

# TERRY CARTER

25 Kangaroo Close, Greenbank, Queensland 4124

Wk: 07 3020 0812

Hm: 07 3297 5329

t.e.carter@bigpond.com

Mobile: 0400 557 853

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## PROFESSIONAL PROFILE

Expert Quality Assurance, Health Safety, Environmental professional with over 30 years hands on experience, possessing an excellent knowledge and understanding of ISO 9000, AS NZS 4801 and ISO 14001EMS, State Environmental Laws, Sustainable development and Safety. Demonstrated skills in quality, safety and environmental systems auditing and the ability to work well in team environment, excellent communication, interpersonal and organizational skills, dedicated and a meticulous professional, with advanced computer skills, bringing expertise in the following key areas of quality, safety, health and environmental management:

ISO 14001

Workplace Health & Safety

Training & Development

Legislative Compliance

Measure and evaluation

ISO9001

Project Management

Environmental Auditing

Commitment to policies

Review and improvement

Environmental Monitoring

Quality Assurance

Corporate Reporting

Planning Implementation

## PROFESSIONAL EXPERIENCE

GROCON CONSTRUCTORS P/L – Queensland

April 2008 to present

- Review Project Quality & Environmental Project Plans
- Review and development of QA and Environmental documentation
- Control document change process
- Advise projects on Quality & Environmental issues
- Training personal on Quality & Environmental systems
- Quality & Environmental auditing of projects, suppliers, subcontractors and consultants
- Investigate, review actions on Non Conformances
- Close out all non conformances
- Investigate areas for opportunity in Quality & Environmental
- Chair Quality & Environmental Steering committees
- Assist projects on development of Inspection and Test Plans
- Investigate all incidents on Quality & Environmental
- Assist consultants, subcontractors & suppliers with development of their QA & Environmental systems
- Assist other state managers with improvement of QA & Environmental systems
- Reporting of Statistics to Management meetings
- Member of the Master Builders Association Environmental committee
- Develop Quality Corner newsletter for promotion of QA systems throughout Grocon Constructors Projects

VEOLIA ENVIRONMENTAL SERVICES – CQ AREA

July 2007 to Jan 2008

### Compliance Advisor

- Advisor for Central Queensland area on Safety, Environmental, Quality & HR
- Development of QA, Safety and Environmental documentation and control of documentation
- Training personal on Environmental, Safety & Quality systems
- Environmental, Safety & Quality auditing
- Rehabilitation coordinator
- Reporting of Statistics

DAWSON ALLIANCE JOINT VENTURE THIESS KENTZ – Moura, Project Jan 2007 to June 2007

**QA Supervisor – Client Representative**

- Developed document control system.
- Report to management meetings on Quality achievements.
- Monitor Quality of process to standards
- Monitor ITP Processing
- Follow up of NCR, Action items, Document changes, Punch List items
- Entering and close out of Punch List items
- Inspection of completed works

GOLDING CONTRACTORS P/L – Gladstone

**OHSE & QA Advisor**

Oct 2005 to 2007

- Safety Advisor for projects Gladstone area
- OHS&E Manager for Central Queensland Port Authority Alliance, Expansion project third Rail Recieveal Pit # 3.
- Training personal on Environmental, Safety & Quality systems
- Environmental, Safety & Quality auditing
- Rehabilitation coordinator
- Environmental, Safety & Quality inductions
- Secondment to Ne Weipa wharf extension project as OHS&E Adviser
- Conduct audits/ inspections on sites.
- Conduct site specific inductions
- Maintain training records.
- Conduct training assessments on site.
- Auditing of Safety, Quality and Environmental systems.
- Reporting of Safety statistics to client.

BOYNE SMELTERS LTD - BOYNE ISLAND, QLD

**Environmental Engineer – Process Control Reduction Line 3**

August 2002 to Oct 2005

- *Boyne Smelters Ltd is Australia's largest aluminium smelter, producing over half a million tons of aluminium each year.*
- Managed operation of ISO 14001 certified Environmental Management System - Reduction Line 3, Boyne Smelters Ltd.
- Scheduling and carrying out of Reduction Crane Cabin hygiene to site standards
- Established emission-monitoring equipment.
- Maintained equipment and reported incidents
- Analysed Current Best Practices for environmental impact.
- Monitored test results from Butt Cooling Building.
- Reported emission results to MRU.
- Contractor Representative for permits and coordination.
- Work Health & Safety Officer for Reduction Line 3, Boyne Smelters.
- EMS representative for MRU
- Manage all environmental improvement projects and programs for Reduction Line 3, Boyne Smelters.

BOYNE SMELTERS LTD

**Contracts Officer**

January 2001 to August 2002

Boyne Smelters Ltd is Australia's largest aluminium smelter, producing over half a million tons of aluminium each year.

- Established and maintained service contracts with Contractors.
- Negotiated commercial and contractual contract terms.

- Raised requests for proposals.
- Managed development, implementation and administration of contracts.

SUNCOR ENERGY - GLADSTONE, QLD

**Contractor Safety, Induction & First Aid Officer**

May 2000 to January 2001

Suncor Energy (Shale Oil.)

- Managed all matters pertaining to workplace safety on equipment shutdown
- First aid
- Induction training in confine space entry
- Coordination of all contractors.
- Reporting of safety statistics

BOEING CONSTRUCTORS INC - Pine Gap, NT

**Environmental & Quality Advisor**

August 1996 to November 1999

Boeing Constructors Inc provide contractor services for the Pine Gap Joint Defence Force Facility.

- Implemented ISO 14000 EMS and ISO 9000.
- Managed maintenance and servicing of surveillance facility for Australian and American defence, ensuring 24hrs, 365 days per year operation.
- Developed document control system.
- Conducted audits and trained auditors on auditing techniques.
- Developed risk register.
- Managed approval of environment issues on all tasks carried on the 4000 acre site.
- Meet with chief of facility on environmental issues.
- Reported to management meetings on environmental improvements and issues.
- Liaised with government officials on projects and potential environmental impact.
- Environmental & Quality Advisor

PRINCE CONVEYOR COMPONENTS PTY LTD - GEELONG, VIC

**Quality Assurance Coordinator**

June 1995 to July 1996

Prince Conveyor Components are an Australian manufacturer of conveyor components for delivery and installation throughout Australia, India and the Philippines.

- Developed and implemented QA system to ISO 9000.
- Coordinated and delivered production project 14 days early and \$198,000 under \$1,200,000.00 budget.
- Conducted audits and maintained standards for external auditing.
- Managed inspection and testing of components.
- Developed internal standards.
- Conducted staff training quality systems.

PRIMA FURNITURE PTY LTD - MELBOURNE, VIC

**Quality Assurance/Training/O.H&S Manager**

November 1989 to June 1995

Prima Furniture are an Australian manufacturer and installer of quality commercial interior fit out of Banks and Commercial Offices.

- Developed and implemented competency training programs, including induction, safety and emergency evacuation for 300 employees.
- Established policies, procedures, work instructions and standards.
- Reduced Work cover premiums.
- Reduced Work cover claims by 50%.

## KEY QUALIFICATIONS

- Coal Mine S1, S2, S3 Supervisor Qualifications
- WH & S construction and Industrial qualified
- Work Health & Safety Officer for Reduction Line 3, Boyne Smelters.
- Post graduate certificate Environmental Management for Air Quality, Water Management, Land Rehabilitation and Risk Management
- Certificate IV, Workplace Trainer Category 2
- Associate Diploma in Manufacturing (Quality Assurance stream).
- Quality Assurance auditor training.
- Certificate Environmental Law covering Legislation and the Act
- Construction Industry Safety Supervisors Certificate
- Return to Work and Rehabilitation coordination through Work Cover Victoria.
- Return to Work and Rehabilitation coordination through Work Cover Queensland.

## EDUCATION:

CENTRAL QUEENSLAND UNIVERSITY <b><i>Post Graduate Certificate Environmental Studies</i></b>	Gladstone, Qld
QUEENSLAND UNIVERSITY <b><i>Environmental Law</i></b>	Brisbane, Qld
QUEENSLAND UNIVERSITY <b><i>Environmental Management Certificate</i></b>	Brisbane, Qld
DAMES and MOORE Pty Ltd in partnership with ETRS <b><i>Environmental Management Systems – Auditor training</i></b>	Melbourne, Vic
DEAKIN UNIVERSITY formally GORDON TECHNICAL COLLEGE <b><i>Associate Diploma of Manufacturing Engineering Quality Assurance</i></b>	Geelong, Vic
FOOTSCRAY COLLEGE OF TECHNICAL & FURTHER EDUCATION <b><i>Further Certificate of Technology in Quality Control</i></b>	Footscray, Vic
GORDON TECHNICAL COLLEGE <b><i>Inspection &amp; Quality Control Certification</i></b>	Geelong, Vic

## TRAINING:

- Work Health & Safety Officer
- Managed operation of ISO 14001 certified Environmental Management System - Reduction Line 3, Boyne Smelters Ltd.
- Forklift Licence
- 6 Sigma Training - Problem Solving & Statistical Analysis
- Overhaul & Reporting on Electrical Equipment used in Explosive Atmospheres - Plumpton Walker
- Chemical Response & Management Training - Boyne Smelters Ltd
- Fire Extinguisher Identification & Use - Boyne Smelters Ltd
- Controlling & Containment of Wildfires - Boyne Smelters Ltd
- Environmental Management ISO 14000 EMS & Environmental Auditing Certificate - ETRS
- Certificate IV, Workplace Trainer Category 2 - Centralian College, NT
- ISO 9000 Lead Quality Assessors Certificate

- Total Quality Management Facilitator Certificate - PMS Consultants

**COMPUTER SKILLS:**

Skilled in the use of various operating systems, programs and software packages including:  
Windows 9x- XP, MS Office, MS Word, MS Excel, Email, Internet, Mini Tab Statistical, Boreal  
Laser Software, Dustrak Software, SAP

**REFERENCES:**

Darran Ogle  
State Manager MSA  
Ph 0418 427 735

Craig Brice  
Contractor Co-ordinator Rio Tinto Boyne Island  
Ph 07 4973 0291