

A .

To the Selection Committee,

I am writing to apply for your position of Registrar / General Manager. I believe my background in the executive management of not-for-profit incorporated associations as well as my work for the Rockhampton Catholic Diocese and my educational history in law, accounting and business make me a strong candidate for the position. I have extensive experience in providing high level strategic advice to a diverse board of directors whilst being responsible for the overall management of a complex organisation. Please see below for my detailed response to the selection criteria provided.

I thank you for taking the time to assess my application and look forward to discussing the opportunity in more detail.

Kind Regards,

Matthew Cullen

M. 0431323158

E. Manager@chapsconsulting.com.au

Selection Criteria

An active commitment to the Christian faith;

Myself and my family do hold Christian beliefs, I was baptised in the Uniting Church as a child but now, despite not being Catholic myself, attend mass at our local catholic church as my wife is Catholic and my children have been baptised into the faith.

A sympathetic understanding of and commitment to the ethos and values of the Anglican Church and an appreciation for the mission of the Anglican Church;

I greatly value that my professional positions have enabled me to help the communities that I live in and make them better places. First working in community clubs to assist sporting groups and provide facilities to many local organisations and more recently helping to provide excellent facilities that provide not only intellectual growth but pastoral as well. I highly value an employer with strong values and a mission to improve the lives of the people in its community.

Demonstrated experience in the areas of governance and risk management;

In my time working with incorporated associations I have become quite adept at compliance auditing under a great number of legislative regulations including but not limited to;

- AML/CTF
- Anti-Discrimination
- Employment Awards, NES, and Enterprise Agreements
- WHS
- Incorporated Associations and Corporations Acts
- Gaming & Liquor Acts

I have also redeveloped constitutions in line with board requirements, been responsible for policy creation to improve governance standards in line with legislative requirements, assisted with yearly financial audits and been responsible for the implementation of auditor recommendations on financial controls.

Senior and varied experience in human resource management;

One of the majors in my law degree was Australian Employment Law and I have been lucky enough to build on that knowledge with years of experience managing all facets of human resources in a complex organisation with multi-disciplined teams. I have also kept my knowledge up to date with regular training from both the Department of Fair Work as well as in house training from Clubs Australia.

Significant experience in financial and asset management;

In both my positions with incorporated associations and with the Rockhampton Catholic Education Diocese I have had significant responsibilities for both financial accountability and asset management. In my time with the Katherine Country Club I managed to take the association from a loss the year prior to my takeover to a gross profit of almost 10% of revenue the year of my departure whilst still significantly increasing the amount of

community contributions provided through grants, sponsorships and facilities offered. I also implemented robust asset management from stocktakes to risk mitigation strategies ensuring the most cost effective insurance on physical assets.

Proven knowledge and ability to apply relevant legislation including WHS, Anti-discrimination, and Child Protection;

As mentioned above my time in Associations has included significant responsibility for ensuring legislative compliance to a broad range of legislative instruments. My time with the Rockhampton Catholic Diocese has added to this experience with Child Protection, Disability Standards For Education, Accreditation of Non-State Schools Act, NCCD and more. This has also included auditing of compliance with the Diocese training standards to ensure that all staff have completed mandatory training.

A capacity to meet the Australian Charities and Not-for-profits Commission's Standards for Responsible Persons;

I have no criminal history, have not been disqualified from acting as a director, have no history of bankruptcy either individually or an any corporation for which I have been a responsible person.

An ability to establish and maintain strong working relationships with board members, honorary appointments and volunteers.

I have always developed excellent relationships with all stakeholders in my roles including board members, members of the organisation and communities they operated in, staff, suppliers, regulatory bodies, political groups, local councils and NGO's.

Must hold a current NSW Working with Children's Check (WWCC) and meet the Professional Standards requirements of the Anglican Diocese of Grafton.

I currently hold a Queensland Working with Children's Card and would willingly undertake to obtain the NSW WWCC if successful in this appointment.

Being an active member of an Anglican Church with knowledge of the Diocese is an advantage.

Whilst I am not an active member of the Anglican Church I am an active Christian and would welcome the opportunity to become a member of your community.



MATTHEW CULLEN

Management Professional

PROFILE

With a passion for business, I have gathered a hands-on experience across a variety of industries. Experienced in multi-venue management in highly regulated industry, I am comfortable with full accountability, financial reporting and management of compliance activities. My continuing education has given me an excellent understanding of both legal and financial issues in business including employment relations, legislative change, contract law & negotiations, tax and accounting issues as well as being very technologically literate. I welcome you to view further below my experience and abilities and how they can be an advantage to your organization.

CONTACT

PHONE:
0431323158

EMAIL:
manager@chapsconsulting.com.au

LinkedIn Profile:
<https://www.linkedin.com/in/matthew-cullen-7242b8140/>

EDUCATION

James Cook University

2018 – 2020 - Master of Business Administration

CQUniversity

2016 – 2020 - Bachelor of Laws & Bachelor of Accounting

The Berlin School of Economics and Law

2019 - Intensive Short Course, Institutions and Law in the EU

International College of Advanced Education

2018 – 2019 - Diploma of Hospitality Management

WORK EXPERIENCE

Rockhampton Catholic Education Diocese

Apr 2022 – Present

Infrastructure and Capital Manager

Chaps Consulting

Mar 2020 – Present

Principal Consultant

Katherine Country Club

Aug 2019 – Apr 2022

CEO & General Manager

Katherine Country Club

Feb 2016 – Aug 2019

Business Operations Manager / Nominee

Jamalco Hotels

Apr 2015 – Dec 2015

Multi-Venue Operations Manager

Deemat Pty Ltd

Mar 2012 – Nov 2014

Operations Manager

REFERENCES (CONTACT DETAILS PROVIDED IN APPLICATION)

Frank Dalton
General Manager (Former)
Katherine Country Club
frankdalton@bigpond.com

Alex Bruce
CEO
Hospitality NT
alex@hospitalitynt.com.au

ROLE & COMPANY PROFILES

Infrastructure and Capital Manager

The Roman Catholic Trust Corporation For the Diocese of Rockhampton

Key Responsibilities.

- Responsible for facility maintenance and IT departments
- Responsible for project management of capital works
- Regular reporting to leadership on all issues
- Assist leadership team in formulation and execution of strategic planning
- Oversee Workplace Health & Safety including correction of non-compliance to regulations
- Management and negotiation of contracts for provision of services
- Undertaking various projects on behalf of leadership team
- Overseeing operations at major events

Principal Consultant

Clubs, Hotels and Pubs Consulting

Key Responsibilities.

- Business analysis across a broad range of areas
- Recruitment
- Assisting clients with the development of policies, procedures and other documents
- Providing advice surrounding compliance activities and responding to instances of breach.
- Providing general advice

General Manager & CEO

Katherine Country Club

Key Responsibilities.

- Operational oversight of Bar's, Restaurant, Finance, Maintenance, Horticulture & Mechanical
- Management of all compliance activities
- HR - Including recruitment, performance management, culture management and payroll compliance with the award
- Staff Training – Including development & implementation of new procedures & methods
- Change management of new technology and procedures

- Creation, management and analysis of promotions & promotional material
- Auditing of compliance to Liquor, Gaming, WHS, AML/CTF and Employment Awards
- Stock control
- Budget creation and reporting banking, payroll
- Processing of banking, payroll
- Liaising with stakeholders including members, NT Government, NT Licensing, NT Police etc.
- Contract negotiation & management
- Preparation and presentation of reports to the board
- Project management including advancing 5 & 20 year master plans

**Business Operations Manager & Nominee
Katherine Country Club**

Key Responsibilities.

- Operational oversight
- Management of all compliance activities
- HR - Including recruitment, performance management, culture management and payroll compliance with the award
- Staff Training – Including development & implementation of new procedures & methods
- Technical repairs and maintenance including electronic gaming machines
- Change management of new technology and procedures
- Creation, management and analysis of promotions & promotional material
- Auditing of compliance to Liquor, Gaming, WHS, AML/CTF and Employment Awards
- Managing intoxicated & disorderly patrons
- Advanced customer service & complaint resolution
- Cash handling, banking, payroll
- Liaising with suppliers
- Contract negotiation & management
- Preparation and presentation of reports to the board
- Assisting GM in all areas

**Multi-Venue Operations Manager
Jamalco Hotels**

Key Responsibilities.

- Overseeing all operations including restaurants, bars, gaming, TAB, accommodation & bottleshops
- Bar opens & shutdowns
- Staff training
- Technical repairs, maintenance
- Managing intoxicated & disorderly patrons
- Customer service
- Cash handling, banking
- Stock control
- Liaising with suppliers

**Multi-Venue Operations Manager & Bottleshop Manager
Katherine Hotel (Deemat Pty Ltd)**

Key Responsibilities:

- Payroll, Invoicing, & Stock Receipt
- Marketing Venue Online, Email and Print Media
- Staff Training & Mentorship
- Continuous Improvement of Venue and ancillary businesses
- Technical Repairs, Maintenance and Purchasing including IT, Audio Visual, and Security Systems
- The Inception, Production and Promotion of Special Venue Events
- Liaising with suppliers and all other relevant stakeholders
- Relieving in all roles including Duty Manager, Bottleshop Manager, Security, Bartender
- Cash Handling
- Stock control