◆ Logistics Management and Project Officer for the TasWater, King Island Water Infrastructure Upgrade Project.
- ◆ Research, interviews and investigations to provide optimisation and rationales for a remote Aerodrome & the community.
- ◆ Project Officer to the Principal of QC³Consulting, a consulting business focussing on customer focused program and project delivery.
- ◆ Project management of QC³Consulting online presence including website design, development and optimisation.
- ◆ Project Manager of the Commonwealth Department of Health funded, Clinical Supervision Support Program in Tasmania, developing and delivering a suite of resources and education sessions to health professionals across Tasmania.
- ◆ Delivering teaching and Learning workshops to over 900 health professionals from the public, private and NGO sectors.
- ◆ Project Support Officer of the Tasmanian Clinical Education Network. Providing support, leadership and a conduit to innovative programs and projects across the state of Tasmania including Clinical Supervision Support, Local Innovation Funding and Simulated Learning Environments.
- ◆ Stakeholder enabled the instigation of a state-wide network and community of practice groups, encouraging collegiality, teamwork and opportunity sharing.
- ◆ Development of online resources to assist supervisors of students on placement, incorporating IT solution to reach rural and remote areas.



Employment Record and Brief Work History

September 2016 – Current, QC³Consulting, Project Officer

- ◆ Logistics Management and Project Support for TasWater King Island Pipeline Project,
- ◆ Research, interview & investigate Regional airport optimisation,
- ◆ Supporting the establishment of a Project Management Consultancy Business, QC³Consulting.
- ◆ Financial management, HR and completion of obligatory business statements and reports.
- ◆ Website development.

September 2008 - September 2016, Department of Health and Human Services, Tasmania

Strategic Control Workforce and Regulation, Education and Training Unit

June 2013 – September 2016, Project Management and Support – Tasmanian Clinical Education Network (TCEN)

- ◆ Production of high level, timely and accurate project and financial reports,
- ◆ Monitor and manage risk and budget processes and progress,
- ◆ Governance Committee stakeholder engagement, coordination and executive support,
- ◆ Online content editor and administration management for three websites,
- ◆ Local Innovation Fund (LIF) financial acquittal, Commonwealth reports, fund disbursement's and LIF recipients project finalisation,
- ◆ Coordination, organisation and management of 'Masterclass', 'Train the Trainer' and 'Foundation' series of workshops for health professionals from all sectors in an interprofessional environment,
- ◆ Identify & negotiate higher education pathways for health professionals across all sectors/regions of Tasmania including subsidised Teaching and Learning opportunity management, organisation and facilitation to provide affordable continued professional development for health professionals,
- ◆ Executive support to the Manager, Strategic Workforce and Education and Director of Education and Training,
- ◆ Needs analysis survey (with ethics approval) development, distribution, monitoring and analysis to inform resource development, and
- ◆ Workshop development, co-ordination, event planning & administration for Simulated Learning Environments regional & remote programs.

Strategic Control Workforce and Regulation, Nursing and Midwifery Unit

March 2012 – June 2013, Executive Support Officer

- ◆ Provision of high level executive, secretarial and administrative support to the Chief Nurse & Midwifery Officer, Nursing and Midwifery team and administrative support to the Education and Training and Management and Leadership Units.
- ◆ Executive support to Chief Nurse and Midwifery Officer, including diary management via outlook and travel arrangements;
- ◆ Leave and contract monitoring and management, including Higher Duties Allowance, More Responsible Duties Allowances, fixed term contracts and staff recruitment;
- ◆ Co-Ordination and document tracking of Ministerial and Secretarial papers;
- ◆ Document information management (TRIM) and "shared" drive folder organisation;
- ◆ Preparation of agendas, minutes, meeting papers, action lists and tracking;
- ◆ Arrange and facilitate multiple site/state teleconference and videoconference meetings;



Practice Development Unit – Nursing and Midwifery

September-2008 – February 2012, Executive Assistant

Providing high level secretarial and administrative support to the Practice Development Unit - Nursing & Midwifery.

Office management and administrative control of multiple tasks including, but not limited to the following:

- ◆ Executive support to the Professor of Nursing Practice Development and Research, including managing diary via outlook, travel arrangements and HR assistance;
- ◆ Manage Assistant Director of Nursing's diary, administrative functions relating to information flow, HR & correspondence;
- ◆ Co-ordinate, manage and develop education program content, and resources supporting twenty-nine nurse educators, clinical & nurse consultants;
- ◆ Sole Co-ordinator of the Royal Hobart Hospital Orientation Program. A monthly 3-day workshop provided to up to 50 participants by 31 presenters.
- ◆ Production of flyers, evaluations & materials associated with educational activities; and
- ◆ Management of program and facility bookings.

November 2003 – September 2008, Pankhurst Sawmilling Co. Ltd, Office Manager /Co-ordinator

Sole charge Site Office Manager responsible for the administration and smooth running of a sawmill cutting and machining various species of timber for the domestic and international market including Quality Assurance and compliance.

Previous employment

TeAnau Sportsworld - Office Manager

Sole charge of all office, HR and financial duties relating to three retail outlets and an estop internet café.

Gore High School - Accounts Officer

Working as a member of a small office team with sole responsibility for the schools accounting. General office assistance when required.

Rayonier (MDF) NZ Ltd - Project Officer/Accounting Assistant

Reporting directly to the Company accountant and managing directors, assisted with the initial software setup & utilisation for this new 'Greenfields' endeavour.

CHB Fabrications LTD (Southampton, England) - Cost Engineer

Working closely as part of an integrated Engineering management team servicing the Petrochemical Refineries of Exxon Chemicals and BP Petroleum.

Canterbury Hospital (Christchurch NZ) - Waiting List Officer/Supervisor

Greenacres Garden Centre (Auckland NZ) - Assistant Manager

Hawkes Bay Hospital (Hastings NZ) - Medical Records/Admissions Officer

Department of Mineral Resources (Sydney, Australia) -Technical Assistant

Department of Health (Christchurch, NZ) - Medical Record Officer



INSURANCES

PUBLIC LIABILITY INSURANCE CERTIFICATION

Insurance Provider: Berkley Insurance Australia ABN 53 126 559 706

Insurance Cover Provided: \$20,000,000

Insurance Period of Cover: From 02/03/2017 to 4pm EST 02/03/2018 inclusive



Certificate of Currency

Public & Products Liability Insurance

This is to certify that in accordance with the authorisation granted under Contract No. P1L120672335 to the undersigned by Berkley Insurance Australia ABN 53 126 559 706, the said Insurer is hereby bound to insure in accordance with the terms and conditions contained herein or endorsed hereon.

Insurance Certificate No.	CC1059668L
Business	Contract Administration (AKA Project Management - Professional Services Only) Cover of Sub-Contractor: No
Insured	QC3 Consulting Pty Ltd
Period of Insurance	From 02/03/2017 to 4pm EST 02/03/2018 inclusive
Insurer	Berkley Insurance Australia ABN 53 126 559 706
Limit of Indemnity	Section 1 (Public Liability) \$20,000,000 any one occurrence or series of occurrences arising out of any one cause Section 2 (Products Liability) \$20,000,000 any one occurrence or series of occurrences arising out of any one cause and in all during the Period of Insurance
Excess	Section 1 (Public Liability) The Insured shall be responsible for the first \$500 any one occurrence or series of occurrences arising out of any one original source or cause. Section 2 (Products Liability) The Insured shall be responsible for the first \$500 any one occurrence or series of occurrences arising out of any one original source or cause.
Geographical Limit	Anywhere in the World except the United States of America, Canada and their respective protectorates and territories where this insurance will only apply in respect of the Insured's Product exported into such countries without the Insured's knowledge or non manual work carried out in the USA & Canada by Australian based directors, partners, office executives or employees.
Conditions	The following endorsements will apply LBV032 Manual Work Exclusion



Tony Mitchell
Managing Director
29/06/2017

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PROFESSIONAL INDEMNITY INSURANCE CERTIFICATION

Insurance Provider: Isure

Insurance Cover Provided: \$5,000,000

Insurance Period of Cover: 10 May 2017 (4pm LST) to 10 May 2018 (4pm LST)



THE SCHEDULE - CERTIFICATE OF CURRENCY

Policy Number	21868
Name of Insured	QC ³ Consulting Pty Ltd
Registered Business Address	2426 Palana Road Lughrata Tasmania 7255
Profession	Consultants
Sub Profession	Refer to Endorsement 1 for all sub-professions
Period of Insurance	
Effective Date	10 May 2017 (4pm LST)
Expiry Date	10 May 2018 (4pm LST)
(both dates inclusive and any subsequent period for which a premium is accepted by the underwriter)	
Territorial Limits	Worldwide excluding the USA and Canada
Jurisdiction	Worldwide excluding the USA and Canada


The Limit(s) applicable for each section or Extension are as specified below:-

Section/Extension	Limits of Indemnity
Section 1: Professional Indemnity	AUD \$5,000,000 any one claim and in the aggregate during any one period of insurance
Section 2: Public & Products Liability	Not Included
Section 3: Directors and Officers Liability	Not Included

The Deductible(s) applicable for each Section or Extension are as specified below:-

Section/Extension	Deductibles
Section 1: Professional Indemnity	AUD \$500 each and every claim
Section 2: Public & Products Liability	AUD \$250 each and every occurrence
Section 3: Directors and Officers Liability	AUD \$500 each and every claim

Retroactive Date - Applicable to Section 1 (professional Indemnity): Unlimited

 For and on behalf of Isure Pty Ltd	Authorised Agent of MS Amlin Underwriting Ltd at Lloyd's Limited (Managing Agent of MIT Syndicate 3210) UMR B0799PR720530J Date: 30 April 2017
All correspondence in relation to this policy should in the first instance be provided to Isure Pty Ltd. Isure Pty Ltd Level 2, 437 Roberts Road PO Box 2140 Subiaco WA 6008 Subiaco WA 6904	



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We foster strategic partnerships with specialist technical and managerial service providers to ensure access to the widest possible resource base so that you are guaranteed successful outcomes delivered with knowledge, experience and passion.