

Tom Matlock

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Summary

An innovative and effective OH&S manager with a history of establishing and improving OH&S policies and procedures for RAAF bases in NSW and NT.

Career History

Royal Australian Air Force, 1984-present

Transport Manager

43 Squadron, Balberra, 2007-present

- Eliminated fuel fraud and misuse of Squadron vehicles, an estimated cost saving of \$10,000 per year.

Senior Messing Services Manager

RAAF Base, Glenbrook, NSW, 2006-2007

- Responsible for the logistics of accommodating and feeding up to 2,000 personnel each week.

Contract Liaison Officer

Air Headquarters, Tindal, NT, 2004-2006

Mess Manager

RAAF Base, Tindal, NT, 2001-2004

RAAF Representative

USAF Inyokern Training Squadron,
California, USA, 2000

- Studied US workplace systems to facilitate and capitalise on change and innovation.

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Education and Training

Diploma in Front Line Management

Australian Defence College, Canberra, 2004

Advanced Occupational Health & Safety Management

National Safety Council of Australia, 2003

Certificate of Attainment in Hazard Management

Australian Public Service, 2002

Personal Information

Born Singapore 23 March 1955

Australian Citizen

Health excellent Non-smoker, keen bushwalker

Happily married 24 years; 2 children, 21 and 18

Referees

Flying Officer Rob Porter 08 5432 6789 (w)

RAAF Base, Darwin

Robert.Porter@defence.gov.au

Squadron Leader Mick Cheltenham

32 Squadron, Glenbrook

Michael.Cheltenham@defence.gov.au

Key Personal Attributes

- Clear thinking, good problem solver
- Effective team leader with good communication and people skills
- Hard working, responsible and efficient