

13<sup>th</sup> September 2018

The Board of Directors, Squash Australia Limited  
Office 9, Sports House, 150 Caxton Street,  
Milton QLD 4064

## **Re: Nomination for the Squash Australia Board 2018**

This covering letter and attached resume are presented as my application to be considered at the Squash Australia 2018 AGM with respect to my nomination as a Director. At the rear of this document is a summary of my qualifications. This letter describes my experience with regard to the necessary criteria requirements of Squash Australia's (SA) Strategic Plan. The compliance of each section is highlighted as such in red and brackets **(Criteria 1.1)**

### **Criteria 1 Governance (Essential), Criteria 2 Sport (Desirable), Criteria 3 Skills and Experience (Essential)**

**I have been a Director of The Association of Consulting Structural Engineers, NSW (ACSE) since 2007 to present.**

**In 2011 I was President (Criteria 1.1)**

The ACSE is a non-for-profit organisation and is run by a peer elected Board of Management and membership is open to senior engineers whose principal activity is consulting in the field of structural engineering. Our membership is comprised of business owners and senior engineers from a diverse range of firms and consultancies.

### **My Responsibilities**

The Board of Directors of ACSE meet on a monthly basis. ***As a Director I have been responsible for:***

- Accreditation & Professional Registration **(Criteria 1.1 and 1.2)**
- Leading our marketing team for new sponsors **(Criteria 1.1)**
- Leader for new memberships and interview panel **(Criteria 1.3)**
- 1 of 3 Judges for Annual Structural Engineering Awards, NSW **(Criteria 1.1)**
- Team leader in developing seminar and event programmes. **(Criteria 1.1)**

***My role as President was Chairman*** of the Board monthly meetings for which my responsibilities included leading the other Directors in their convenor roles of: CPD evening seminars, AGM, Social Functions, Membership, Public Relations / Promotional Activities, Practice Notes, University Lecturing Program, Scholarships, Standards Activity, new web site and Accreditation & Professional Registration. **(Criteria 1.1, 1.2, 1.3, 1.4)**

### **Implement Over Due Changes**

My main objectives and involvement during **my Presidential year** was successfully implementing:

1. Changes to the Articles of Association, to modernise the membership joining criteria **(Criteria 1.1, 1.2, 1.3, 3.1, 3.2)**
2. New Mission Statement **(Criteria 1.1, 1.2, 1.3)**
3. 5 – 10-year Strategic Plan **(Criteria 1.1, 1.2, 1.3)**
4. Breakaway from Consult Australia providing sole autonomy, leading to self-determination and increase in membership numbers. **(Criteria 1.1, 1.2, 1.3)**
5. Set up of sponsorship programme **(Criteria 1.1, 1.3, 3.4)**
6. Employ part time admin and marketing personnel **(Criteria 3.1)**
7. Establish the ACSE Annual Awards for Excellence, NSW **(Criteria 1.1, 1.3, 3.1)**

### **My Achievements**

1-4 were submitted to our members and were successfully passed at the October 2012 AGM. ACSE has thrived since becoming an autonomous Association in 2012 with increased membership, more involvement from younger members at Board level and attendance of events. We now have eight high profile corporate sponsors per year providing income in excess of \$38,000 per annum. **(Criteria 1.1, 1.2, 1.3, 3.1, 3.2, 3.4)**

**I have played squash for 44 years and have held numerous senior club administration roles. Between 2011-2016 I was Chairman of Briars@Thornleigh Squash Club** and was the leader in the amalgamation of the two squash clubs. **(Criteria 1.1 and 3.1)** In the first month I was responsible for raising \$20,000 which was used to fund the NSW open which attracted over 300 entries and numerous PSA players. Other funds were used to renovate the NSW Squash Centre at Thornleigh. **(Criteria 2.1, 2.2 and 3.1)**. Briars@Thornleigh have won the NSW Premier League, 2015 and was voted Best Club at Squash Australia's Annual Awards 2016. Briars Squash Club will be attending the Club Nationals in Carrara 20-22 September 2018.

**In 2015 I was elected to the Board of Directors of Briars Sports with over 1500 sporting members participating in six different sports. I am chairman Briars Sports Building Committee** where I have been responsible for planning the strategic future wellbeing of the club with alterations and additions to the club premises to a value of \$1.5M. **(Criteria 1.2, 1.3, 3.1, 3.2, 3.4)**. **I am currently Chair of the Charity Partnering Committee**, dedicated to assisting those with anxiety and depression by introducing them to team sport. We are active with charity organisations ONE80TC and are perusing other similar charities to assist young afflicted people by participation in our sports. **(Criteria 1.2, 1.3, 3.1, 3.2, 3.6)**

I was elected as a Director of SA in March 2015. As Chair of Events Working Group in my first six months I led the team responsible for reviving the SA Awards Dinner which was held at Kooyong Tennis Club and annually since then. I have assisted in the organisation of the SA staff team at numerous SA tournament events throughout Australia. **(Criteria 1.3, 2.1, 2.2)**

**Facility Working Group (FWG) In the role of Chair of Facilities** my mission is to build more squash courts. I Chair the FWG committee meetings at which I direct and implement strategy and policy in accordance with the FWG Strategic Plan. **(Criteria 1.4, 2.1, 2.2)**. This has involved the development of a four-year strategic plan implementing the following: **(Criteria 1.2,1.3,1.4, 2.1 and 2.2)**

**New Centres:** developed a template for a multipurpose sports centre including design, build and facility manage.

Procedures to develop links with local government to fund the building of these centres. **(Criteria 2.1, 2.2, 3.1, 3.2,3.3)**

**Existing Centres** Created best practice guidelines for the successful operation of a squash centre with separate ideas for Individually owned centres. **(Criteria 3.6)**. **Centremark** Developed to create better links between squash facilities and SA through a new centre benefits programme. **(Criteria 2.1,2.2, 3.2, 3.6)**.

For past 3 <sup>1/2</sup> years I have travelled throughout Australia for meetings, attended many of the Squash Australia events and 95 % of Board Meeting. **(Criteria 1.4)** Currently I am in negotiations with Canada Bay Council, NSW to bring squash courts back to the Municipality. **(Criteria 3.3)**

In 2007 I founded MAJ Consulting Pty Ltd (MAJCON) Consulting Civil, Structural Engineers and Project Managers in Pymble, NSW to provide specialised Engineering and Project Management expertise to Sydney's corporate building community. I am the sole engineering director of this business, with ten permanent staff.

#### **Capability and Responsibility**

MAJCON's work is divided into three technical groups each separately providing its own skill set and also being able to combine together to form a multi-disciplinary service when clients seek such services. The groups are:

1. **Consulting Civil and Structural Engineering**
2. **Building Diagnostics and Project Management**
3. **Dilapidation and Condition Surveys**

As Managing Director, my responsibilities include the strategic direction of the company, leading client relationships, all project procurement activities, resource allocation (staff and information technology), external marketing, industry and Government participation. I am responsible for the procurement of all projects and their financial control throughout the design and construction stages on projects to a construction value of \$50M. I have overall responsibility for ensuring compliance with our Health and Safety Policy plus I take responsibility for the technical delivery of projects to budget and quality. In using our proprietary computer software, I carry out the commercial and financial management roles to make certain that the company is profitable and cash flow is adequate. **(Criteria 1.1,1.2, 1.3, 3.1, 3.2, 3.3, 3.4, 3.5)**

**Performance and Development** In order to ensure successful performance of our staff and subsequently our projects I have implemented Project Management software — designed and built for engineers this assists in successfully achieving our goals and helps manage risks while minimising the complexity of multi-disciplinary projects for instance. I have developed systems to manage our Building Diagnostics and Project Management projects up to a value of \$5M, keep track of our time, invoice clients, track and report on our finances and ultimately be able to plan and forecast our future workflow and cashflow in advance. **(Criteria 3.2, 3.4, 3.5)**

Within our office hub at Pymble I have developed a project presentation programme for the staff to present to the rest of the company. The emphasis is on staff becoming confident then expert in public speaking whilst addressing the technical, organisational and financial challenges within their projects, how they were solved, use of new technology and integration with other disciplines both internal and external. These brief seminars are held fortnightly and the key staff then contact our clients to present in their offices at various stages of the project. This process of the staff to promote their successes has proven advantageous in staff development and their retention. **(Criteria 3.1, 3.2, 3.4, 3.5)**

**Board and Staff Development,** I have instigated a mentoring programme for all level of engineers and technicians and lead them through a pathway to Fellow, Chartered Engineer, Technician Engineer with further education leading to advancement of membership of their Professional Associations. I promote continuous professional development and through my link as Director of ACSE, NSW I have set up a programme for staff to attend training seminars in all aspects of technical, IT, marketing financial and professional development. **(Criteria 1.1, 1.3, 3.1, 3.2, 3.4, 3.5)**

Your sincerely

