

KERRIE MCGRATH

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KEY STRENGTHS

Excellence in Project Management demonstrated by the delivery of \$1.2M Biodiversity Bright Spots Woodlands (Mahogany Glider) project for Terrain NRM.

Effective and well-developed written and oral communication skills which allow me to convey technical responses through statutory correspondence, briefs, investigation, compliance, and annual reports and speak with staff and stakeholders with ease

Capable of undertaking higher duties with little notice or preparation. Able to work as part of a team or independently to achieve set tasks with minimal direct supervision.

Empathetic and respectful when working with a team. I address conflict by actively listening and being solutions focused.

Excellent understanding and capacity to quickly acquire knowledge of administration and business systems both general and in house.

Experience implementing strategies, training and on-ground procedures based on an organisation's business priorities complemented by a Cert IV in Small Business Management and Cert IV in Training and Assessment.

Good understanding of government/transparent procurement processes with qualifications in Procurement Fundamentals Lvl 2.

RELEVANT EXPERIENCE

MAY 2019 TO CURRENT

PROGRAM LEADER (Level 3.2E - AO6 equivalent), TERRAIN NRM

Key Responsibilities

- Monitoring and efficient delivery of Terrain's Regional Land Partnerships (RLP) Woodlands project. This \$1.2M project is focused on improving the extent, quality and connectivity of mahogany glider (endangered) woodlands habitat from Tully Heads to Ollera Creek.
- Deliverables include:
 - The implementation of an appropriate fire regime in the region
 - On ground works to manage invasive weed species and reduce habitat thickening
 - A comprehensive fauna monitoring program in partnership with James Cook University (JCU) focusing on collection and analysis of genetic data to determine accurate population count as well as sub population interactions
 - Revegetation of priority corridors and extension of existing habitat
- Engagement and support to Giringun Aboriginal Corporation for on ground support works in the region including fire management, weed management and fauna monitoring programs
- Secretary of National Mahogany Glider Recovery Team (MGRT)
- Monitoring and adjustment of budgets drilled down from Australian Government funding requirements into MERI plans and internal activity trackers.
- Entry and maintenance of data in MS Project.
- Quarterly reporting to supervisors, board members and Australian Government.
- Establish and maintain contracts and partnership agreements with Giringun Aboriginal Corporation, landowners, and on ground contractors.
- Media appearances including radio and social media.

Achievements

- In Quarter 1 2019-2020 reporting period, brought forward almost all Quarter 2 deliverables with project running ahead of schedule
- Established an agreement to carry out genetic research with JCU PhD student to be completed over the next four years. This will provide essential data, previously unavailable, to confirm an accurate population count of the endangered mahogany glider found only in the wet tropics
- Delivered \$30,000 worth of fire management work orders in collaboration with Giringun Aboriginal Corporation in the 2019 cool burn season
- Established agreements for the restoration treatments of 130ha of existing glider habitat and 2ha of revegetation to increase extent and repair corridors.

JUNE 2018-APRIL 2019

PROJECT OFFICER (PO2), WATER MANAGEMENT & USE

Key Responsibilities

- Research and prepare technical responses for SARA identifying issues under the *Water Act 2000* and attend Pre-Lodgement meetings with DSDMIP to give specific RPP and QMAN advice.
- Complete investigation reports for new and renewing Quarry Material Allocation Notice (QMAN) applications.
- Respond to Riverine Protection Permit (RPP) enquiries in various ways including advising clients of the RPP Exemptions, carrying out investigation reports for RPP applications and providing basic advice on fish pathways and the *Vegetation Management Act 1999* self-assessable codes
- Audit Quarry Allocations and carry out relevant compliance including educational compliance, issuing Show Cause letters, and completing Compliance Response Assessment Reports (CRARs). Tracking compliance in CIRAM and reporting spreadsheets for managers.
- Establish and implement compliance procedures, reporting, statistics, and statutory correspondence for quarry and riverine allocations
- Respond to counter and phone enquiries relating to various water services issues.
- Mentor and train new staff.

Achievements

- Developed draft for North Region Quarry and Riverine Compliance Framework then issued 26 show cause notices which has seen a 75% increase in compliance and reduction in late monthly returns from 10 months down to two months.
- Commencement of partnership between DNRME and ATSIMS (Aboriginal Torres Strait Islander Marine Science). This includes seeking sponsorship from ATSI Futures to support the program and negotiations with other work units to provide mentorship from indigenous departmental officers as well as the involvement of officers in class presentations.
- Negotiated with officers and managers, and established administrative support for the Quarry and Riverine team to ensure workflow continued to maintain momentum following a recent restructure of work teams.
- Initiated compliance action against a quarry operator in breach of their development approvals. This involved investigating and analysing legislative and penalty options currently available to the work unit including offences under the *Water Act 2000* and *Planning Act 2016*. This issue is now escalated to an alleged incident to be further investigated.
- Provide answers to complex customer enquiries including investigating and progressing Riverine Protection Permit (RPP) queries following the Townsville floods. This included discussions with QRIDA regarding information about RPP exemptions and establishing a protocol for how we could assist with their incoming enquiries. This also entailed meeting clients directly on site to discuss RPP options and seek Vegetation Management advice on their behalf. Various other RPP enquiries have required investigating Licence to Interfere and WID as part of the advice provided.
- Established and implemented an "overall task list" for the quarry team capturing work flow across the unit. This document will be used as a framework for implementation into MS Project.

2012 - 2019

SENIOR LAND OFFICER (AO6), OPERATIONS OFFICER (OO4/OO5) LAND SERVICES

Key Responsibilities

- Coordination of crews to complete operational works across North Region. This included travel, procurement, completion of works programs and budgets, and comprehensive burn planning and risk assessments.
- Coordination of operational works with external stakeholders such as QFES, Rural Fire, NQ Dry Tropics, Giringun Rangers, local councils, Tangaroa Blue, Greening Australia and local volunteer groups.
- Management of team conflict. Implementing management programs and establishing positive communications as a manager/team leader as well as coaching individuals in dealing with each other.
- Conduct compliance site assessments, complete investigation reports with recommendations, communicate verbally and in writing with offenders, carry out compliance works on site including fencing and clearing debris from state land, negotiate for positive outcomes with offenders in line with departmental priorities.
- Management of several higher profile projects including flat-back turtle survey and beach clean-ups with Tangaroa Blue
- Mentor and train new and experienced officers across North Region
- Corporate Card reconciliation (my own and assistant)
- HR paperwork including (but not limited to) recruitment and ordering Authorised Officer cards
- Supervision of operations and admin staff; task delegation, leave and timesheet approvals

Achievements

- Safe completion of burn planning and hazard reduction burns across the region for six seasons.
- Implementation and maintenance of approximately 200kms of fire breaks in the Townsville region.
- Treatment of weed infestations on approximately 500ha of unallocated state land.
- Completion of compliance projects including extensive encroachment in Charters Towers region and Flying Fish Point. Site assessments conducted of up to 25 issues in Charters Towers. This has become an ED approved implementation strategy.

2018

TRAINING FACILITATOR - CHEW'S PLACE CONSULTING

In conjunction with STEPPING BLACK INDIGENOUS CORP AUSTRALIA

Key Responsibilities

- Delivery of week-long Small Business training to new and established indigenous businesses in the Townsville region
- Establishment and production of training manuals and materials
- Delivery of specific components including environmental management within a business
- Assisted individual businesses to develop strategic action plans and business development plans.

2017

DOOMADGEE ABORIGINAL SHIRE COUNCIL – YOUTH HUB PROGRAMS

BUSINESS PROGRAM DELIVERY – CHEW'S PLACE CONSULTING

YOUTH HUB MANAGER/ VOLUNTEER WORKERS PROFESSIONAL SUPPORT

COUNCIL WORKERS – PROFESSIONAL DEVELOPMENT & SUPPORT

In conjunction with Stepping Black Indigenous Corp Aust

ENTREPRENEURIAL BUSINESS PROGRAM

- Completed projects in Doomadgee working with people aged between 15 and 25 to establish small businesses.
- Delivered a program to motivate youth and teach nuts and bolts skills in starting and running a business.
- Provided in class presentation of concepts as well as one on one mentoring to students in relation to all aspects of running a business (tools to monitor and track P&L, marketing strategies, cost analysis and goal setting.)
- Delivered CPC - Job Ready Program

SOLID SISTAS

- Delivered a project in Doomadgee called Solid Sistas targeted at the young women of the community which encouraged young women to come together in a safe space to yarn and reflect on themselves while engaged in art and meditation.
- Through communication and self-expression the young women established more self-confidence and felt more empowered to make choices for their future.

OTHER PREVIOUS GOVERNMENT EXPERIENCE – DNRM & DERM

2016 PROJECT OFFICER (PO2), WATER MANAGEMENT (RIVERINE & QUARRY)
2016 NATURAL RESOURCES MANAGEMENT OFFICER (PO2), VEGETATION MANAGEMENT
2011 to 2012 SENIOR ADMINISTRATION OFFICER (AO3), REEF PROTECTION UNIT (RPU)

- Audits and recommendations of herbicide and fertiliser usage on cane farms in North Queensland
- Field support officer for Cane Productivity Initiative shed meetings
- Establish and streamline administrative processes including report structure and review checklists, record keeping, filing, and assessment processes supporting senior reef protection officers
- Established and coordinated implementation of blanket admin process across regional offices including Townsville, Mackay and Cairns. Flowcharts and checklists to be utilised across the region.
- Travel bookings, purchasing, recruitment, establishment and monitoring of various registers and vehicle audits.
- Supervision including work delegation, completion of Achievement Development Plans, leave and timesheet approvals.

2010 to 2011 ADMINISTRATION OFFICER (AO3), BUSINESS SERVICES UNIT (BSU)

- Human Resources focus within parameters of legislation and policy; processing HR forms, providing HR advice relating to (but not limited to) SARAS, leave entitlements, approval delegations and recruitment procedures
- Supervision including work delegation, completion of Achievement Development Plans, leave and timesheet approvals
- Various accommodation tasks; new staff inductions, desk and facilities allocations for work units, maintaining registers, audits, new ID cards, maintenance required at operations depot

PREVIOUS MANAGEMENT EXPERIENCE

2010-2011 REGIONAL MANAGER (NORTH QUEENSLAND)
YOUNG ACHIEVEMENT AUSTRALIA (YAA)

Key Responsibilities

- Implementation of a small business entrepreneur program for high school students in North Queensland.
- Sought sponsors and mentors from local business to support the 10 participating teams
- Resource management and deadline monitoring then assessment of submissions.
- Travel across the region to run workshops and provide guidance to teams and teachers.
- Organisation of venues and sponsorship for events, then their coordination including; Trade expos for students to present their products for sale in a real sales environment, management skills seminar including seeking presenters for workshops including environmental management, sales and marketing, and manufacturing and the regional awards dinner which included organising sponsors, guest speakers and the logistics relating to team travel, catering and prizes.

Achievements

- All teams across the north region completed the program. Award winning teams from North Queensland were represented and award winners at the Queensland state awards.
- Sponsorship of nearly \$100,000 was retained annually over two years.
- Successfully ran events including trade expo in the Flinders Street mall and attendance at regional awards dinner of up to 100 people.

2004-2010

AUDIO REPORTER

DEPARTMENT OF JUSTICE AND ATTORNEY GENERAL

Key Responsibilities

- Accurate and timely completion of court transcripts including police records of interview, Magistrates Court, Planning and Environment and District Court.
Judges required transcripts same day for lunch time and evening review
- Database management tracking incoming work tasks
- Review and assist with other reporters' transcripts as required.

SKILLS AND TRAINING

- Level 1 Water Act 2000 Delegation Training
- Cat 1 Authorised Officer (*Land Act 1994, and Water Act 2000*)
- Surface Water Assessment & Management Technical Workshop (internal)
- Working with People (internal)
- PINS & CRAR Training – DNRME Compliance
- Apply First Aid (including CPR and Basic Life Support) (Safety First Aid)
- Good Decisions Training (Queensland Ombudsman)
- Supervision and Management of People (Odyssey Training)
- Recruitment & Selection: Panel Members (Australian Institute of Management)
- Procurement Fundamentals Level 2 (QGCPO)
- Giving and Receiving Constructive Feedback (Odyssey Training)
- Fire Management 1 & 2
- Fire Weather 1
- Operational including Chainsaw 1 & 2, Operate 4WD, Operate Side by Side, Small Engines Maintenance
- Commissioner of Declarations

EDUCATION

BACHELOR OF ENVIRONMENTAL SCIENCE, *Central Queensland University ~ completed 2014*

CERT IV TRAINING AND ASSESSMENT, *Central Queensland University ~ completed 2019*

CERT IV SMALL BUSINESS MANAGEMENT, *TAFE Qld – completed 2012*

REFEREES:

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