

# RESUME

## FOR

# PETER COOKE



Principal of Sysdata Pty Ltd.  
Business Trading Names

**Peter Cooke Consultants**  
**NDIS Contract Services**  
**Imoan Arabians**

**"BOOLARA" 241 Gordons Bridge Road, Kinglake, Victoria 3763**  
**Telephone: (03) 5786 1995 Mobile: 0428 386 106**  
**E-Mail : [peter.cooke@imoan.com.au](mailto:peter.cooke@imoan.com.au)**

**NAME : PETER NOEL COOKE**

**DATE OF BIRTH : 10<sup>th</sup> JANUARY 1949**

**MARITAL STATUS : REMARRIED 21<sup>ST</sup> July 2018**

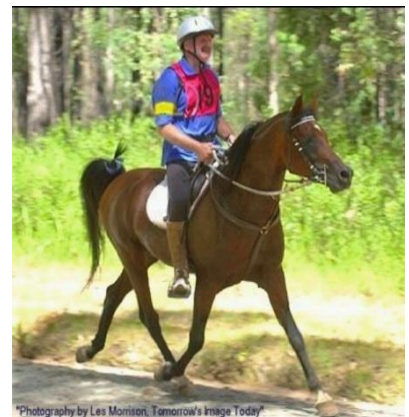
**QUALIFICATIONS : BACHELOR OF SCIENCE DEGREE  
MONASH UNIVERSITY 1970  
(CHEMISTRY & CHEMICAL ENG. SCIENCE)**

**VOLUNTEER DRIVER FOR HICCI (TTT)**

**Qualified**

**MENTAL HEALTH FIRST AID AUSTRALIA  
WORKING WITH CHILDREN CARD 0688015A-01  
NATIONAL CRIMINAL HISTORY CHECK 27<sup>TH</sup> AUGUST 2018  
LIVING THROUGH BLACK SATURDAY BUSHFIRE 2009.**

**INTERESTS : ENDURANCE HORSE RIDING  
HORSE BREEDING  
HORSE CONDITIONING & TRAINING  
CONTINUAL DISCOVERY & LEARNING  
COMMUNICATIONS & INTEGRITY**



**“Integrity” is the foundation of my life & working career.**

**I Let My “Life Song” Sing to the Lord in everything I do daily.**

**I let My “Life Record” speak for itself when it comes to my work & career.**

## WHAT IS INTEGRITY?

Jon Walker (Christian Writer)

*“The man of integrity walks securely, but he who takes crooked paths will be found out” (Proverbs 10:9 NIV)*

*People with integrity live by fairness, even when fairness puts them at a disadvantage or causes them significant difficulty. They fight fair even when those around them do not.*

*People of integrity consider their word their bond, allowing their 'yes' to mean yes and their 'no' to mean no.*

*People of integrity are authentic and transparent; they act the same, no matter who is present.*

*People of integrity are straightforward in their conduct. They do not hide what they are doing or say one thing and do another. They are people **“in whose spirit is no deceit” (Psalm 32.2 NIV).***

*People with integrity explain the facts in an even-handed manner; they do not try to present things in a way that makes them look better at the expense of another. They are respectful, helpful, and gracious to everyone and anyone.*

*People of integrity focus on **“whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable,” anything at all that is “excellent or praiseworthy” (Philippians 4:8 NIV).***

---

*It's easy to share words, but the real test comes in the doing.*

## **CAREER STATEMENT**

I commenced working over 50 years ago to fund my higher and tertiary education. I worked any job that was available, including cleaning toilets, brick cleaning, hard-chroming, drive-in assistant, retail store management/serving and general labouring.

I attained a Science Degree from Monash University majoring in Chemistry & Chemical Engineering Science, and as a graduate with high marks, I was offered the opportunity to do 12 months extra study to attain an extra Degree in Chemical Engineering. I declined the offer to consider alternatives to my qualified career, and to utilize my qualifications to demonstrate to future employers that I had discipline, endurance, the capacity to learn, and work hard in whatever career path I chose.

Most of my work career to date has been in the Commercial IT Computing Industry in a variety of roles from Analyst/Programmer to Senior Consultant, and Sales/Senior Sales Management during a period of rapid technology advances.

I successfully achieved all set objective within corporate, small commercial companies, and my own companies. The four years (commencing August 2018) working with my step grandson (Luke) as his Kinship Carer limited my activities but was incredibly special, demonstrating that loving positive disciplined influences in the critical early years of a child's development have an important impact on their character, and how they view themselves.

As a retiree after an extremely expensive divorce at an extremely critical time in my life journey, I need to work as a matter of circumstances. I am fortunate that I am blessed with good health, and I still have much to contribute. My career record testifies that I will endure, and complete my given tasks or assignments successfully, with my Integrity intact. I am familiar with, aware of, and have experienced the saying "One moment you are a hero, and the next moment you are a Zero."

## **PERSONAL STATEMENT**

*We all make a mess at times, and nobody likes to have to clean up their mess, let alone the mess of others. Mess takes varied forms, and no matter what form, cleaning up is a necessary job.*

*Irrespective of your education, and level of experience at some time there will be a mess needing someone to clean it up.*

*No matter how high you climb on the career ladder, make sure you know how to clean up, or who to contract to clean up the mess.*



### ***I Can Clean Up the "Mess"***

- *Computer Programs & Support*
- *NDIS Self-Care & House Cleaning*
- *Administration & Consulting*
- *Contract Facilitation (IT & NDIS)*
- *Equine Activities, Riding & Breeding*

I have worked at both Senior & Junior levels in my career, and as a retiree, due to a very costly divorce (past circumstances) I do not have the luxury where I can be selective about the work I do. I will complete any given assignment, or I will not accept the job.

# CAREER SUMMARY

Peter Cooke

<u>PERIOD</u>	<u>ORGANISATION</u>	<u>POSITION / ROLE</u>
1966 – 1968	SENIOR SCHOOL YEARS	VARIOUS PART-TIME including CLEANER, LABOURER
FEB'68 – OCT'70	MONASH UNIVERSITY	STUDENT, PART-TIME WORKER
NOV'70 – MAR'72	KODAK AUSTRALIA	GRADUATE TRAINEE MP & EM SUPERVISOR
APR'72 – APR'74	VARIAN TECHTRON	MARKET SERVICES SUPERVISOR SYSTEMS ANALYST
APR'74 – NOV'74	FIBREMAKERS LTD	ANALYST / PROGRAMMER ANALYST
DEC'74 – JUN'75	OLIVETTI AUSTRALIA	PRODUCT SALES REPRESENTATIVE
JUL'75 – AUG'76	COMPUTER SCIENCES AUST.	MARKETING REPRESENTATIVE SENIOR MARKET REPRESENTATIVE
SEP'76 – SEP'77	DATA GENERAL AUSTRALIA	SALES REPRESENTATIVE
SEP'77 – NOV'77	TAB PRODUCTS AUSTRALIA	SALES REPRESENTATIVE
NOV'77 – APR'79	CONTROL DATA AUSTRALIA	MARKETING REPRESENTATIVE NATIONAL ACCOUNT MANAGER BRANCH MANAGER
<b>MAY'79 →</b>	<b>SYSDATA PTY LTD Trading As</b> <b>1. PETER COOKE CONSULTANTS</b> <b>2. IMOAN ARABIANS</b> <b>3. PETER COOKE ESALES</b> <b>4. NDIS CONTRACT SERVICES</b>	<b>IT CONTRACT FACILITATOR</b> <b>BUSINESS MANAGER</b> <b>VOLUNTEER DRIVER – HICCI</b> <b>APPLICATIONS DEVELOPER</b> <b>HORSE BREEDER &amp; TRAINER</b> <b>NDIS SELF-CARE &amp; CLEANING</b> <b>FARM &amp; STUD OPERATOR</b> <b>DFFH – KINSHIP CARER</b> <b>GENERAL MANAGER</b>

**FROM / TO : 1966 - NOVEMBER 1970**

**COMPANY : VARIOUS Part-Time  
SCHOOL  
MONASH UNIVERSITY (Clayton)**

**ROLE : STUDENT  
ATTENDANT  
LABOURER  
POSTAL SORTER**

During my final two (2) years at Senior School and during my three (3) years at Monash University I worked Part-Time jobs during the year and full-time casual jobs during the holiday periods to provide funds for my living, and education.

### **1966 to February 1968 (School)**

The jobs did not require any of my schooling but were mostly physically oriented, during my school holidays including:

- Mail Sorting at Australia Post
- Brick Cleaning of recently finished buildings including among this lot was the Matthew Flinders Hotel.
- Working as a labourer with a small hard chrome finishing operation.
- Worked as a storage mover with Window Walls Manufacturer - Stegbar
- Working as Sales Attendant & at times Manager in Milk Bar / Grocery store owned by my parents.

I obtained my Matriculation (Year 12 Maths Science) Certificate & University acceptance at Monash for a Science Degree in late 1967.

## February 1968 to October 1970 (Monash University)

It was necessary for me to work at whatever jobs I could obtain during my university years because I had accepted a Studentship with the Victorian Education Department to provide funds for my living & education - University Science Degree course (Maths / Science related) with the proviso that I would work for a period as a Teacher in Victorian Schools. The Studentship included Teacher Training outside of university hours.

I decided I did not wish to become a teacher after my course, and I organized a plan in association with the Victorian Education Department to “pay back” the funds supplied.

During my three (3) years at University, I worked later at night during the year and during the day in the major holiday breaks at the end of the year.

I studied successfully for a Science Degree majoring in Chemistry & Chemical Engineering Science. Chemical Engineering Science was offered at that stage to provide a “Bridging” alternative to “Accepted” students to enable them to go further (1 additional year) & so obtain a Dual Degree. The basic “Ground Level” Chemistry subjects were similar. I obtained my Science Degree in late 1970 but moved immediately into the work force.

In this period, I worked as a Drive/Parking Attendant at the Clayton Twin Drive-In theatre at night. I would commence in the catering facility and just prior to the movies commencing I would start on my “patrol.”

A sizeable portion of my funds came from being involved working as a “Cleaner of Toilets” (In the evenings) under contract for Industrial Companies toilet complexes in the Clayton/Mulgrave area close to Monash University.



**FROM / TO : NOVEMBER 1970 - MARCH 1972**

**COMPANY : KODAK (AUSTRALASIA) LIMITED**

**ROLE : GRADUATE TRAINEE  
MPEM SUPERVISOR**

I accepted a job immediately on finishing at Monash University as a Graduate Trainee by the Victorian Branch to undergo exposure to areas of the company prior to a final placement. I accepted this role because most companies would not take onboard a graduate until the new year, and I needed funds.

I commenced employment with an initial one (1) week training course involving the technical details and the sales techniques for the newly released "Instamatic" Cameras & Photofinishing services.

I spent months working in the Collins Street Retail Store Where I

- Demonstrated & Sold "Instamatic" Cameras
- Worked in the Technical Photographic Customer Support areas to give me a solid "grounding" in the Companies "base level" products.

My next move involved.

- Market/Sales reporting of representative sales to Chemist/Pharmacy
- A brief period as a representative calling on Pharmacy's.
- A period at the Coburg Victoria Warehouse facilities.

I was eventually placed as a representative of the MPEM (Motion Picture & Education Market) area: -

- Sale of Motion Picture Film Based products to the TV & Film industry.
- Supporting the Supervisor in controlling the Sale of AV (Audio Visual) Products.

Technology in the photographic area of the market was changing dramatically with the advances in computer technology.

**FROM / TO** : **APRIL 1972 - APRIL 1974**

**COMPANY** : **VARIAN TECHTRON PTY LTD**

**ROLE** : **MARKET SERVICES SUPERVISOR  
ANALYST**

**ENVIRONMENT** : **MARK III TIMESHARING, BASIC Programming &  
TABOL (Financial Modelling)**

I commenced employment as the Market Services Supervisor for this Scientific Instrument Manufacturer reporting to the Marketing Manager. The duties involved initially were: -

- Responsible for Market Survey Sales Analysis
- Budgeting & Sales Forecasting of Spectrophotometers internationally
- Determination of ROI for new products
- Design & Production of suitable models to evaluate ROI & BUDGETING
- Co-ordination of Sales & Support for Agents in Southeast Asia
- Calculation of profitability of each product line in international zones
- Maintenance of the Price Reporting system in accordance with the monitoring of International Fluctuations in Currency
- Ad Hoc Reports & Surveys for the Marketing Manager

During this period, I was seconded to Manufacturing for a two (2) month period to analyze the Export Ordering procedure. This entailed controlling seven (7) order processing staff and documenting the existing export ordering system and recommending changes to management. The report was accepted by management and the restructure of the Export Order Processing system was implemented successfully.

My role was further expanded so that I travelled throughout Southeast Asia talking with existing agents, helping finalize critical sales as well as providing management with the details enabling the appointment of new sales agents within those countries.

During this period for about 7 months, after normal business hours, I worked a second job as "Toilet Cleaner" of industrial company's toilet facilities that were close to my home.

**FROM / TO** : **APRIL 1974 - NOVEMBER 1974**

**COMPANY** : FIBREMAKER LIMITED

**ROLE** : ANALYST / PROGRAMMER, ANALYST

**ENVIRONMENT** : IBM 360/40 under OS/VSI, PL/1, MARK IV, IMS DB/DC  
HONEYWELL MARK III TIMESHARING, BASIC, FORTRAN,  
TABOL (Financial Modelling)

I was employed as an Analyst/Programmer trained initially in MARK IV Report Writer to design & write reporting programs for existing production systems written in PL/1 for the IBM mainframe under OS/VSI. The production systems involved were developed using IMS DB (a hierarchical database management system) in a card-based JCL (Job Control Language) operating system. MARK IV had been purchased to enable more flexible Report Writing.

My role entailed defining the current IBM Mainframe file structures to MARK IV so I could easily design, develop, program, and produce ad-hoc reports requested by senior managers. I wrote several programs which provided summation and select reporting not previously available.

I was involved as the Analyst to produce program specifications for a contractor to write PL/1 and MARK IV routines for a Profit & Loss Reporting System.

FibreMakers were then part of ICI Australia (Orica) and due to strategic changes within ICI Australia, Fibremakers was confronted with the prospect of being either "Sold Off" or "Closed Down."

I designed and wrote MARK IV applications to access the ICI IMS DB physical storage system and retrieve data from the Personnel database. I also produced reports on the "Charge Out" of personnel to Development Projects.

While at FibreMakers, I attended "After Hours" computer programming courses. I assisted in the production of a Model to simulate the "What If" situation for New Product Evaluation. In this assignment I utilized the HONEYWELL Mark III Timesharing system developing a model using TABOL Financial Modelling.

I left the "ill-fated" FibreMakers once ICI had stated its intentions to "Close Down" the company operation.

**FROM / TO** : **DECEMBER 1974 - JUNE 1975**

**COMPANY** : **OLIVETTI AUSTRALIA**

**ROLE** : **PRODUCT SPECIALIST & SALES REPRESENTATIVE.**

**ENVIRONMENT** : **OLIVETTI P652 & MACHINE CODE LANGUAGE**

I was employed to be trained as the specialist in the Olivetti P652 Programmable Calculator. In this role I was solely responsible for Support, Programming & Sales of the product.

The P652 was to be sold to the scientific community and my role entailed.

1. Direct sales to customers
2. Product Support to Olivetti's Accounting Sales representatives

To achieve some sales, I wrote demonstration & production programs utilizing the units inbuilt Machine code.

The P652 was years "Behind the Market" technology, but it fulfilled organizations needs for "An Inexpensive Proven Alternative."

During this brief period at Olivetti sales Quota was "On Target."

Olivetti did not provide opportunities for advancement & the products they were selling had not kept up to date with advances in technology making it difficult to compete with more technological alternative solutions.

**FROM / TO** : **JULY 1975 - AUGUST 1976**

**COMPANY** : **COMPUTER SCIENCES OF AUSTRALIA**

**ROLE** : **MARKETING REPRESENTATIVE**  
**SENIOR MARKETING REPRESENTATIVE**

**ENVIRONMENT** : **UNIVAC 1108 under INFONET TIMESHARING & ASSOCIATED PRODUCTS**

I joined CSA's INFONET Timesharing Division as a Marketing Representative with three (3) months of the current quota period remaining. I was set five (5) months quota to achieve in a three (3) month period to qualify for the quota club.

At the end of the three (3) month period I had achieved 95% of quota.

During this initial three (3) month period I was awarded the Marketing Representative of the Month for the company nationally for "signing up" four (4) new accounts.

I was promoted to the position of Senior Marketing representative after nine (9) months and given the responsibility for ICI Australia on a National Account basis.

I increased the revenue in this account from \$110,000 per annum to over \$200,000 per annum.

New accounts identified & "Signed Up" during this period included:

- DOW CHEMICALS
- ICI – PLASTICS
- STANLEY WORKS
- PETERS ICE CREAM
- SEVERAL ENGINEERING FIRMS
- AUSTIN HOSPITAL
- ROYAL MELBOURNE HOSPITAL

The system relied on a network/Internet infrastructure that was in its infancy in Australia, so this was a solution developed before its time with limited and slow communications.

This period was the start of the technology revolution. A period of rapid changes in technology within the computer industry.

Mini-Computers now provided clients with an alternative inexpensive in-house computer solution and timesharing, at this stage, did not have the necessary communication or internet infrastructure to support the product & service provided.

During this period, I attended the PSS Course – Professional Sales Skills.

I left CSA prior to the end of the quota period to join Data General Australia, a USA based Mini-Computer manufacturer.

When I left CSA, I was running at 103% YTD of quota.

**FROM / TO** : **SEPTEMBER 1976 - SEPTEMBER 1977**

**COMPANY** : **DATA GENERAL AUSTRALIA**

**ROLE** : **SALES REPRESENTATIVE**

**ENVIRONMENT** : **DATA GENERAL NOVA / ECLIPSE & SOFTWARE**

I was given responsibility for the sale of minicomputer equipment to a geographical area of clients.

DGA provided a hardware solution only, so it was imperative to work together with software companies and OEMs to provide the total solution for clients (involved Hardware & Software solution).

This role required me to identify and respond to client requests for quotations and technical details regarding the mini-computer capacity to fulfill their requirements. Some requests were purely on the computer capacity and price for the client to incorporate the hardware into an existing system by their own technical staff. Many requests involved providing the complete solution (Hardware & Software) and this required me to work with and identify respectable "Software Solutions or Developers" who could install and support the "programs" required to provide the solution to meet the client expectations.

DGA only provided the minicomputers, so I also need to encourage software providers and consultancies to incorporate the DGA hardware as part of their overall system.

During this assignment, I sold several systems through "Software Houses," Consultancies and OEM organizations (Original Equipment Organizations) that were already established as well as establishing my own OEM client base (Companies who purchased the Minicomputers and provided the solution to the ultimate client).

In January 1976, I spent four (4) weeks in Boston, USA undergoing extensive training on new product to be released in Australia.

This period was extremely competitive as several companies launched new products onto the Australian market. During this period, I dealt with large government & corporate accounts. I commenced specializing in Hospitals & Medical related areas in the Chemical/Pathology areas. I was successful in selling systems to:

- ROAD CONSTRUCTION AUTHORITY
- EAGLE SIGNALS (Several)
- PRENTICE BROTHERS AND NINSON
- MELBOURNE UNIVERSITY (Several Dept.'s)
- DATA-LINK (Dual Systems)

I left DGA due to several reasons - long shipment delays from the USA, anomalies in payment of commission and the failure of the company to provide a competitive product for the commercial market.

DGA was founded based on providing mini-computers to the market or to organizations wishing to incorporate the mini-computer as part of their overall solution, but DGA provided only Fortran & Basic programming languages (Technical Scientific). The Commercial developers were more interested in the development tools which would enable them to easily develop commercial solutions. Competing mini-computer companies had enhanced and invested in providing all the tools required to develop commercial systems, namely COBOL & Relational Database Management systems.

Data General provided limited "Tools" for developers to produce viable commercial systems. The company provided "older scientific tools" when the market was seeking "up-to-date products." The computers had great specifications but failed to keep pace with development accessories.



**FROM / TO : SEPTEMBER 1977 - NOVEMBER 1977**

**COMPANY : TAB PRODUCTS AUSTRALIA**

**ROLE : CONTRACT SALES CONSULTANT**

**ENVIRONMENT : TAB KEY TO DISKETTE & CARD PUNCHES**

I was contracted by one of the principals of DARA AUSTRALIA to establish TAB PRODUCTS AUSTRALIA.

Dara Australia had obtained the dealership right to sell TAB product in Australia, commencing in Melbourne.

My role was to create the awareness in the marketplace of the TAB 500 microprocessor card punch series and the intended release of the TAB 700 series of key to diskette equipment.

With the assistance of a key punch operator, I established demonstration and office facilities and was successful in selling units to clients including:

- MINSTER CARPETS
- TELECOM AUSTRALIA (5)
- JOY BROWN & ASSOCIATES (4)
- DEPARTMENT OF PRODUCTIVITY
- ADAPS

To assist in the selling of these units I developed programs written utilizing the inbuilt Machine Code.

After the initial three (3) months contract period I had sold and installed over 13 units with orders for more pending. Once I completed my assignment and achieved the initial objectives, I was offered an extension to my contract, but I declined to extend due to a difference of opinion with the principals of Dara Australia on the grounds of Ethics & Integrity.

Control Data Australia management approached me directly, after I had been referred by a friend working with CDA, regarding a new job appointment. I accepted the CDA offer and ceased my involvement with Dara Australia.

**FROM / TO** : **NOVEMBER 1977 - APRIL 1979**

**COMPANY** : CONTROL DATA AUSTRALIA  
(CYBERNET DIVISION)

**ROLE** : MARKETING REPRESENTATIVE  
NATIONAL ACCOUNT MANAGER  
BRANCH MANAGER

**ENVIRONMENT** : CONTROL DATA CYBERS under NOS & SCOPE  
CYBERNET TIMESHARING.

I commenced as a Marketing Representative with Engineering Accounts within the Timesharing Group, and within two months I had signed five new clients to the network billing more than \$4000 per month. Early in 1978 the National Account Manager for Telecom (CDA's Major Account) resigned, and I was promoted to the position.

Telecom was the premium Cybernet Timesharing client.

The Control Data objective with Telecom was to renegotiate the contract so that Telecom would agree to a minimum expenditure for at least two years and increase the revenue by 25% nationally.

This was an intensely competitive situation with computer providers from different sectors all competing for this prized contract with alternative computer solutions at a time of new major technological changes, and solutions.

When I attended a meeting at Telecom it was not uncommon to see several senior computer representatives (some of which I knew personally) from competitive companies waiting in the foyer for their interviews.

The contract negotiations were intense, and incredibly detailed, requiring me to manage and coordinate several personnel from other departments within CDA. The contract was renegotiated over a competitive nine-month period and Telecom signed for a further four years with a minimum annual expenditure of \$1.5 Million. During this initial budget period, I achieved the following:

- 143% of Quota
- Organized a Software Services contract for a Traffic database system valued at \$1 Million to be developed over a three-year period.
- Configured and sold Cyber 18 computers to Telecom to replace data 100 RJE devices.
- Supervision of a Trainee Representative who also achieved 100% of Quota.
- Achieved membership to the 100% Quota Club and a trip to Acapulco.
- Achieved membership of the \$1 Million Club.

Control Data Australia wished to establish company strategic plans for several major accounts. A committee of senior managers and representatives from all divisions was convened to finalize the Telecom plan.

I was elected as Chairperson of this committee and over a period of weeks with meetings a comprehensive strategic plan covering a period of 2 – 5-year, was presented to the board of Control Data Australia.

The Control Data board accepted the recommendations presented, and since the Telecom contract had been renegotiated, I was reassigned to a new position.

In September 1978 I was promoted to the position of Branch Sales Manager with responsibility for Telecom nationally and other accounts. I had seven (7) additional representatives reporting to me with a total combined quota more than \$2.5 Million.

Within six (6) months three (3) representatives had already achieved full year quotas and at the time I left CDA to establish my own company, my branch was running at over 150% YTD of quota.

**FROM / TO: MAY 1979 → (ever changing)**

**COMPANY : SYSDATA PTY LTD (Self Employed)**

Trading as

- **Peter Cooke Consultants**
- **Imoan Arabians**
- **Peter Cooke ESales**

**ROLE : Manager / Consultant / Contractor Facilitator / Volunteer Driver**

**May 1979 → February 1980 Sysdata Pty Ltd**

I initially established myself as a supplier of business solutions to small & medium sized clients, primarily specialising in installing microcomputer accounting systems and “tailor made” data entry systems that used Z80 based microcomputers running under the CP/M Operating System. I successfully installed and implemented over a dozen systems and handed over the ongoing support to a specialist microcomputer software consultancy.

During this period, I was contracted as the Marketing Director for two Data General OEM’s (**O**riginal **E**quipment **M**anufacturers) and operated as the agent for a sophisticated Word Processing Package, designed for Data General Computers. I also purchased machine time on an “in-house” support computer and sold bureau facilities to clients who could not initially afford to purchase a computer system.

Two of the larger Data General systems sold in this period were:

- A Chemical Pathology system to the Western General Hospital with the “Hardware/Computer” valued then at \$96,000.
- A Word Processing & Statistical computer for the Australian Railroad Research Development Organisation (A.R.R.D.O.) valued then at \$47,000.

## **March 1980 to August 1980 ADAPS People**

I worked on a month-to-month contract basis as a consultant facilitating contract staff to large corporate users. During this period, I successfully organised contracts with existing and new clients, listed below:

- BP Australia
- ICI
- Dulux
- CBA Bank
- ACI
- ICL

## **August 1980 to August 1982 PARITY People**

I was approached directly by one of the Sydney partners of Parity People who had previously worked for Control Data Australia, with the offer to establish the Victorian branch of the company.

I fulfilled my contract with Adaps People to establish the Victorian branch of Parity People as a separate company, in partnership with the two Sydney partners of Parity People. My principal role was to establish the company while the Sydney operation would provide the initial funding.

Parity People at this stage were already an established company in Sydney supplying contract IT specialists, and the Victorian operation would be competitors of Adaps people and other suppliers.

I operated the company from my private residence for the first two weeks as a “team-of-one” before moving into serviced office accommodation.

After four months of intensive work and a good deal of sales success, I established permanent offices with an additional two staff members.

During this period, my role was that of General Manager and Sales Manager for contractor services.

My main achievements during this two-year period were:

- I established a company with over thirty people including (25 contractors & five permanents) in just on 15 months of operation.
- Repayment of all money invested by the Sydney Group after 15 months' operation, returning a profit significantly above target projection.
- Achieving annual revenue more than \$1 Million after 15 months in operation.
- Established a successful Contract & Recruitment Division.
- Assisted in the presentation to IBM for appointment as a PC dealer.
- Achieved above forecast Revenue & Profit figures.
- Established Reporting, Resourcing & Accounting systems.

A change in the objectives, attitudes and company funding precipitated a difference of opinion with my Sydney partners. I would not compromise my Integrity and professional ethics, and coupled with the Sydney operations increasing market decline, I tendered my resignation to establish a competitive company within Victoria.

### **September 1982 to November 1986      SPECIFIC RESOURCES**

Specific Resources Pty Ltd was incorporated – owned by my company, Sysdata Pty Ltd in conjunction with a previous employee of Parity People. Most clients transferred their business to Specific Resources because I was their personal provider.

**Specific Resources Pty Ltd** became a company that provided Contract and Permanent employed staff to corporate organisations.

I initiated the company as a “Team of Two” with my role being to establish the Contracting Services and my partners' role was to establish the Recruiting business.

I assumed the responsibilities of **General Manager & Senior Partner** involved in:

- General Management
- Sales Consulting
- Administration
- Resource Management
- Internal Systems Development

Specific Resources became established as a reputable supplier of both Contract and Permanent Staff with an innovative approach to Contracting with an annual turnover more than \$2 Million.

The company successfully grew each year and had more than thirty-five people including (25 – 28 contractors) working in the group, the majority in the contracting side of the business which contributed over 90% of the company's total revenue.

**Late 1985 SPECIFIC INFORMATION** was added to the group in partnership with a third party.

**Specific Information** was to specialise in:

- The Development of Prototype Methodologies
- Data Analysis
- Training & Consultancy in Information Engineering Techniques

My joint role for the group - Specific Resources & Specific Information became General Manager & Consulting Services Business Manager.

On behalf of Specific Information, I successfully negotiated consultancy projects with Government institutions,

- Divisions of TELECOM
- MMBW

I successfully sold Prototype Methodology Training courses to Government & Commercial users including.

- TELECOM
- NATIONAL AUSTRALIA BANK
- ROAD TRAFFIC AUTHORITY
- Others

During this time, Clients for both Specific Resources & Specific Information included top corporate companies and Federal and State Government Departments:

- VLINE
- TELECOM
- MMBW
- SECV
- BP AUSTRALIA
- BHP
- MOBIL OIL
- SHELL
- NATIONAL AUSTRALIA BANK
- NATIONAL MUTUAL
- ANZ BANKING GROUP
- MAYNE NICKLESS
- STATE BANK VICTORIA
- COLES MYER
- ICL
- FUJITSUI

During this period, I designed, developed (Programmed / Tested), Installed & Managed systems for the Groups internal administration. This systems development was done entirely by me in the evenings from my home so as not to interfere with the daily company activities.



These systems initially utilized an IBM PC/XT running Microsoft MS-DOS with Ashton-Tate dBase II Database, incorporating MultiMate & Multiplan:

- Invoicing & Time Recording
- Client Database
- Contractor Skills Database
- Permanent Skills Database
- Budget & Forecast System
- Statistical Systems
- Administration / Accounting Systems.

I personally earned over 90% of the company's revenue for both groups, and I fulfilled the roles of General Manager, and Administrator of both companies.

This was an untenable and disproportional business situation where I was personally producing most of the company's revenue and managing the administration & accounting while my partners were more interested in purchasing assets.

In November 1986, I made the difficult decision, and I presented a proposal to my Partners and Consultants that provided them collectively the opportunity to purchase my equity in both businesses.

The proposal was accepted with the inclusion of two important clauses.

1. A "No Restrictions" clause regarding my further business opportunities.
2. A "No Responsibility" for future Liabilities or Creditors.

I transferred my equity and responsibilities in both businesses and ceased involvement in the companies.

## **November 1986 → PETER COOKE CONSULTANTS**

After ceasing my involvement in both Specific Resources & Specific Information, I considered offers of Senior Sales / Management positions within Corporate Companies in the IT Industry.

At this stage I was uncertain whether to commit to a corporate company. I liked the idea of working from a home base and being able to control the time I devoted to my work and work-interest activities.

I established the business name **Peter Cooke Consultants** for my family company Sysdata Pty Ltd to operate as a Consultant for Corporate IT Groups & Facilitator for IT contractors working from my Home Office (initially in Pakenham Upper & later in Kinglake). This decision enabled me to prioritise my time with my other business activities and interests. This decision provided me with a source of income working in an area where I had experience and success, and it provided the flexibility necessary to investigate other areas of interest.

## **March 1987 & June 1987**

I accepted an initial short-term contract assignment at Synercom Australia (a Unisys subsidiary) culminating in a report “Subcontracting Business Consultancy Study,” submitted in April 1987 to Synercom Management and subsequently to the Board of Directors at Unisys.

Following my Business Study Report my contract was extended by Synercom Australia to recruit contractors, permanent members of staff and to implement part of the Business Study.

In this consulting capacity, I recruited contractors and permanents for Synercom directly and via other agencies.

I performed this assignment part-time concurrent with my work for my other clients. The contract was completed in 5 months, and I returned full-time to my other business activities.

## **January 1988**

I was contracted to Synercom to produce a Phase 2 Study which resulted in the company appointing its own Human Resource staff to recruit and manage Synercom’s own internal consulting group.

## **From February 1988 →**

I successfully marketed - facilitated and managed a team of up to 34 contractors working for my company together with the placement of direct contractors & permanent members of staff for Corporate Groups including:

- ORICA Australia
- AAMI
- UNISYS
- DULUXGROUP
- PPG
- Others (Short-Term)

Peter Cooke Consultants worked Flexibly & Transparently with and on behalf of both parties (Client & Contractor) to establish an agreeable working plan in that current environment.

An agreeable plan may include one or more of the following:

- Provision of Contractors with Specific Skills & Expertise.
- Acquisition of Specific Contractors (Client Identified).
- Contract Facilitation to enable the continuation of the existing Contractors.
- The “Take Over” of an existing Contractor pool to provide a more efficient & cost productive alternative.
- Facilitation Enablement of Senior Staff with extensive specific expertise to retire as a permanent employee of the company but still to be available on a contractual basis.
- “Try before You Buy” – Prospective Permanent Employee appointed initially on short evaluation contract.
- Provision of a Transparent Solution - jointly developed with the Client & Staff Member to satisfy pertinent problems.

**1994 → IMOAN ARABIANS (Concurrent)**

Concurrent with my other business activities, I established and operated my Arabian Horse stud “Imoan Arabians” initially in Pakenham Upper & currently in Kinglake Victoria as a breeder of Arabian & Arabian Derivative horses for Show, Performance & Endurance.

I competed in Endurance rides in Victoria on “NIAROB SHOU - LIN- -EL-SADAT” my stud stallion, obtaining his Endurance Qualifications, and using his success to promote the business & breeding prospects.

Full details of the stud history & activities can be viewed on my website:

[www.imoan.com.au](http://www.imoan.com.au)



This photo is the “Foal Imprinting” of “Imoan Party Girl” with an audience of 3yo children during the day, celebrating my granddaughters 3yo birthday at our former property in Pakenham Upper.

The photo below is the advertisement for my stud stallion for 2008.

## STANDING AT STUD 2008

To a Few Select Mares

### "NIAROB SHOU - LIN -- EL - SADAT"

Purebred Arabian Stallion Registered AHSA S16168  
Big ~15.3HH Bold , Bay with good length of rein & short coupling  
See Web Page for Pedigree , Progeny & more details

- \* Proven in BOTH Halter and Performance (Endurance)
- \* Top 10 Colt 2 & 3 YO Australian Arabian Championships 1994
- \* Qualified (Yellow Log Book) Endurance Horse AERA NIA 332039

<b>Service Fees</b>	\$850 + GST	Purebred
	\$650 + GST	Non Purebred
	\$650 + GST	Qualified Endurance -Yellow LogBook



Contact : Peter Cooke  
Phone : (03) 5786 1995  
Mobile : 0428 386 106  
Web Page : [www.imoan.com.au](http://www.imoan.com.au)

Location : Kinglake , VIC  
Facsimile : (03) 5786 1309  
Email : [peter.cooke@activ8.net.au](mailto:peter.cooke@activ8.net.au)



### **\*\*\* July 27<sup>th</sup>, 2005, in Pakenham Upper \*\*\***

Wednesday the 27<sup>th</sup> of July 2005 was a major turning point for the rest of my life. At this time the pressure, stress, both business and personal, was immense.

I suffered what I now know to be a “Meltdown” where I lost access to my memory. I tried to regain my memory by “force” only to lose it again, because this only added to the stress. Doctors gave me anti-depression medication. I was not taken to a specialist Neurologist, who years later, after I insisted on seeing a specialist “connected all the dots” and he made major changes to my medication regime.

This was a period where I lay flat on my back not able to help myself and cried out to God for help with no pre-conditions or expectations – I was “Broken” so I could be “Healed,” I was “Empty” to be “Filled,” and I was “Lonely” to be God’s. The process of answering my prayer.

I have been afforded a great gift. I had been ‘given’ an almost “Blank Slate” to take from the past the things of worth (memories, lessons, failures when memories returned) and start afresh. The memories had not gone, just been hidden from view. It’s as if the brain “shut down” to give itself time to rest, reassess and restart. The next few years were a time where I had no individual control of my daily activities, and I was severely disadvantaged. Business decreased due to my disability to operate successfully. Over the next few years my memory started to return when a key phrase would initiate a “Download,” and these changed my disposition radically for the better.

In November 2007 I was left alone in a weakened “Mental State.”

### **February 2008**

I was forced to sell the Pakenham Upper property and move from Pakenham Upper to Kinglake. I was rapidly regaining access to my memories prior to July 2005.

## February 2009 - "Black Saturday Bushfire Kinglake"

The bushfire raged through "Boolara" our property burning all the surrounding bush, paddock fencing, a car and destroyed a significant amount of wildlife including deer, reptiles, and koala wildlife. All the sheds, and the house were saved from major damage due to me having already established three major firefighting units independently connected to separate water tanks, together with a larger pump which pumped from our lake together with a network of sprinklers which surrounded the house and provided full water coverage.



When I was a "Blank Slate – like a Child" I was learning all the time, observing discussions between individuals, reactions, body language, and people's behavior that I may previously have seen, but neglected to my disadvantage. This data coupled with the return of my memory served to enhance my awareness of people - intentions, desires, and their trustworthiness.

I asked lots of direct questions to obtain a better understanding of the decisions that had been taken during my "weakened state." My "Return" was not welcomed, and my questioning resulted in me being served with divorce papers.

## April 2009 to June 2017 (Volunteer Driver Part-Time)

After the Black Saturday Bushfire, I decided to do some part-time volunteer work, because of the great free assistance we were given by many volunteers in the community after the bushfire.

HICCI is a network of Christian churches in the Healesville and Yarra Glen areas providing practical volunteer services and friendship to local community members, including transport, and emergency relief programs.

I had been a Volunteer Driver for HICCI since early 2009 after the Black Saturday Bushfire in Kinglake. I initially commenced on an ad-hoc basis as a volunteer, along with others, with the Transport Assistance Team as a one-on-one driver using my own car to collect and drive individuals on assignment, when requested, to destinations (i.e., medical appointments, scans & other duties) as far as Lilydale, wait & then return them back home.

In about 2010 HICCI commenced a service on Thursdays to pick-up older individuals unable to drive, in a small ~ 12 seated mini-bus (hired from the Rotary Club) around the local area of Healesville, Chum Creek, Badger Creek - transport them to the Healesville Shopping Centre so they could purchase groceries, pay bills, collect mail, see doctors, get their hair cut, etc. and then return them home at pre-arranged times once they had completed.

I committed to driving the TTT Bus (Thursday Town Traveller) because it provided me with a fixed time schedule (Thursday ever week) around which I could plan my private & business activities.

This was a service that benefited everyone involved because I was using my skills and gifts to benefit those older people I transported (they were very appreciative) and in return they gave me the wisdom of their years of life, love, and laughs.

**This Service is like NDIS “Self-Care Activities” but as a volunteer.**

I ceased driving actively in June 2017.



## **PERSONAL STATEMENT 2011**

A “returned enhanced enquiring memory” asking lots of questions to get to the truth, together with the trauma of the Black Saturday Bushfire, resulted in my being divorced in 2011. After fighting through the tragedy of the Black Saturday Bushfire of 2009 and just on 40 years of Marriage this was a challenging period but served to strengthen my character to persevere - “Financially stretched” with no Savings, no Superannuation, and a House Mortgage after all these years of intensive work, but Spiritually Enriched and keen to utilize my Personal and Corporate work experiences to earn some income.

I have established companies from “scratch” as a “Team-of-One,” and I am prepared to, and experienced at working various roles – Company Manager, Senior Sales Consultant, IT Consultant, Administration/Accountant, Contractor Facilitator, Analyst/Programmer, and Cleaner of the mess.

I have Skills, Experiences, Enthusiasm, and Health that can be utilized for the benefit of others, both personally, in the Community and Business Corporately.

I readily learn new skills / applications, and adapt to changed circumstances, I am a “Stickler” for details, and I am objective oriented with proven career success in varied roles:

- IT Consultant / Contractor Agent - Facilitator
- Senior Sales Consultant
- Company Manager & Administration
- Horse Handling / Trainer / Conditioner
- Home Cleaning & Yard Maintenance

At this point I was considering work solutions, because of the loss of significant finances. Once you reach retirement age, irrespective of health, and proven business success, work options are severely limited. The irony of this situation is that I started as a cleaner, and irrespective of my career success & money earned, I found myself back cleaning. Circumstances had caused me to go “Full Circle.” I am very thankful that I still have my health – physically & mentally to enable me to work.

**“TRANSFORMED BY TROUBLE”**

## **TRANSFORMED BY TROUBLE**

(Day 25 “The Purpose Driven Life” Rick Warren)

**You're most profound and intimate experiences of worship will likely be in your darkest days. Everything that happens to you has a spiritual significance. What happens outwardly in your life is not as important as what happens inside you.**

When we're in pain, we don't have the energy for superficial prayers. When life is rosy, we may slide by with knowing about Jesus, with imitating him and quoting him and speaking of him. But only in suffering will we know Jesus? We learn things about God in suffering that we can't learn any other way. Problems force us to look to God and depend on him instead of ourselves. You'll never know that God is all you need until God is all you've got. Because God is sovereignly in control, accidents are just incidents in God's good plan for you.

**“We know that God causes everything to work together for the good of those who love God and are called according to his purpose for them. For God knew his people in advance, and he chose them to become like his son.”**  
(Romans 8: 28 – 29).

**When you've been refined by trials, people can see Jesus' reflection in you. “If you look at the world, you'll be distressed. If you look within, you'll be depressed. But if you look at Christ, you'll be at rest.”**

**God tells us to give thanks “in all circumstances” not “for all circumstances.”**

Character building is a slow process. Whenever we try to avoid or escape the difficulties in life, we short-circuit the process, delay our growth, and end up with a worse kind of pain – the worthless type that accompanies denial and avoidance. When you grasp the eternal consequences of your character development, you'll pray fewer “Comfort me” prayers (“Help me feel good”) and more “Conform me” prayers (“Use this to make me more like you”).

**Don't' give up- Grow Up.**

## Late 2016 - September 2017

I was the agent / facilitator for contractors organising direct & indirect contracts with Corporate Clients as well as the occasional assignments recruiting specific specialist permanent members of staff for large organisations.

I concentrated during this period on only a few clients – both Companies & Contractors – this base of representing both Clients & Contractors reduced over the latter 12 months of this period, allowing me additional time/resources to concentrate on other areas of interest.

Latter activity in this period enabled me concentrate on

- Developing a WEB Page for **Peter Cooke Consultants**
- I update the WEB Page for **Imoan Arabians** which I had previously developed.
- I established the Trading name **Peter Cooke ESales**, to function as an authorised Amazon Associate to sell Smart Android-based products online from home.
- I created the WEB Page **Androidsmarts** which was to be utilized as the Online Sales Platform for the Smart Android Products, under a commission basis with Amazon. This business was subsequently discontinued due to Amazon's inability to commit to delivery times coupled with prolonged delays in commission payment.
- I established Connections, Profile / Resume for my **LinkedIn** Site Page.
- I Managed & Facilitated the existing reduced Contractor base.

During this period, I continually updated & refined, as required, the Administration / Accounting systems I previously developed to accommodate changing circumstances & defined additional requirements.

These systems initially utilized an IBM PC running Microsoft MS-DOS with Ashton-Tate dBase II Database, incorporating MultiMate & Multiplan & later Excel & other current products:

- o Invoicing & Time Recording
- o Client Database
- o Contractor Skills Database
- o Permanent Skills Database
- o Budget & Forecast System
- o Statistical Systems
- o Administration Systems. Listed below are the programs.
  - Debtors
  - Creditor
  - Receipts
  - Payments
  - Time Recording
  - Invoicing
  - Payroll
  - Superannuation
  - Taxation – IAS & BAS

The system is designed around & incorporates several “Relational Databases” in an “Older Windows Environment” enabling spontaneous interactive ad-hoc enquiries, reports, statistical details, and searches when required.

This “Stand-Alone” Accounting/Recording Business system does not have an internet connection; thus, it is protected from malware & viruses. This system runs autonomously from my “Windows based “communications system.



## CERTIFICATE OF ACCREDITATION

**MENTAL HEALTH FIRST AID AUSTRALIA**  
accredits

**Peter Cooke**

as a **Standard Mental Health First Aider**  
after successful completion of the course and  
assessment.

This course teaches knowledge and skills for providing initial help  
to people experiencing depressive, anxiety, psychotic, substance  
use, disorders and associated crises.

*Betty Kitchener*

CEO

Mental Health First Aid Australia

Denise Warmington

MHFA Instructor(s)

27/11/2015

Date this accreditation became effective

27/11/2018

Date this accreditation expires

**ACCREDITED**

**FROM / TO:      OCTOBER 2017 →**

**COMPANY :      SYSDATA PTY LTD (Self Employed)**

Trading as

- **Peter Cooke Consultants**
- **Peter Cooke ESales**
- **Imoan Arabians**
- **Gypsy Rose Cleaning**
- **NDIS Contract Services**

**ROLE            :**      Owner / General Manager / Consultant / Developer / Volunteer  
Driver, Contractor Facilitator / Administrator / Contract  
Cleaner, NDIS Provider, Kinship Child Carer.

**July 2018 – 19<sup>th</sup> January 2022**

I re-married July 2018 and from August 2018, my wife (Margaret) and I were appointed **Kinship Carers of my Step Grandson Luke (9 months old)** by DHHS, now DFFH. Margaret worked as a highly active member of the cleaning operations working on client sites, initially via Gypsy Rose Cleaning and then NDIS Contract Services. During this period, my main task was to provide a safe environment for Luke and to establish his medical and educational requirement. This role entailed working with State and Local Government organizations to organize his medical and education requirements and the “Down to Earth” daily duties of changing nappies, childcare, immunizations, paediatrician appointments, speech therapy, showers, bedtime stories, and providing a loving and secure environment. This was “Basic” hard disciplined work but provided blessings, and a close relationship that far outweighed any other career achievements.



In conjunction with these activities while Luke was at Childcare, I completed several assignments, including:

- Facilitate IT contracts (Client requested)
- Cleaning / Carer assignments
- Accepted & completed assignments for clients.
- HTML Programming & Web Page modifications

**Gypsy Rose Cleaning** was established as an official business in August 2018, after private operations for years, in coordination with my wife to provide the following services around the local areas of Kinglake / Healesville / Lilydale / Coldstream. & Yarra Valley.

- Domestic House Cleaning
- Corporate & NDIS Cleaning
- NDIS Yard & Garden Maintenance
- Assistance with Self-Care Activities

**NDIS Contract Services** was established in October 2020 to cater for and provides both cleaning, self-care activities and other related services. This trading name incorporated the services provided by Gypsy Rose Cleaning. The Gypsy Rose Cleaning business name was cancelled, and the work incorporated into NDIS Contract Services.

**Peter Cooke Consultants** facilitates IT contractors upon agreement with the contractor and the client.

**Imoan Arabians** significantly reduced stock from a commercial to a personal level while re-evaluating its situation.

**Peter Cooke ESales** and the Web Page “**Androidsmarts**” personally developed by me, through a 3<sup>rd</sup> Party Development / Hosting Platform, operated as an Amazon Associate, is no longer owned, or operated by Sysdata Pty Ltd.



## **During 2020 to 2022**

I consulted with Government Departments: Successfully organized:

- Australian Citizenship for someone who was already in the country, entailing discussions with Archive and Records departments.
- Assignments with Centrelink & Services Australia finalising tasks regarding Childcare, Medicare, CCS, Vaccinations, and the submission of government documents.
- In February 2022 I organised the transfer of Childcare from myself to Luke's mother enabling her to receive CCS and FTB payments.

## **23<sup>rd</sup> February 2022 PERSONAL STATEMENT**

I retired from my part-time retirement, and recommenced business "In Full Swing" and was available for additional assignments/projects via my company Sysdata Pty Ltd (ABN 17 221 757 354) Trading As:

- **PETER COOKE CONSULTANTS**
- **IMOAN ARABIANS**
- **NDIS CONTRACT SERVICES**

I prefer to continue working from or close to home-base (Kinglake, Victoria) in roles utilizing my industry experience. I currently provide Corporate Organizations the "Contractor Umbrella" as the contract facilitator for Contractors, Corporate Identified professionals, or Retired Staff on assignments.

In the facilitator capacity I negotiate a transparent cost-effective rate with (Client & Contractor) dependant on the individual circumstances, inclusive of all Taxes (Federal & State) Superannuation (if applicable) and Workers Compensation Insurance.



## May 2022 – August 2022

I personally worked in house cleaning, computer design/programming, computer clean-up assignments, and support activities involving NDIS clients. I have just completed the evaluation of programming languages – JavaScript, Java, Python3, Kotlin, and others as alternatives for apps development on specific devices. Compilers versus Interpreters, speed versus ease of development. I am writing and evaluating Python 3 applications as well as undertaking cleaning assignments.

During this time, I provided “Assistance with Self-Care Activities” on behalf of NDIS clients. I did not provide a person to work, I performed the work myself.

Due to staff shortage and the urgent need to clean two of the local Primary Schools, I balanced both short-term contract assignments with my other assignments. The schools involved were:

- Toolangi Primary School
- Kinglake Primary School

I already had the required certification.

- WWC – Working with Children
- Current Police Check
- Required COVID Vaccinations (4)
- Influenza Vaccination

Post Office Box 131  
Kinglake Victoria 3763  
Phone : (03) 5786 1995  
Mobile : 0428 386 106  
[peter.cooke@imoan.com.au](mailto:peter.cooke@imoan.com.au)

## NDIS Contract Services

**NDIS Contract Services** works in the NDIS Community, around Kinglake Victoria. Our services were initially to a small local client base.

Some clients found it difficult finding a provider for their needs, yet they had friends and acquaintances that would be eager to provide the service to them if allowed.

A few NDIS clients enquired if friends and acquaintances (who did not wish to become sole traders) could provide their services. This was further highlighted when I was contacted by one of my previous **Peter Cooke Consultants** IT corporate clients to provide the "Contractor Umbrella" to assist them in one of their major projects. One of their recent senior technical staff had retired but they wanted to enable him to continue working on a contract basis while the project was being developed.

I introduced "**Contract Facilitation**" as a service and developed a basic, no-frills website [www.ndis.imoan.com.au](http://www.ndis.imoan.com.au) to explain and answer questions (FAQ) asked by NDIS clients & provider workers.

**"Contract Facilitation" can be applied anywhere in Victoria for any coded service where a funded client has a worker that needs the "Contractor Umbrella."**

My involvement will be to keep in contact with clients, plan managers, plan coordinators, and potential workers to facilitate contract work, and to administer all the bookwork, invoicing, payments, SGL and government reporting.

**"Contract Facilitation"** is not the same as hiring a worker, but it provides a known worker to provide services to a known client at rates higher than the basic PAYE award rates. Details can be seen on my website [www.ndis.imoan.com.au](http://www.ndis.imoan.com.au)

REGISTERED PROPRIETOR: SYSDATA PTY. LTD. ABN 17 221 757 354





# NDIS Contract Services

in conjunction with

## Peter Cooke Consultants

**NDIS CONTRACT SERVICES** is a non-registered NDIS provider.  
**PETER COOKE CONSULTANTS** is an IT Contract Support provider.  
Both are Business Names of Sysdata Pty Ltd.

### Our Core Services are Assistance with Daily Life & Administration:

- Assistance with Self-Care Activities
  - Access Community Social & Recreational Activities
  - Assistance Cleaning of House / Yard
- &
- Computer Assistance, Accounting & Administration Support.

- |  |                         |
|--|-------------------------|
| • Computer, Accounting & Administration Assistance (Peter Cooke Consultants) |                         |
| • House Maintenance & Cleaning   | NDIS: (01_020_0120_1_1) |
| • Assistance with Self-Care Activities                                       | NDIS: (01_011_0107_1_1) |
| • Access Community Social & Rec Activities                                   | NDIS: (04_104_0125_6_1) |

Most services are in Kinglake & the surrounding areas, but with the provision of **Contract Facilitation** they can be utilised across Victoria covering any NDIS Code.

We operate within the pricing guidelines for NDIS services or if private, we will provide a quote. If requested, we will consider work outside of our current services should someone be available with the requisite skills and experience. Contract Facilitation enables friends or known persons, other than family, to provide your services. This increases the people available to provide your services. If you wish to know more details, please contact me (Peter Cooke), or go to. [www.ndis.imoan.com.au](http://www.ndis.imoan.com.au)

Contact Peter Cooke 0428 386 106 or [peter.cooke@imoan.com.au](mailto:peter.cooke@imoan.com.au)



REGISTERED PROPRIETOR: SYSDATA PTY. LTD. ABN 17 221 757 354

**Late 2022 →**

I organized NDIS Cleaning contracts for others and myself. It was at this stage that families of NDIS clients enquired if they could use friends and trusted acquaintances to work to provide their fund approved NDIS work.

I enquired about the provision of the “Contract Umbrella” and as a result I introduced **“Contract Facilitation”** as a service provided by NDIS Contract Services, a service I had successfully applied in **Peter Cooke Consultants** with one exception - The NDIS clients generally provides their own, known potential worker. My responsibility was to ensure these workers could adequately fulfill the need and were fully covered commercially according to NDIS regulations.

“Contract Facilitation” can be utilized Australia wide with an expansion of the services offered, provided there is an available potential worker who has the necessary certification (where required) and can adequately provide the service.

Contracting staff is not an unusual service, BUT what is different with “Contract Facilitation” provided by myself is that I do not just pay the basic or lowest minimum rate to the individual performing the service, BUT I pay most of the client rate to the individual performing the work, and I provide full transparency of all the costs involved to all parties.

Realizing the shortage of workers provides the environment where retirees & age pensioners who are healthy and wish to earn a little extra income can fill the staff shortage. The federal government introduced the “Work Bonus” scheme which allows age pensioners to earn more income without reducing their pensions. Whilst there is a shortage of workers, and the circumstances are favorable for senior workers, there is a distinct “Negative” industry attitude that excludes senior workers. A change in disposition is necessary for additional clients to benefit from embracing these extra valuable resources.

Early in 2024 I decided to concentrate on providing “Contract Facilitation” services whereby friends & acquaintances of NDIS clients can fill the provider role without the need to establish themselves as a sole provider. This service allows older workers, retirees, and Age Pensioners to be available to work for friends.