

22 May 2013

The General Manager
Ballina Shire Council
PO Box 450
Ballina NSW 2478

Dear Sir,

**Nomination as a Community Representative – Alstonville Leisure and Entertainment Centre
Management Committee**

I would like to apply for one of the positions on the Alstonville Leisure and Entertainment Centre Management Committee.

I have extensive experience in the management of recreational, sporting and cultural facilities having been the Venue Manager of the following facilities:

- The Bondi Pavilion (working with the Waverley Council);
- Brisbane City Hall (working with the Brisbane City Council);
- Chandler Sports Complex (working with the Brisbane City Council);
- A wide variety of community halls including School of Art buildings, old Town Halls and a variety of community halls and facilities (working with both Waverley and Brisbane City Councils).

Through my management positions in these venues I have also gained extensive event management experience. These facilities have hosted a wide variety of international, national and state sporting events as well as a wide variety of community, cultural and commercial events.

Working with the Sydney Organising Committee for the Olympic Games (SOCOG) I was Venue Manager of the Sydney Entertainment Centre and managed the indoor volleyball event during the Olympics.

Since 2008 I have been a Director of a building services company that provides project management, building certification/compliance services as well as general building consultancy advice and reports. This aspect of my professional life is relevant to my application as the management of the Alstonville Entertainment Centre in terms of having asset management plans, cost effective reactive maintenance agreements, a co-ordinated long term maintenance plan as well as an OHS/risk management approach to the management of the facility is very important.

Additionally, I have qualifications as an auditor in ISO 9001:2008 (Quality Management Systems) which has assisted me to ensure all workplaces that I have managed are committed to quality, are customer focused, have appropriate levels of documentation and have a continual improvement philosophy.

I have a real interest in facility and event management and would enjoy the opportunity to contribute by being a member of the Alstonville Entertainment Centre Committee.

I also have an interest in seeing how events can be used as an opportunity for the economic development of an area and would see the Alstonville Leisure and Entertainment Centre as one of the few built facilities that Ballina has that could be used to attract regional style events to the area.

I would also enjoy the opportunity to assist in developing and overseeing the implementation of strategic and operational/business plans for the venue.

I have been a resident of the Ballina Shire for some 10 years and am familiar with the Leisure and Entertainment Centre having attended different events there over the years (most recently the Alstonville Show with my wife and three children).

See following details related to my skills and experience.

I would welcome the opportunity to discuss my application further and to gain a greater appreciation of the role of the Management Committee. I can be contacted on 0427 815 020 or at dmoloney@tehton.com.au.

Thank you.



Damon Moloney

DETAILED CURRICULUM VITAE

Company: Builtsmart Modular (www.builtsmartmodular.com.au) *Feb 2010 – April 2013*
Position: General Manager – Operations (initially Management Consultant)
Details: Builtsmart Modular are a modular building construction business providing modular building to the resource, commercial and residential sectors in NSW and QLD.
Responsibilities: Responsible for all aspects of the operations from contract signing through to handover of completed projects to clients.

Achievements:

- Developed the resource sector component of the business (based on quality and customer service). A Quality/Construction Manual was produced, a QA system was developed, a detailed production program was implemented and a very clear understanding of costs and profitability was developed.
- Quality standards required to be achieved and strategies on how to achieve these standards were identified, documented and reported against.
- Developed detailed Procedure Manuals identifying how the company operates (including OHS Manuals as well as a Staff Handbook).
- Initiated a reporting and accountability regime that identified performance targets to be achieved, increased the transparency of the business for customers and identified individual's roles, responsibilities and accountabilities.

Company: Techton Building Services (www.techton.com.au) *2008 – Current*
Position: Director
Details: Techton provides Building Certification, Project Management/Contract Administration, Building Code of Australia assessments as well as general building consultancy services.
Responsibilities: Setting of strategic direction and identification of business development opportunities. Reviewing financial performance of the company and determining the cost effectiveness of each sector of the business.

Achievements:

- Business development through the submission of tenders and business proposals on an ongoing basis.
- Ensured the Development and Project Management business units had quality management systems developed and implemented.
- Co-ordinated the development of a Finance Manual and implemented management reporting allowing the financial performance of the business to be measured and effectively monitored.

Company: The Learning Tree Childrens Centre *2009 – Current*
Position: Owner (Non Executive part-time)
Details: The Learning Tree is a 46 place child care centre located at Surfside, NSW.
Responsibilities: Provide supervision and leadership to staff and overseeing the operations to ensure compliance with state government regulations, federal government accreditation system as well as industry best practice and risk management principles.

Achievements:

- Developed and implemented (ongoing) strategies to maintain occupancy levels at a profitable basis (initially increased occupancy levels from 55% to 90%+).
- Oversaw the development of all required policies, procedures reports and systems to gain accreditation with the Federal Government's Child Care Quality Assurance program.
- Engaged with staff and continually promoted a team based approach to the operations and management of the centre.
- Identified risks and ensured systems and procedures were in place and training provided to minimise and manage these risks.

Company: Childcare Systems Australia (CSA) 2003 – 2009
Position: General Manager
Details: CSA was a developer and project manager of child care centres. CSA was responsible for all aspects of each development from the initial site selection to fitout and licensing of the child care centres. 25+ child care centres were completed whilst I was General Manager.
Responsibilities: Developed business strategies and provided leadership and focus for the company ensuring financial and operational targets were achieved and the business was efficient and effective in its management and operations.

Achievements:

- Implemented a strategic focus for the business and developed performance targets and measurement tools to monitor the business and ensure continual improvement occurred.
- Restructured the business resulting in significant savings from reduced employee, consultant, contractor and property related costs (whilst at the same increasing projects completed).
- Developed an analytical approach to the business (e.g. completed detailed market research projects, produced financial and statistical client and property reports etc).
- Implemented HR management systems (e.g. Job Descriptions, performance management, OHS policies and procedures) as well as providing effective management of professional and managerial staff (Finance, Construction, Acquisitions, Development/Legal and Operations).

Organisation: Waverley Council 2001 - 2003
Position: Bondi and Beaches Manager
Responsibilities: Management and co-ordination of all events, activities and developments that were carried out in the Bondi Beach and Park Crown Reserve. Provided effective leadership to Council lifeguards and Community Centre staff (co-ordinators of activities conducted in the Bondi Pavilion).

Achievements:

- Effectively represented the Council at community forums and engaged with a wide variety of community hiring groups and individuals on an ongoing basis.
- Developed facility management services for the Bondi Pavilion and other Council owned venues (e.g. asset management plans, negotiated maintenance and service contracts, management of maintenance providers etc).
- Negotiated commercial leases and agreements for facilities and spaces within the Bondi Pavilion. Commercial leases were in place for food and retail outlets and formal agreements were in place for community based tenants (e.g. surf clubs).
- Supervised and co-ordinated a wide variety of events (e.g. City to Surf, New Years Eve Dance parties, a wide variety of community and cultural events, one-off parties and similar functions etc).

Company: Sydney Organising Committee for the Olympic Games 1999 - 2000
Position: Venue Manager, Sydney Entertainment Centre
Responsibilities: Project managed the Olympic indoor volleyball event.

Achievements:

- Co-ordinated and managed the successful operations of the volleyball event and contributed to what has been described as the "Best Olympics Ever".
- Ensured effective management was provided to staff I had direct reporting responsibilities for (i.e. security, sport, technology, capital works/fitout, venue, transport, spectator services, food/beverage).
- Ensured that appropriate levels of venue, event and contingency planning had been undertaken and that effective management systems were in place to deal with all possible scenarios (including risk assessments and OHS planning).

Organisation: Brisbane City Council 1994 - 1998
Position: Venue Manager – Brisbane City Hall and Community Halls
Responsibilities: Management of all day-to-day activities and functions taking place in the City Hall. Staffing responsibilities included the management of 40 employees as well as a variety of building maintenance contractors. A further 14 community halls located throughout Brisbane were also the responsibility of this position.

Achievements:

- Managed the first strategic review of the City Hall precinct. The outcomes from this review included vision and mission statements for the venue, development of objectives and strategies, a clearer alignment of the operations with the expectations of the organisation, customer service standards and a more relevant management and staffing structure were established.
- Oversaw all functions and events held in City Hall (there were 9 separate function venues) as well as large scale outdoor city wide events.
- Co-ordinated major capital work projects (e.g. the first stage of the restoration of the external façade of City Hall, fitout of commercial kitchens, fitout of a corporate gymnasium, refurbishment of function rooms etc).

Organisation: Brisbane City Council 1989 - 1994
Position: Assistant Venue Manager then Venue Manager – Chandler Sports Complex
Responsibilities: Co-ordination of all day-to-day activities that took place within the various venues. Facilities included an indoor aquatic centre, 1500 seat theatre, sports hall, cycling velodrome, gymnastics training facility and surrounding grounds. Staffing responsibilities included the management of 26 permanent and 55 casual employees.

Achievements:

- Consistently ensured multi-million dollar budgets were developed, monitored and achieved.
- Ensured all facilities were efficiently and safely maintained and managed and that a pro-active risk management philosophy was developed.
- Oversaw all functions and events held in the various facilities.
- Implemented the first computerised entry/membership system for the aquatic centre.

Qualifications:

Auditor - ISO 9001:2008 Quality Management Systems (2011)

Bachelor of Arts - Recreation Management (1987 – 1989)
 Brisbane College of Advanced Education (now Griffith University)

Additionally, I have undertaken a wide variety of courses and activities which have included in-house/live-in management training, units of study at a tertiary and vocational level as well as a wide variety of personal and professional development courses.

I also hold a variety of lifesaving qualifications received through my involvement with the Ballina Lighthouse and Lismore Surf Club where I have been an active patrol member for some 8 years.