

RESUME

PERSONAL DETAILS:

Name: Wayne Alan Morris,
Address: 63 Coalbrook St, Lithgow. 2790
Telephone: 02 63531242, 0418 434 757 (mobile)
Nationality: Australian

EDUCATION & TRAINING:

Coerwull Public School 1962 - 1968

Lithgow High School 1969 – 1971
Subjects Studied: English, Math, Science, Geography, Woodwork, Metalwork.
Subjects Passed: All of the above.

Gosford Technical College May 1973 - Oct. 1974
Subjects Studied: Trainee Apprentice Carpenter.
Subjects Passed: All subjects studied.

State Rail Authority, Chullora 1976
Subject Studied: S.R.A. Plant Ticket Forklift (small to large) Farm Tractor, Back-hoe, Dozers (small dozer to a D6 & D8), Front-end loader (track & tyres).
Subjects Passed: as above.

Titan Mining & Engineering, Wollongong 1986
Subject studied: Storeman in Titan's System.
Subjects passed: as above.

TAFE Lithgow Campus 1999
Subject studied: Tag & Testing – SAFETY Checking Electrical Appliances
Subjects passed: as above.

TAFE Lithgow Campus 2003
Subject studied: Responsible Conduct of Gambling
Responsible Service of Alcohol
Receptive Literacy 3
Critical Literacy 3
Subjects passed: as above.

TAFE Lithgow Campus 18th November, 2006
Subject studied: Senior First Aid Certificate
Subjects passed: as above.

WorkCover NSW 2007
Subject studied: Forklift Ticket – OHS Certification Australia
Subjects passed: as above.

TAFE Lithgow Campus 2008
Subject studied: Statement of Attendance
How to deal with Bullying and Harassment in the Workplace
Subjects passed: as above.

EDUCATION & TRAINING: cont...

TAFE Lithgow Campus	27 th October, 2009
Subject studied:	Senior First Aid Certificate – current till 26 th October 2012
Subjects passed:	as above.
TAFE Lithgow Campus	2010
Subject studied:	Tag & Testing – Conduct in-service safety testing of electrical and cord connected equipment
Subjects passed:	as above.
Urban E-LEARNING	2011
Subject studied:	CPCCOHS 1001A – Work Safely in the Construction Industry White Card
Subjects passed:	as above.

EMPLOYMENT HISTORY & POSITIONS HELD:

Skilltech	February 2016 – October 2016
Hired as:	Meter Reader
Reason for leaving:	Part-time Position
Ian Bennet Australia Post	April 2014 – May 2015
Hired as:	On-Call Parcel Delivery
Reason for leaving:	Part-time Position
Downer Rail	April 2012 – June 2013
Hired as:	General Storeman/Maintenance Trades Assistant
Reason for leaving:	Casual Employment
TAFE – Lithgow Campus	June 1994 – May 2011
Hired as:	General Assistant/Tool Storeman
Reason for leaving:	Resigned
Lithgow Correctional Centre	12/12/90 – June 1994
Hired as:	Stores Officer Grade 2
Reason for leaving:	Position regrade
Eskbank Auto Port.	July 1987 - Feb 1991
Drive-way Assistant. employed part-time.** 3rd July 1989 to 4th December 1989. Hired as:	Reason for leaving: See Resume of Employment
Reason for leaving:	Labourer See Resume of Employment
September 1988 to 24th December 1988	
Back-Hoe Driver	
Reason for leaving:	Contract Finished
All-Aids Hire, Orange.	May 1988 to August 1988
Roller Driver	
Reason for leaving:	Contract Finished.
Titan Mining and Engineering, Lithgow.	Apr 1985 to May 1987
Hired as:	Cable Repairer/Storeman
Reason for leaving:	Titan's Lithgow section closed

EMPLOYMENT HISTORY & POSITIONS HELD: cont...

P.G.H. Ceramics, Lithgow.

Hired as:

Reason for leaving:

July 1983 to April 1984

Kiln Operator

Retrenched due to Company's financial difficulties

Coles

New World, Lithgow.

Hired as:

Reason for leaving:

October 1982 to June 1983

Cleaner & Night Stacker

Self improvement

State Rail Authority.

Hired as:

Reason for leaving:

January 1975 to May 1981

Fettler - 12 months, **Plant Operator** - 4 years

Resigned as I was being transferred and preferred to stay in Lithgow

Old Sydney Town, Gosford

Hired as:

Reason for leaving:

May 1972 to October 1974

Labourer - 12 months

Trainee Apprentice Carpenter- 18 months

Retrenched 250 men

National Parks & Wildlife,

Blackheath.

Hired as:

Department of Social Security Employment Scheme terminated.

December 1971 to May 1972

Labourer

RESUME OF EMPLOYMENT:

NATIONAL PARKS & WILDLIFE: (Blue Mountains)

Employed as a Labourer responsible for the upgrading and maintenance of walking tracks, cutting and preparing helicopter pads, cutting fire breaks and back burning, from Katoomba to Falconbridge on National_Parks & Wildlife land.

OLD SYDNEY TOWN: (Gosford)

Employed as a Labourer for my first year, I was an assistant to Bricklayers, Carpenters, Electricians and Plumbers. In my second and third years, I was a Trainee Apprentice Carpenter.

STATE RAIL AUTHORITY: (Lithgow)

For the first twelve months I was employed as a fettler responsible for track maintenance. In my second year I was responsible to the District Engineer at Bathurst, working under my own supervision. I was employed as a Plant Operator and was trained at Chullora Plant Section for six weeks in order to obtain a S.R.A Plant Ticket.

I worked on off-track machinery i.e. dozers, back-hoes and farm tractors. I was responsible for fire breaks and road maintenance, top drain maintenance, slashing and noxious weed eradication from Lithgow to Bathurst. I was also responsible for the maintenance on my machines.

COLES NEW WORLD SUPERMARKET (Lithgow Valley Shopping Centre):

Employed as a casual Cleaner and Night-Stacker, I was responsible for cleaning of the floors and restocking of the shelves.

P.G.H. CERAMICS (Donald Street, Lithgow):

Employed as a Kiln Operator an shift work. I worked under my own supervision and was responsible for the supervision of a Labourer under me as well. My main duties were keeping the kilns at a constant temperature, registering readings on individual burners, feeding tile trolley units into and out of the kilns, and supervising the Labourer's work.

RESUME OF EMPLOYMENT: cont...

TITAN MINING & ENGINEERING (Donald Street, Lithgow):

Employed as a Cable Repairer which involved core testing, mega readings and finding broken earths on mining cables. I also performed plug repairs and replacements on car cables, miner cables, 11kv cables and long wall cables.

I also trained in Wollongong at Titan's main store room as a Storeman, involved training in the ordering of all stock and equipment for the factory, stocktaking monthly, quarterly and yearly and also keeping all records in their system.

On return to Lithgow as well as the above duties I was responsible for incoming stock and equipment and the issuing of outgoing stock and equipment. This also involved keeping all records up to date.

ALL-AIDS HIRE (Orange): Contract to D.M.R.

Employed as a Roller Driver performing road works building.

WAYNE MCKINNEY (Lithgow): Contract to D.M.R.

Employed as a Back-hoe Driver road works and maintenance.

UNITED DAIRIES LIMITED (Wyang):

Employed as a labourer working a 7 day roster. I was responsible for loading and unloading of milk crates on semitrailers. I was hired for 8 weeks only, to replace Permanent Staff who were on annual leave.

ESKBANK AUTO PORT (Hill Evans, Bridge Street, Lithgow):

Employed as a part-time Drive-way Attendant. My duties included attending to cars, cleaning driveways, serving in the shop and assisting in the yearly stock take. I worked under my own supervision, being entrusted to open, maintain and close up the garage as required. Reason for leaving was to concentrate on full-time employment.

LITHGOW CORRECTIONAL CENTRE (Great Western HWY., Marrangaroo, Lithgow):

Employed as a full-time Stores Officer Grade 2. I was instrumental in assisting the Store Manager to establish and set up the stores from scratch, as Lithgow was a new institution for the Department. I have since worked in all areas of stores, purchasing, stock control and communication and was successful in recommending the transfer of store control systems to a computerised network. I am in general purchasing of food, uniforms, administration supplies and prisoner buy-ups.

I have worked in the many areas of the Department's Store. My current area of responsibility is for the Department's Industries which include:

- purchasing for the Cabinet shop supplies which included timber for furniture making, all tools, glues, screws, nails, stains and lacquer, and all the tools and equipment to go with the above.
- purchasing of Textile shop materials for Textiles industry.
- purchasing of the Department's Cottage Industry supplies which included ceramics, leather work, material for screen printing, computer components for the assembling of computers.
- Purchasing all Education supplies, sending off orders for TAFE courses and arranging Library supplies.
- Building maintenance supplies which include all equipment to maintain Correctional centre.
- I have not only maintained my workload but also developed and maintained control procedures for the area under my control.

RESUME OF EMPLOYMENT: cont...

WESTERN INSTITUTE OF TAFE - LITHGOW COLLEGE

Employed as a GENERAL ASSISTANT/TOOL STOREPERSON

DUTIES

General Assistants/Tool Storepersons (G.A./T.S.) are required to assist teachers in the conduct of practical classes by issuing and receiving back tools and materials used by students, ensuring there is an adequate supply of stores available, maintaining tools and equipment in good working condition, and ensuring working areas (including store and workshop) are kept safe, clean and tidy. For these duties, the G.A./T.S.) is responsible to the Head Teacher/Teacher in Charge of the Section.

Many duties relate to the college as a whole e.g. moving of furniture, loading and unloading of delivery trucks, minor maintenance of college property etc. For such duties, the G.A./T.S. is responsible to the college's Head of Administration.

Further information can be obtained from the Statement of duties attached on the following page. G.A./T.S's may be assigned to any, or all, of the trade areas. Non trade areas may also be serviced e.g. Fashion. It is generally College policy for a G.A./T.S. to have, the responsibility for the efficient operation of only one store, but he/she is often called upon to assist in other stores. The College has the right to relocate a G.A./T.S. permanently from one store to another.

STATEMENT OF DUTIES - WESTERN INSTITUTE OF TAFE - LITHGOW COLLEGE

Responsible for:

1. Preparation, issue and receipt of tools, equipment, and materials required by students and staff for the conduct of classes.
2. Supervision of inwards stores, oils, steel, timber, etc., to store and checking and recording of same.
3. Maintenance of small tools in stores by regular oiling and cleaning where necessary.
4. Ensure security of tools, equipment and materials, etc., as directed.
5. General cleaning, oiling and painting of workshop machines as and when directed.
6. General cleaning of workshop.
7. Maintain equipment and stores in a clean and tidy condition.
8. At the specific direction of the Head of Administration, assistance in loading and unloading delivery trucks and removal and transport of furniture, equipment etc., as required.
9. Reclaiming materials for re-use as directed.
10. At the specific direction of the Head of Administration, other, duties appropriate to classification including replacement of defective lighting, maintenance of heating arrangements and general maintenance of College property.

DOWNER | RAIL – BATHURST

Store duties, picking orders for all sections, stock take, receive and dispatch goods and general cleaning. Trade assistant for maintenance section, oxy cutting, drilling, fitting signs, cutting up sheet with drop and coal cut saws, grinding and other general maintenance.

IAN BENNET | CONTRACT AUSTRALIA POST - LITHGOW

Parcel sorting, parcel delivery, parcels scanned and entered into the system. This was a part-time on-call position.

SKILLTECH - LITHGOW

Reading gas meters, route planning, meters scanned and entered into the system. This is a part-time on-call position.

GENERAL COMMENTS:

During my years of employment, I have become a multi-skilled worker and am willing to undertake any further training which may be required for your position. I have had experience in the following areas:

- Acting Foreman of Lithgow Campus.
- Plant machinery, operating & maintenance.
- Cable repairing, core testing, mega readings & finding broken earths on mining cables, plug repairs & replacement on car cables, miner cables, 11kv cables and long wall cables
- Labourer for many trades.
- Tag and Testing equipment including 415volt equipment/machinery
- Senior First Aid Officer
- 24/7 hour callouts and responsible for the Lithgow TAFE night lockup, security officer
- Working under my own supervision
- Supervision of other employees
- Storeman and stock control
- Development and maintenance of store control procedures
- Experience with computerised store systems
- Home management
- Communication skills, through involvement in various community committees and workplaces
- Basic knowledge of computer data entry

REFEREES (verbal):

1. Marcus Hogan, Downer, Motor Shop Manager Bathurst | Rail.
Phone: 02 6332 7854, Mobile: 0437 833 011
2. Mr. Bill Evans, Bill's Automotive Repairs. Donald Street, Lithgow 2790
Phone: 02 6351 2595.