

CONFIDENTIAL ITEMS 2003 – SEPTEMBER 2012

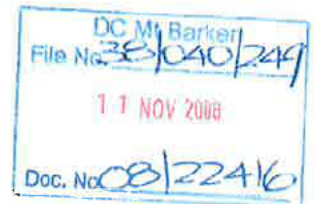
#	Date	Item Title	Confidential Order Details	Item being kept confidential - Agenda/ Attachment/ Minutes	Reason regarding retention or recommend-action to release	Resolution Regarding Action	Last Review Date	Next Review Date	Date Released
<b>22</b>	<b>2009</b> 2 Feb 09	DAP Members	<b>Reason:</b> S 90(3) (a)information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).	Attachment 3	Personal information in the attachments	Attachment 3 Extend Confidential Order until term of DAP membership has expired (February 2011)	6 Sept 10	5 Sept 11	RELEASE 5 Sep 11

## ITEM 13.5 ATTACHMENT 3

7<sup>th</sup> November 2008

Mr Andrew Stuart,  
Chief Executive Officer,  
District Council of Mount Barker  
PO Box 54  
Mount Barker SA 5251

Dear Mr Stuart,

**Development Assessment Panel**

I wish to express an interest in becoming a member of Council's Development Assessment Panel.

I am a practising town planner and member of the Planning Institute of Australia, with more than 30 years experience in the field of town planning in South Australia.

I have knowledge of the District Council of Mount Barker area and a sound knowledge of the Development Act 1993 and the Development Regulations. I am fully conversant with procedures for the assessment of development applications and the role of Development Plan's. I am familiar with Council's Development Plan.

As summarised in the attachment I have the experience, skills, knowledge and qualifications required for this position.

I look forward to the opportunity to be of service to the Mount Barker community in this position.

Yours sincerely,

Keith Harris  
MAPI

Development Assessment Panel  
Keith Harris

**Name**

Keith Harris

**Qualifications**

Member, Planning Institute of Australia  
BA (Planning)  
Graduate Diploma Social Sciences (Geography)  
Graduate Certificate Public Sector Management

**Contact Details**

Address:

Email:

Mobile:

**Current Position**

Manager, Development Planning and Policy  
Agriculture, Food and Wine Division  
Primary Industries and Resources SA

Responsible for engaging with the South Australian planning system in support of the development of South Australian primary industries.

**Experience**

(see attachment for details of positions held)

- Extensive experience in the provision of advice to councils, the Development Assessment Commission and Ministers on Development Applications and Major Projects (with a focus on peri-urban and regional areas).
- Extensive experience in the provision of advice on amendments to Development Plans including contributing to the preparation of the BDP Planning Policy Library.
- Extensive experience in the provision of advice on amendments to the Planning Strategy (with a focus on the Outer Metropolitan and Regional South Australia components).

Development Assessment Panel  
Keith Harris

## **Employment history**

### Current

Manager, Development Planning and Policy, Agriculture, Food and Wine Division, Primary Industries and Resources SA

### 1999 - 2000

Chief Project Officer, Planning SA

- Planning Strategy review
- Planning Policy advice

### 1998 - 1999

Manager and Chief Project Officer – SA Rural Communities Office

- Establishment and administration of State Government service centres in regional SA.

### 1997-1998

Manager, Policy Branch, Planning SA

- Oversight of administration of Council Plan Amendment Report procedures.
- Oversight of preparation of Ministerial Plan Amendment Reports.

### Pre 1997

Various roles in Planning SA

- Development Assessment
- Planning policy (Plan Amendment reports)
- Planning Strategy





DC Mt Barker
File No. 38/040/249
Rec - 7 NOV 2008
Doc. No. 08/2282

07 November 2008

Mr Andrew Stuart  
District Council of Mount Barker  
PO Box 54  
Mt Barker SA 5251

Our ref: 33/010120/3/38116  
Your ref:

Dear Andrew

**Development Assessment Panel Membership  
Expression of Interest**

I am interested in being an independent member of the District Council of Mount Barker's Development Assessment Panel.

I have a strong understanding of the planning system, with almost 9 years of full time experience in the fields of development assessment and policy planning. I am also renown for my professional, thorough and well-organised approach to undertaking development assessment and developing policy.

For the last 7 months I have been employed as a Senior Planner with GHD. Prior to joining GHD, I have worked in a range of development assessment and policy planning positions with the City of West Torrens, the District Council of Mount Barker, the Rural City of Murray Bridge and the Northern Territory Government Department of Lands, Planning and Environment.

My academic background includes a Graduate Diploma in Regional and Urban Planning from the University of South Australia and a Bachelor of Social Sciences from the University of Adelaide (including a Double Major in Geography). I am also a Corporate Member of the Planning Institute of Australia and a Certified Practising Planner.

I have an excellent knowledge and understanding of the council area, having lived in the Adelaide Hills almost all of my life and having lived in Mount Barker for the last 3 years.

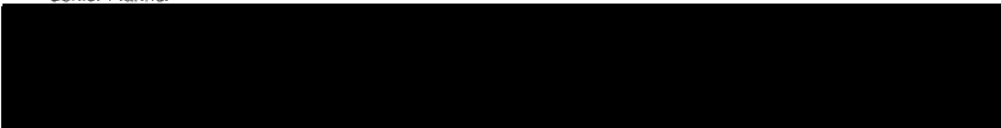
I have also been fortunate to gain an excellent knowledge and understanding of the council area during my employment as a Planner with the District Council of Mount Barker from August 2003 to January 2007.

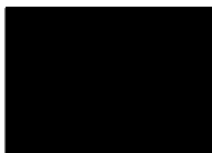
I am familiar with the responsibilities of panel membership, including the requirement to observe the Code of Conduct under Section 21A of the *Development Act 1993*. I am also well aware of the significance of the role and the public scrutiny that goes with it. I believe my planning experience, combined with my local knowledge of the council area, would be of benefit to the Panel and would contribute to quality planning decisions based on the policies contained in the Mount Barker (DC) Development Plan.

Please find attached my CV. I look forward to the opportunity to further discuss this matter with you.

Yours sincerely  
GHD Pty Ltd

Tim Hicks  
Senior Planner





## Tim Hicks

<b>Profession:</b>	Urban and Regional Planning
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▸ Graduate Diploma in Regional and Urban Planning, 1999</li> <li>▸ Bachelor of Social Sciences (Double Major in Geography), 1998</li> <li>▸ MPiA, CPP</li> </ul>
<b>Position in GHD:</b>	Senior Planner



Tim is an experienced urban and regional planning professional with over 8 years of statutory, policy and strategic planning experience.

He has a strong understanding of the planning system and is renowned for his professional, thorough, timely and well-organised approach to undertaking development assessment and developing policy.

Prior to joining GHD, Tim has undertaken a range of planning roles with the City of West Torrens, the District Council of Mount Barker, the Rural City of Murray Bridge, and the Northern Territory Government Department of Lands, Planning and Environment. These roles have provided Tim with widespread experience and expertise in:

- The assessment of a diverse range of complex development applications; and
- Undertaking policy planning investigations and development plan amendments.

### Key Experience Areas

- Policy Planning
- Statutory Planning
- Strategic Planning
- Project Management

### Relevant Experience

- Research, investigations and planning policy recommendations for the City of Tea Tree Gully in the preparation of a Centres, Commercial and Industry Development Plan Amendment (2008).
- Research, investigations and planning policy recommendations for the City of Mitcham in the preparation of a Residential Development Plan Amendment (2008).
- The preparation of a policy document and the finalisation of a series of handbooks for the Department of Water, Land and Biodiversity Conservation, with the aim of assisting to further integrate the natural resource management and development planning systems in South Australia (2008).
- The project management and preparation of a development application for a new electricity substation at Clare in Mid-North South Australia on behalf of ElectraNet (2008).
- The provision of a Development Assessment Options Paper for inclusion in the Preliminary Design and Feasibility Study in relation to a proposal by the Brown Hill Keswick Creek



Stormwater Project Group to build two stormwater detention basins in the Upper Brown Hill Creek Catchment (2008).

- › The preparation of a public submission to the City of Playford, on behalf of Hamra Homes, regarding residential land division concept planning and recommended policy amendments associated with the Playford North and Blakeview Draft Development Plan Amendment (2008).
- › The preparation of an Industry Land Division Design and Planning Options Report, on behalf of the Department of Transport, Energy and Infrastructure, in relation to identified surplus land adjoining the Southern Expressway at Reynella, City of Onkaparinga (2008).
- › Community consultation associated with the preparation of a Land Use Structure Plan for the Gerard Aboriginal Community in the Riverland, South Australia, on behalf of Planning SA (2008).
- › Local government senior development assessment supervisory responsibilities including the provision of training, mentoring and support to planning and planning administration staff at the City of West Torrens (2007) and the District Council of Mount Barker (2006).
- › Planning assessments in relation to multiple separate residential, historic conservation and industrial zoned land division proposals in excess of 30 allotments, District Council of Mount Barker (2003 – 2006).
- › A planning assessment of the Jurlique horticulture expansion, District Council of Mount Barker (2006).
- › Participation at numerous formal and informal public hearings held in association with the District Council of Mount Barker District Wide Industry Development Plan Amendment and the District Wide Residential Development Plan Amendment, the review of public and agency submissions, research to evaluate matters raised in submissions received and the preparation of policy responses to submissions received (2005 – 2006).
- › Planning SA Working Party Member in relation to the development of the Mount Lofty Ranges Winery Watershed & Ancillary Development Plan Amendment (2005).
- › Attendance and representation at proceedings in the Supreme Court (Sames v District Council of Mount Barker), including the preparation of an affidavit in conjunction with a solicitor (2004).
- › A planning assessment of the Australian Wheat Board wheat processing, storage facility and transport hub at Monarto, Rural City of Murray Bridge (2002).
- › A planning assessment of a backpacker resort facility at Kings Canyon, Northern Territory Government (2001).
- › The preparation of a Ministerial Report to the Minister for the Northern Territory Government Department of Lands, Planning and Environment providing planning policy advice in response to revised flood mapping for the Todd River Catchment in Alice Springs (2001).
- › Assessments relating to proposed Northern Territory Government Planning Scheme Amendments including associated consultation and reporting to the Development Consent Authority and the Minister for Lands, Planning and Environment (2000 – 2001).
- › Attendance and representation at numerous Environment, Resource and Development Court Conference proceedings.



- › Preparation of numerous planning reports to Councils, Development Assessment Panels, Council Policy Planning Sub-Committees & the Northern Territory Government.
- › Provision of extensive professional planning advice to members of the public, developers, council employees and other stakeholders, including numerous face to face and telephone meetings, negotiation, and presentations to school students, planning students and community groups.
- › Numerous decisions under delegation relating to development plan consents, development exemptions, the nature of proposals, public notification categories, agency referrals, open space provision, bonding arrangements and land division clearances.
- › The inspection of development sites and the investigation and enforcement of breaches of statutory planning controls, including the on-site use of authorised officer powers and decisions regarding the most appropriate forms of enforcement action to pursue.



Rosemary Sage

SA 5214  
November 5th, 2008

Mr Andrew Stuart  
Chief Executive Officer,  
District Council of Mt Barker  
P.O. Box 54  
MOUNT BARKER SA 5251

Dear sIR

I am responding to the advertisement you had advertised during the weekend for Council's Development Assessment Panel. On speaking to colleagues in local government and reading more about the panels I believe my skills and experience would be an advantage to any panel. I am currently working part time so have flexibility in my work arrangements that would enable me to participate in a couple of panels.

You will see from my resume that I have a wide range of management, leadership and planning skills developed while employed in local government and the community sector. In particular the following are relevant:

- 15 years experience in two very different local government areas at a senior level ( Mitcham and TTG)
- Membership of the local area planning (LAP) group for Mitcham. It included Marion, Happy Valley and Unley.
- Membership of the Golden Grove Planning and Development Committee at a unique period in its history
- Over 20 years experience in chairing and participating in formal meetings.
- Extensive experience in working with diverse professional groups such as developers, planners, engineers, architects and social workers.
- 10 years providing decisive leadership in small community based organisations.
- 17 years experience in managing a team of creative and innovative professionals who produced outstanding results with limited resources.
- Ability to think and work strategically.
- Ability to create and maintain networks with individuals and organizations in the community.
- High level advocacy skills, with an ability to influence government at a state and federal level

The two local government areas I am particularly interested in, either as presiding officer or as a panel participant are Tea Tree Gully and Alexandrina Council area. I am currently a resident in both areas and have a breadth of knowledge about current and potential development in each of the areas. I am willing to work with any panel in the metropolitan area or inner rural areas such as Victor Harbor, Murray Bridge, Adelaide Hills etc I have attached my CV for your information.

I look forward to hearing from you.

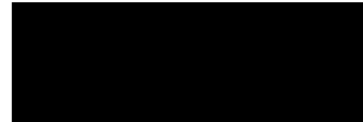
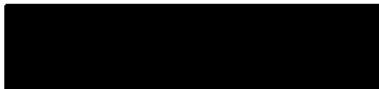
Yours sincerely

Rosemary Sage

## ROSEMARY SAGE

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### CONTACT DETAILS



### CAREER SUMMARY

> Current	2004	Chief Executive Officer, Recreation SA
> 8 years	1996 to 2004	Executive Director, Volunteering SA
> 7 years	1989 to 1996	Manager, Community Services Department, Mitcham Council
> 7 years	1982 to 1989	Community Development Coordinator, Tea Tree Gully Council
> 2 years	1980 - 1982	Aquatics/Recreation Instructor, Education Dept

### CORE COMPETENCIES

Proven strategic management skills – ability to generate an organisational culture, which was conducive to goal achievement, productivity and positive working relationships.

Demonstrated ability to provide decisive leadership fostering a collaborative approach within differing professions.

Developed strategic alliances with other peak bodies such as Business SA and their subsidiary Business Vision 2010

Demonstrated ability to chair and manage meetings.

Proven ability to negotiate and liaise with state and commonwealth government around development proposals .

Well-developed entrepreneurial skills – Created and delivered several innovative programs.

Excellent consulting and problem solving skills with an ability to identify key issues and make sound decisions that meet both client and organisational objectives.

Proven ability to provide assistance to and work for and with the most disadvantaged members of society

Ability to create and maintain networks with individuals and organizations in the community.

Recreation SA

2005 - Current

Chief Executive Officer

*Responsibilities*

- To promote active recreation in SA.
- To promote and provide a voice as the peak industry body, to the sector, business and government.
- To establish productive relationships with key industry sectors, private enterprise and federal, state and local government agencies in support of recreation development opportunities.
- To identify and implement recreation projects for the state.
- To promote Recreation SA as a dynamic and effective organisation
- To develop and implement strategies and practices for the sound administration of RSA.

*Achievements*

- Restructured the organisation after significant period of destabilization.
- Increased membership by 40%
- Reviewed and developed a new Strategic Plan and Marketing Plan.
- Developed a new corporate image and implemented new website, newsletters and brochures.
- Increased membership and support of the organization by 50%.
- Developed a new series of products and services for members including training, forums, registration packs.
- Developed new financial policies and procedures and a new set of books with job codes for increased reporting accountability.

Volunteering SA

Executive Director

November 1996 - October 2004

*Responsibilities:*

- Ensure the planning and management of a range of services, which promote and support volunteering across the state.
- Promote best practice in performance and service delivery
- Facilitate the development of an effective, skilled and informed Board of Directors able to lead and determine the purpose, goals and policies of VSA
- Ensure the operation/management of VSA within the context of legislative requirements and other relevant state and federal government policies and guidelines
- Achievement of operational efficiencies
- Achieve an organisational culture which is conducive to goal achievement, productivity and positive working relationships
- Ensure strong representation on behalf of volunteering at state and federal levels
- Contribute to statewide legislation and policy on volunteering

*Achievements:*

- As a member of the Volunteer Ministerial Advisory Group (VMAG) and Chair of the Community Sector sub committee for the Economic Development Board I have developed a wide range of interpersonal skills. Organised meetings prepared briefings and collected and collated member's contributions.
- Conducted strategic consultations with the sector; planning, the development of volunteer policy and legislative changes. Conducted a series of consultations titled "Speak with one voice" which resulted in the sector asking, successfully, government for a COMPACT.
- Developed a professional well-respected small business from a small welfare oriented organisation.
- Planned, implemented and reviewed two successful strategic plans that met funding outcomes and sector needs.
- Developed and implemented Board governance policies.
- Implemented a cultural change by restructuring the organisation around funding and outputs.
- Managed 15 staff with diverse professional backgrounds and managed 15 different funded projects
- Convened 1 National and 6 State Conferences, which successfully integrated volunteers with volunteer managers.
- Conducted and funded research on volunteering issues.
- Published numerous books on volunteering and volunteer management.

City Of Mitcham

Manager, Community Services Department

August 1989 – November 1996

*Responsibilities:*

Responsible for the planning, management, development and administration of:

- Two Libraries (Mitcham and Blackwood)
- Community Information Service
- Youth Development Programs
- Aged and Home Care Services
- Community Transport
- Community Development
- Community Arts
- Crime Prevention
- Recreation and Planning

*Achievements:*

- Membership of the first LAP Committee in Mitcham
- Planned, conducted, developed and implemented the Strategic Planning process for the City of Mitcham
- Conducted the consultation process for Mitcham's Planning Assessment Review in 1995
- Participation in Council's internal planning sub committee.
- Participation in Senior Executive Committee of Council
- Executive Officer for the Community Services committee of council.
- Ability to gain Council support for unpopular youth developments and programs
- Created the first Youth Program in Mitcham, including a BMX track, skate park, surf bus, drop in centre.
- Developed a community development section within the department
- Managed over 45 staff with a diversity of professions



City Of Tea Tree Gully

Community Development Co-ordinator

June 1982 – August 1989

*Responsibilities:*

Responsible for the planning, management, development and administration of:

- Recreation activities for the two TTG swimming pools
- Recreation Planning for the new Golden Grove development area.
- Community Development in the new Golden Grove development area.
- Identify and obtain increased funding for community facilities in the TTG Council area

*Achievements:*

- Member of the Golden Grove Planning and Development Committee
- TTG swimming pools broke even financially under my management.
- Created the first Fish In - put 400 trout into Derrancourt swimming pool and charged to catch them.
- Developed the Jubilee Centre for older residents
- Instigated the planning, development and oversight of various community facilities in the new Golden Grove area.
  - Developed new recreation and community facilities in the new GG development area
  - Developed 5 new Child Care Centres in TTG
  - Developed 2 new Community Houses in TTG
- Chaired and serviced the Community Development Board for a period of 5 years.

1980 - 1982

Aquatics Instructor, South Australian Education Department

**EDUCATION**

1988 University of South Australia, Bachelor of Arts in Applied Science (Community Work)

1985 Salisbury College of Advanced Education, Bachelor of Arts (Recreation) Major in Outdoor Education

1982 Associate Diploma in Recreation

**PROFESSIONAL ASSOCIATIONS**

Member of Institute of Public Administrators of Australia (IPAA)

Member of the Institute of Company Directors

Founding member of AAVA (Australian Association of Volunteer Administrators)

Associate of the Institute of Municipal Management

**COMMITTEE INVOLVEMENT**

Board Member, Service Skills

Governor of the Adelaide Bank Charitable Foundation

Treasurer, Goolwa regatta Yacht Club

Member of the Volunteer Ministerial Advisory Group, (VMAG)

Past Chair of the Economic Development Roundtable (Community Sector 2004)

Member of the Curriculum Committee for the Division of Education, Arts and Social Sciences for University of South Australia.

David Grieve



DC Mt Barker
File No. 38/040/24C
Rec - 7 NOV 2008
Doc. No. 08/2227B

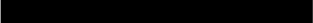
November 5, 2008

**Attention: Darren Starr**  
Manager Development & Policy Planning  
District Council of Mount Barker  
PO Box 54  
MOUNT BARKER SA 5251

Dear Sir

**Re: Development Assessment Panel Membership**

I write in response to your recent advertisement calling for expressions of interest in membership of the Council DAP. I would be interested in continuing my membership of the CDAP.

I attach my CV. If you require further information I would be available as above or on email -  


Yours Sincerely

David Grieve, Architect



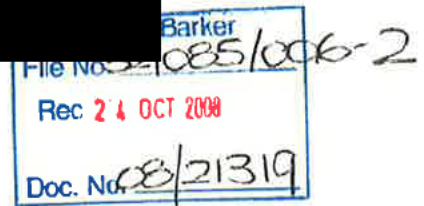
**CURRICULUM VITAE****DAVID CAMERON GRIEVE**

<b><u>Education</u></b>	Scots College, Bellevue Hill, NSW The University of Adelaide, BArch,	1967
<b><u>Employment</u></b>	Architect in Private Practice Building Contractor Registered General Builder Reg No.BLD5337 Restaurateur and Director - Leonards Mill, Second Valley	1967-current 1975-current 1983-1997
<b><u>Local Government</u></b>	Councillor Unley Council, Councillor Yankalilla District Council  Alderman Unley City Council	1973-1975 1987-1993 1995-2000 1975-1981
<b><u>Offices Held</u></b>	Trustee Centennial Park Cemetery Trust Executive Abbeyfield Society (SA) Inc Commissioner SA Planning Commission Deputy Presiding Member Development Assessment Commission, Member SA Dept for the Arts, Art in Public Places Committee Dir. Fleurieu Regional Development Corp. Chair Fleurieu Regional Development Corp. Board Fleurieu Regional Tourist Association City of Adelaide Development Control Committee (sub committee of DAC) Member Adelaide City Council DAP Chair Mount Barker DAP Member Prospect City Council DAP	1978-1981 1987-1992 1988-1994 1994-1996 1987-1991 1988-1994 1994-2002 1985-1993 1994-1996 2006-current 2006-current 2006-current
<b><u>Recent Buildings</u></b>	Tourism Interpretive Centre - Penneshaw KI - Design & Fit-out Benson Radiology - North Adelaide - Fit-out Benson Radiology - Morphett Vale - Design & Construction Leonards Mill - Restoration - Construction, Design & Fit-out Benson Radiology - Mount Gambier, Glenelg, Edwardstown - Design & Fit-out Simon Houses - Hyde Park - Design, Construction & Fit-out Mitchell House - Goodwood - Design, Construction, Fit-out Glenunga Close - 4 Units - Design, Construction, Fit-Out Page House - Hyde Park - Design, Construction & Fit-Out Woodstock Winery & Coterie - McLaren Flat - Design	
<b><u>References</u></b>		

[REDACTED]

22 October 2008

Mr D Starr  
Manager Planning and Policy  
District Council of Mt Barker  
PO Box 54  
MT BARKER SA 5251



Dear Darren

**Expression of Interest – Independent Members of the District Council of Mt Barker Development Assessment Panel**

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In response to your current advertisement seeking expressions of interest for Independent Members of the Council Development Assessment Panel from the end of December 2008, please accept this letter as an expression of my continuing interest in serving on the Panel.

As a sitting Independent Member since December 2006, I have enjoyed the opportunity to be of service to the Council and the community, hopefully seen to be contributing strongly to the assessment process.

I am prepared to continue in this role and take an active interest in the development of the Mt Barker District Council with its significant challenges, balancing development needs and demands against the maintenance and enhancement of the environment and the amenity of the District in accordance with the Development Plan policies.

As you are aware, I am a qualified and experienced town planner, graduating in 1971, admitted to Corporate Membership of the Royal Australian Planning Institute in 1973 and have been actively involved in the planning profession from that time, except for a 6 year period during which I was a senior manager in the Commonwealth Government. I have committed to the newly created Certified Practicing Planner regime of the Planning Institute of Australia from its inception in July 2006.

As a practicing consultant town planner operating my own business, including advising Councils and the private sector, and with a practical background in high quality land development and residential building work with Parmac House Pty Ltd, I am well versed in interpreting Development Plans and the Development Act and interpreting development proposal plans provided by applicants.

I look forward to the prospect of being able to continue to provide my expertise to the Council as an Independent Member of the Council Development Assessment Panel.

If you need any further information to assist in the selection process, please contact me at any time to discuss my expression of interest. In addition to the above office telephone and e-mail addresses I may also be contacted on mobile [REDACTED]

Yours faithfully

Robert John McBryde, Dip Tech Planning, MPIA, CPP  
Director

David Kingston



District Council of Mount Barker  
Local Government Centre  
6 Dutton Road  
Mount Barker 5251


Attn: Mr Darren Starr

DC Mt Barker
File No. 38/040/249
Rec - 7 NOV 2008
Doc. No. 08/2280

7 November 2008

Darren,

I thank you for the opportunity given to me by Council to participate as an independent member of Development Assessment Panel (DAP) for the last two years. In relation to the continuation of the DAP for DC Mt Barker for the next appointment period, I express my desire and enthusiasm to be considered for reappointment to the panel as an independent member.

If you have any queries please feel free to contact me on 

Regards,

David Kingston

**EXPRESSION OF INTEREST**

**INDEPENDENT MEMBER**

**DEVELOPMENT ASSESSMENT PANEL  
DISTRICT COUNCIL OF MOUNT BARKER**

**ANTHONY JAMES WALES**

## EXPRESSION OF INTEREST

**Position:** Independent Member: Development Assessment Panel.

<b>Title</b> <b>Mr</b>	<b>Surname</b> <b>WALES</b>	<b>Given names</b> <b>Anthony James</b> <b>(Tony)</b>
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**Postal Address:**

**Home Phone:**

**Email Address:**

**Preferred means of contact:** Home phone or Email

**Relevant Qualifications:** Dip L (SAB) Sydney  
See CV

**Current Position:** Member, (part time) Veterans' Review Board  
Location: Adelaide South Australia

### **Areas of expertise**

#### *Conduct of Meetings*

As a long serving member of the Veterans' Review Board I have considerable experience and expertise in the field of administrative decision making both as a tribunal member and presiding.

While Mayor I was a member of the Panel for my term. Some members of Council and Staff will be familiar with my capacity to chair meetings of Council and committees and I leave it to them to assess my capacity in that role.

In addressing this aspect of the position I do not mean to infer that I would not welcome the opportunity to sit as an independent member of the panel.

#### *Familiarity with the District*

We have lived in Wistow for 13 years and have been intimately involved with many aspects of community life during that period. I know all the towns well, their built environment, their development issues and many of their residents.

*Knowledge of the Development Act and Regulations 1993.*

Between 2003 and 2006 I took a particular interest in the drafting of the present Development Plan and was intimately involved with the process then set in train for residential development which is now proceeding.

While familiar with the Development Act and Regulations and I am confident that I have the time and background needed to quickly obtain a more detailed knowledge of the legislation.

*Qualifications*

As a partner in a commercial law practice in Queensland for many years I have considerable experience in the interpretation and application of both planning and building law and in recent years familiarity and experience in the principles and procedures in the field of administrative law involving fairness and natural justice in decision making.

As a long serving member of the Panel whilst a member of Council I have a detailed understanding of the development assessment process and of the role and content of the Development Plan.

*Conclusion*

Since my departure from Council in late 2006 I have deliberately distanced myself from the work of Council, the issues addressed by it and the outcomes it seeks to achieve.

Sufficient time has passed. I would like to be able to again contribute to deliberations and decisions affecting the future development of the District.

If appointed I have both the time and experience to be able to thoroughly prepare for meetings of the Panel aware always that decisions of the Panel must be made in accordance with the policy framework evidenced in the Development Plan but subject always to the law - the Development Act and Regulations as interpreted by the Courts.

I am able to provide referees and I am available for interview if required.

Yours sincerely,  
  
TONY WALES



**CURRICULUM VITAE****Education**

1960 -1963	Royal Military College Duntroon Graduate Commandant's Prize in Military History
1970 – 1974	University of NSW (part time) BComm (Accounting and Financial Management) 10 units completed
1975 – 1980	University of Sydney (part time) Law Extension Committee. Dip L (SAB) 1980
1980	College of Law, Sydney Practical Legal Training Course
1981	Admitted Solicitor of the Supreme Court of N.S.W
1990	Admitted Solicitor of the Supreme Court of Qld
1990	Practice Management Course. Queensland Law Society. Credit. (Prerequisite for taking partnership)

**Working Life**

1964 - 1968	New Zealand Army - Public Duties, London 1964. Troop Commander NZSAS, Borneo 1965. Artillery Forward Observer, Vietnam 1966-67. Regimental Adjutant (Capt). Resigned 1968.
1969 - 1971	Sydney Stock Exchange, Mining Operator.
1971 - 1988	Australian Army. Aide to successive CMF members of Military Board, Staff Officer (Major) Training Command, Legal Officer (Major), SO1 Military Law (Lt Colonel), Deputy Director Army Legal Services (Colonel). Resigned 1988.
1989 - 1995	Employed Solicitor then Partner, Mackey & Wales. Commercial legal practice, Townsville.
1996 - today	Semi retired. Govt Appointee (Legal) to Hills Mallee Regional Hospital Board (5 years), Mayor District Council Mt Barker and State Local Government Boards (3 years), Member, acting Senior Member Veterans' Review Board (11 years - continuing).

**Community**

Australian Citizen 1982. Legacy, Board member, Hon  
Solicitor, Team Leader, now Legatee. 1981-83, 1989  
- to date. Rotary (6 years). Patron, Committee  
member and worker in Community Organisations (20  
years).

DC Mt Barker
File No. 38/040/249
Rec - 3 NOV 2008
Doc. No. 08/21858

29 October 2008

Dear Mr Stuart,

Please accept my application for a position as an independent member of the Council's Development Assessment Panel.

I have not been on a Panel before but have had approximately three years as a Development Assessment Officer, as outlined in my resume, including a short contract with the District Council of Mount Barker.

My experience as a planner has given me an in depth understanding of the processing of development applications. I have also written numerous council reports and am familiar with reading the information provided by the planner to enable a fair assessment to be made.

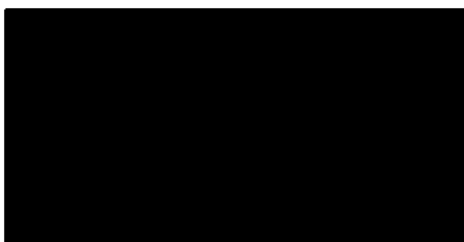
Although at present, I am not familiar with Mount Barker's Development Plan – I am familiar with how to find information I need to know.

I look forward to the opportunity to discuss this further if you feel I may be suitable for the position.

Yours sincerely,

  
Danielle Meyer

## *Resume of:* Danielle Meyer



Drivers license. Car and motorcycle

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**PROFILE**     *An energetic and honest person, who is highly motivated, reliable and possesses a positive attitude with a sense of humour. I have developed a strong customer focus along with an ability to relate to a wide range of people with good listening and negotiation skills.*

**SEEKING**     *A position within the fields of administration, local government, building and development, design or customer service in which to utilise or increase my extensive knowledge and skills.*

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## **KEY SKILLS**

### **Administration**

- Well organized with good time management skills
- Competent writing/ proof reading and word processing skills
- Professional, effective and friendly phone manner
- PC skills in a range of local Govt. applications including Microsoft Office, Lotus Notes Outlook, Proclaim, Authority, Arc Explorer and TRIM
- Ability to work under pressure and prioritise workloads

### **Communication**

- Strong interpersonal and negotiation skills
- An ability to avoid office politics
- Capacity to deal with and solve problems/complaints with tact
- Empathic nature with ability to relate to a wide range of people from all walks of life
- Strong understanding of social and economic diversity
- Confidence in mentoring/ teaching roles

- Conversational level second language
- Ability to convey complex information in a clear manner

### **Building and Construction**

- Basic logical understanding of construction materials
- Hands on experience in extensively renovating homes
- Experience in buying and selling of property
- Knowledge of gardening / landscaping design

### **PERSONAL ATTRIBUTES**

- Exceptional communication skills
  - Broad life experience
  - Respectful empathic nature
  - Able to remain calm and focused on issues
  - Aware of discretion and resident /client/ fellow colleague confidentiality
  - Analytical nature with an eye for detail
  - Capable of lateral, imaginative and creative thinking and problem solving outside of the square
  - Dependable and flexible
  - Team player who works well with others
  - A sound sense of the practical and realistic blocks that can impede processes
  - A passion for working within the community
- 

### **EMPLOYMENT HISTORY / Urban Planning Employment & Current Employment**

#### **June 2008 - October 2008. Australia Post**

##### **Postal Delivery Officer**

- Delivery of Mail
- Mail sorting and redirection

#### **August 2007- June 2008. City of Mitcham**

##### **Planning Officer (Development Assessment)**

- Assessing of applications
- Representing Council in ERD Court appeals
- Writing of reports to Development Assessment Panel
- Attended Development Assessment Panel meetings

**May 2006- September 2006. District Council of Mount Barker****Planning Officer (Development Assessment/ Compliance)**

- Received Duty Planner phone calls and counter enquiries
- Assumed role of Compliance Officer in absence of Councils Officer on extended sick leave which involved continuing negotiations between residents and Council in relation to development where breaches of legislation had occurred. Also received and acted on new compliance matters brought to my attention via phone or email

**November 2004- March 2006. City of Campbelltown****Planning Officer (Development Assessment)**

- Preparation of Council Reports
- Lodgement of applications
- Receiving phone calls from developers and general public in regards to existing applications
- Providing initial planning advice to residents on the phone and at front counter

**August 2004-October 2004. City of Charles Sturt****Compliance Officer – Planning**

- Undertaking negotiations between residents and Councils in relation to development where breaches of legislation had occurred.
- Following up on ongoing disputes which had been handed over to me upon commencement of the position.
- Investigation of complaints from residents in regard to illegal structures or activities
- Take necessary action to ensure that breaches are remedied preferably before legal action needs to occur, by negotiation or if necessary the issuing of enforcement notices.

**June 2003-Dec 2003. City of Campbelltown****Voluntary Work Experience**

- Attended DAP meetings to gain familiarity with meeting procedures
- Developed familiarity with Campbelltown's Development Plan and the issues related to development in the locality.
- Lodged simple applications
- Considered design opportunities and the constraints of various development sites when accompanying planners on site inspections

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**PREVIOUS EMPLOYMENT HISTORY**

- Classroom Support Officer Findon High School
- Postal Delivery Officer
- Administration work with Port (Adelaide) Youth Theatre

- Community Health Worker / Co-Facilitator of Parenting Courses
- Small Business Owner / Manager Art Gallery-Workshop
- Indigenous Community Arts Worker ( NT)
- Department of Water Resources (NSW)

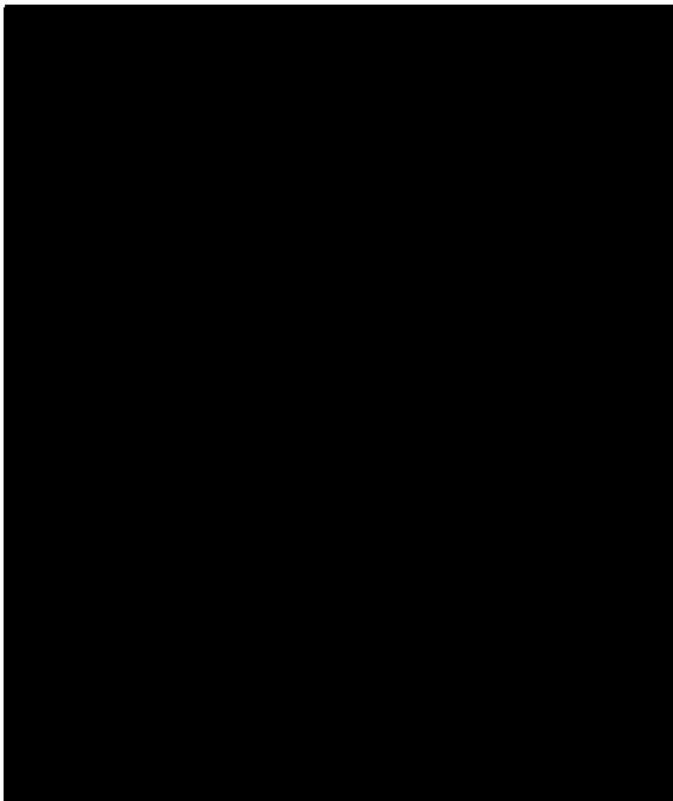
## **QUALIFICATIONS**

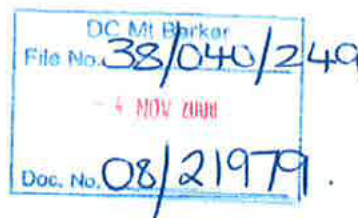
2005	Graduate Diploma of Regional and Urban Planning University of South Australia
2000	Bachelor of Arts, English and Drama Theory Flinders University
1985	Bachelor of Arts (Deferred) South Australian College of Advanced Education

## **Professional Affiliation**

- Planning Institute of Australia
- Member of South Australian Writers Centre
- Friend of the ABC

## **Referees**





Mr. Andrew Stuart  
Chief Executive Officer  
District Council of Mount Barker  
PO Box 54  
Mount Barker  
SA 5251

1st November, 2008

Dear Andrew,

**Re: Independent Member for DAP**

Please find enclosed my expression of interest for the position above, as advertised in The Courier, dated 22nd October, 2008.

My working history has provided several years of experience chairing meetings and committee's. Thus, I possess a sound practical understanding of how boards and committee's function along with their legislative responsibilities.

I am presently the President of the Governing Council at the Woodside Pre-School. I regularly chair Committee Meetings and the Annual General Meeting.

I am extremely interested in planning and development. I have practical experience in small developments and a genuine passion for sustainable living and eco-friendly projects. I enjoy working on boards and committee's. I would appreciate the opportunity to exercise my ability, integrity, and experience in a new environment.

I am a very highly motivated person who takes pride in their work, and I believe I have the personal abilities, drive and working skills needed to do either of these positions justice.

I hope you will find my application favourable and I look forward to an interview.

Yours sincerely,

Sharon Maslen

# **BRIEF RESUME**

**Submitted by:  
Sharon Maslen**

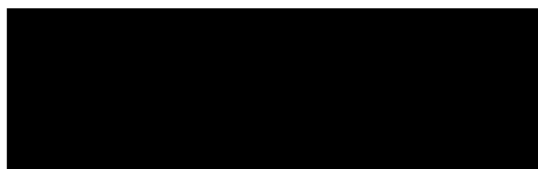
**Resume - Sharon Maslen**



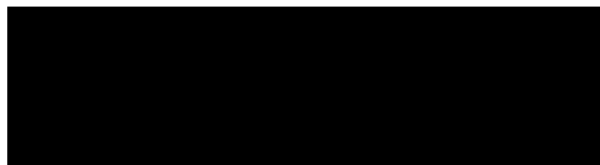
<b>PERSONAL DETAILS</b>
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**NAME:** SHARON MASLEN

**HOME ADDRESS:**



**CONTACT:**



**DATE OF BIRTH:** DECEMBER 31, 1969

**NATIONALITY:** AUSTRALIAN

**LICENCES HELD:** CLASS 1 CAR  
MOTORCYCLE

<b>Resume - Sharon Maslen</b>
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<b>EDUCATION AND STUDIES COMPLETED</b>
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**Education****1981 - 1989**

Southbrook Comprehensive School  
 Daventry  
 Northamptonshire  
 England

**Qualifications**

GCSE Grade C	Mathematics
CSE Grade 1	English language
CSE Grade 1	General Studies
CEE Grade 3	Social Studies
RSA 1 Pass	Typing
AO Grade C	General Studies
World of Work	Pass with Merit

I studied Advanced levels in Law, Biology, Sociology and General Studies for 2 years at the same school.

**University of South Australia**

Post Graduate Diploma in Business  
 Management from the University of  
 South Australia (graduated in 1999)

Since leaving school I have gained qualifications in the following areas:

S.I.T.O	Grade A	Security Industries
VTEC	Cert IV	Workplace Trainer and Assessor

Resume - Sharon Maslen

## **PERSONAL DEVELOPMENT**

### **INTERVIEW TECHNIQUES**

Delivered by the Avon & Somerset Constabulary:

- How to plan an interview
- Legal requirements of interviews
- Rights of the interviewee
- Interview of prostitutes
- Interview of children considered at risk of abuse
- Interview of parents of those children

### **INVESTIGATION TECHNIQUES**

Delivered by the Avon & Somerset Constabulary:

- Planning an investigation
- Conducting an investigation
- The chain of evidence
- Winning a conviction

### **SEXUAL OFFENCES COURSE**

Delivered by the Avon & Somerset Constabulary:

- Signs and indicators of child abuse
- Physical abuse
- Emotional abuse
- Evaluation of information
- Investigation of concerns of child abuse (other than child sexual abuse)
- Conduction of Rape investigation
- Victims of sexual offences (processes & information required)

### **REPORT WRITING TECHNIQUES**

Delivered by the Avon & Somerset Constabulary:

- Forensic Scientific Examination
- Fingerprinting
- Victims of crime
- 5W,H in obtaining relevant information
- KISS principle
- Legal requirements for court/DPP

**PUTTING PEOPLE FIRST**

Delivered by Imperial Securities:

- Providing a Service (What it really means)
- How to win support from people
- Identify your stressors
- Communication
- Assertive, Aggressive or Passive?
- Finding positive alternatives

**CROSS CULTURAL AWARENESS**

Delivered by the Department for Correctional Services (PDB):

- Culture
- Culture Clash
- Dispossession
- A class divided
- Myths & Stereotypes
- Exploration of discriminatory attitudes

**CONFLICT MANAGEMENT**

Delivered by the Dunn Ettridge & Associates:

- Willingness to Resolve
- Manage Emotions
- Responding - Vs - Reacting
- Win/Win
- Co-operative Power
- Communication
- Appropriate Assertiveness
- Mapping the Conflict
- Mediation
- Negotiation

**SUICIDE AWARENESS/PREVENTION**

Delivered by the Department for Correctional Services (PDB):

- People at risk
- Signs and behaviour
- The first 24 hours
- Contracts
- Monitor, conversation, state of mind

**FIRST AID CERTIFICATE (current)**

Delivered by Red Cross

**SEXUAL HARASSMENT  
OCCUPATIONAL HEALTH & SAFETY  
EQUAL EMPLOYMENT OPPORTUNITY**

Delivered for the Department for Correctional Services by outside agencies:

**SEXUAL OFFENDERS TREATMENT ASSESSMENT PROGRAM (SOTAP)**

Delivered by Rob Wry

**DOMESTIC VIOLENCE WORKSHOP**

Delivered by the Department for Correctional Services(Jenny Mackenzie/Trevor Richardson)

**LEADERSHIP SKILLS**

Delivered by Australian Institute of Management (AIM)

- Leadership & Management
- Transformational Leadership
- Power & Other Leadership Models
- Increasing Performance Potential
- Situational Leadership

**TRAIN THE TRAINER (VTEC- CATEGORY 1)**

Delivered by the Department for Correctional Services (Andrew Jordan):

**LEADERSHIP DEVELOPMENT COURSE**

Delivered by the University of South Australia in conjunction with the Department for Correctional Services (PDB):

- Corporate Leadership, Innovation & Change
- People Management
- Self Directed Management Study
- Work Shadowing

**CRITICAL THINKING & PROBLEM SOLVING**

Delivered by Professional Development Programs, HIDC:

- Critical Thinking Skills
- Problem Solving Processes
- Problem Solving Tools
- Concept Mapping
- I-Search Techniques

**PROJECT MANAGEMENT – PROJECT DESIGN**

Delivered by Margaret Hycinta Consultancy

**Resume - Sharon Maslen****EMPLOYMENT HISTORY****February 2007 – current**

**Position** Chairperson, Governing Council

**Location** Woodside Preschool Playcentre  
Moffatt Street  
WOODSIDE 5244

**Summary of Duties Performed**

The chairperson of the Governing Council appointed under the constitution of the Woodside Preschool Playcentre. It is responsible for chairing regular meetings (8 per year) and the Annual General Meeting. Other requirements are:

- Have a through working knowledge of the constitution & the powers & functions prescribed by the constitution.
- Manage the Centre in accordance with the constitution the provisions of the Act: other relevant legislation, any rules, guidelines and policies prescribed by the Minister and any agreement to which the Centre is a party.
- Contribute to local policy development within broad developmental frameworks & setting the strategic directions, planning & allocation of resources.
- Responsible for the safekeeping of the common seal and all other documents relating to the affairs of the Centre.
- The chairperson at any meeting shall have a personal deliberative vote and shall have the casting vote if the votes are equal.
- Chair Executive, Committee and General Meetings.
- Chairperson together with the Secretary shall prepare the agenda for the Committee and General Meetings.
- The chairperson shall encourage full and balanced participation in meetings by all members and shall decide on matters of order.
- The chairperson and Director shall act as spokesperson and make statements in accordance with previously agreed policy, or in an emergency, following consultation with at least 2 members.

<b>Resume - Sharon Maslen</b>
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**31<sup>st</sup> January 2003 – 13<sup>th</sup> May 2006**

<b>Position</b>	Manager, Custodial Programs
<b>Location</b>	Custodial Services Unit 25 Franklin Street Adelaide SA 5000

**Summary of Duties Performed**

The Manager, Custodial Programs is accountable to the Director, Custodial Services and responsible for the risk management, project management and financial management practices within the Custodial Services portfolio. The position is responsible of all approaches to planning, and project management. It also provides departmental representation on inter and intra-agency committees and working parties. Other requirements are:

- Excellent interpersonal, verbal & written communication skills including the ability to represent the Custodial Services Directorate at all levels
- Identify & assess emerging issues, their impact & appropriate actions to address them
- A high level of problem-solving, analytical, decision-making and conflict resolution skills, including the ability to think and creatively and laterally
- Cope with complexity & change & achieve positive results under pressure
- Develop staff and foster shared values, cooperation and teamwork
- Probity, integrity, commitment to equity principles and the ability to model and foster respectful behaviour
- Relate to people at all levels and from diverse cultural backgrounds. Sensitivity to Aboriginal issues
- Manage/evaluate group/individual performance against agreed objectives
- Develop and maintain sound working relationships with peers, executive management key related organisations and the community
- A commitment to continuing self-development
- Successful senior management experience
- Manage staff to achieve organisational outcomes
- Plan, implement and evaluate new initiatives, services and programs
- Manage departmental risk factors including the development and implementation of quality assurance strategies
- Manage enquires from Ministerial staff, Ombudsman, Coroner & the public
- Facilitate strategic planning and project management within the department

<b>Resume - Sharon Maslen</b>
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**1<sup>st</sup> September 2000 – 30<sup>TH</sup> January 2003**

<b>Position</b>	Manager, Assessment
<b>Location</b>	Prisoner Assessment Unit (PAU) 1 Peter Brown Drive Northfield SA 5085

**Summary of Duties Performed**

The Manager, Assessment is accountable to the CEO and responsible for the assessment and placement of sentenced prisoners. The Manager has overall responsibility for Case Management (CM) in prisons & community corrections. It is required to develop, implement & evaluate assessment, reception & induction procedures consistent with Departmental Strategic plans. It is responsible for the creation of the prisoner individual development plan (IDP). It's review, audits and facilitating the regular attendance of members from Prisoner Assessment Committee (PAC) at Case Reviews. The position is closely involved with the ministerially appointed PAC. Other requirements are:

- Identify & address shortfalls in the CM process on a corporate level & liaising closely with Senior Managers in order to maintain standards;
- Identify training needs and facilitate training when necessary;
- Establish consultative links with persons, organisations and bodies involved with case management, throughcare: liaising with service providers, external agencies
- Provide representation on inter & intra-agency committees concerned with developing & monitoring procedures for the operation of CM;
- Provide policy and operational advice to the Director Operations, General Managers and Regional Managers with regard to Case Management;
- Exercise delegations under s67(1)(b) CS Act & certify parole applications;
- Ensure records of compliance with program referrals are maintained & providing advice to the Parole Board re; prisoner program participation.
- Ensure prisoners are referred to appropriate programs & are not disadvantaged when applying for parole as a result of a failure to comply.
- Facilitate the preparation of IDP's and assessment of prisoners by the PAC within the prescribed period; ensuring security classifications appropriately set and maintained;
- Exercise delegations under (s) 25 CS Act in authorising the movement of prisoners between institutions.
- Exercising delegations under s 37A & 37A(5) of the CS Act by approving Home Detention applications recommended by the PAC.



<b>Resume - Sharon Maslen</b>
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**14th February 2000 – 1st September 2000**

<b>Position</b>	Executive Officer, Prisoner Assessment Committee (PAC)
<b>Location</b>	Prisoner Assessment Unit 1 Peter Brown Drive Northfield SA 5085

**Summary of Duties Performed**

The Executive Officer is the chair person of the PAC. It is responsible for the effective operation & efficiency of processes associated with the functioning of the Committee by providing the necessary information & assistance as a member of the PAC to enable, and participate in decisions with regard to sentence plans, prisoner leave programs and home detention applications. The Executive Officer is also responsible for coordinating the movement of prisoners throughout the State's prisons, monitoring prison capacities and prisoner numbers in order to ensure even distribution of prisoners throughout the State's prisons. Other requirements are:

- Liaise with General Managers, operational staff & legal agencies on matters relating to Case Management, prisoner assessment & review procedures to ensure that Committee decisions are adhered to;
- Approve extraordinary transfers of prisoners;
- Develop & coordinate a regular program of visits by PAC members to Case Review meetings; attending at Case Review meetings throughout the State
- Address all enquiries from prisoners, their families and legal representatives.
- Monitor the quality of Case Review reports & provide feedback to General Managers and the Manager, Assessment
- Undertake random audits in prisons to ensure prisoners are complying with program requirements;
- Ensure the effective performance of staff through the application of excellent management practices & the provision of leadership in the promotion of sound personnel practices, including the principles of EEO and OHS &W.
- Provide an executive support service to the Manager, Assessment by preparing complex letters, reports and submission on behalf of the Manager.

<b>Resume - Sharon Maslen</b>
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**14<sup>th</sup> August 1998 – 14<sup>th</sup> February 2000**

**Position** Case Management Co-ordinator (CMC)

**Location** Yatala Labour Prison  
1 Peter Brown Drive  
Northfield  
SA 5085

**Summary of Duties Performed**

This position is responsible for the implementation and on going operation of case management, provision of administrative/logistical support to the Divisional Manager and ensuring that all staff are given appropriate support to perform their roles. The CMC chairs regular reviews & ensures case reviews, conferences & throughcare conferences are held for all clients. It is responsible for the input/retrieval of data through the Justice Information System and other computerised information systems. The CMC is also responsible for management of the unit, and in absence of the Manager, the division. Other requirements are:

- Ensure principles of Personnel Management, EEO & OHS &W are adhered to
- Deliver high quality competency based training, development & assessment, providing work based assessment of staff against competency standards
- Encourage effective interaction and communication between staff and clients
- Oversee the role of staff
- Manage the Prison as Officer In Charge on weekends, and public holidays
- Contribute to resource management by ensuring the unit's human resources & financial resources, including unit budget, are properly managed.
- Identify staff training requirements, assist and provide training and development opportunities for staff in the provision of Case Management
- Ensure all client individual personal development plans monitored and adhered to, by liaising with Education Coordinator, PAC, Social Workers, Psychologist and other program personnel
- Responsible for the condition of all case files within the unit
- Guide & assist to staff in the provision of welfare services to clients
- Regularly report to the management team on progress of case management
- Liaise with appropriate community corrections personnel, and other agencies in the relation to case management processes.
- Ensure staff conduct interviews and perform assessment processes of all clients

<b>Resume - Sharon Maslen</b>
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**February 1994 - 14th August 1998**

**Position** Custodial Officer

**Locations** Pt Augusta Prison, Adelaide Remand Centre, Adelaide Pre-Release Centre

**October 1989 - September 1993**

**Position** Police Constable

**Location** Avon & Somerset Police Constabulary  
Bristol  
Avon  
England

**July 1988 - August 1989**

**Position** Financial Agent

**Location** Provident Financial Group Plc.  
High Street  
Daventry  
Northamptonshire  
England

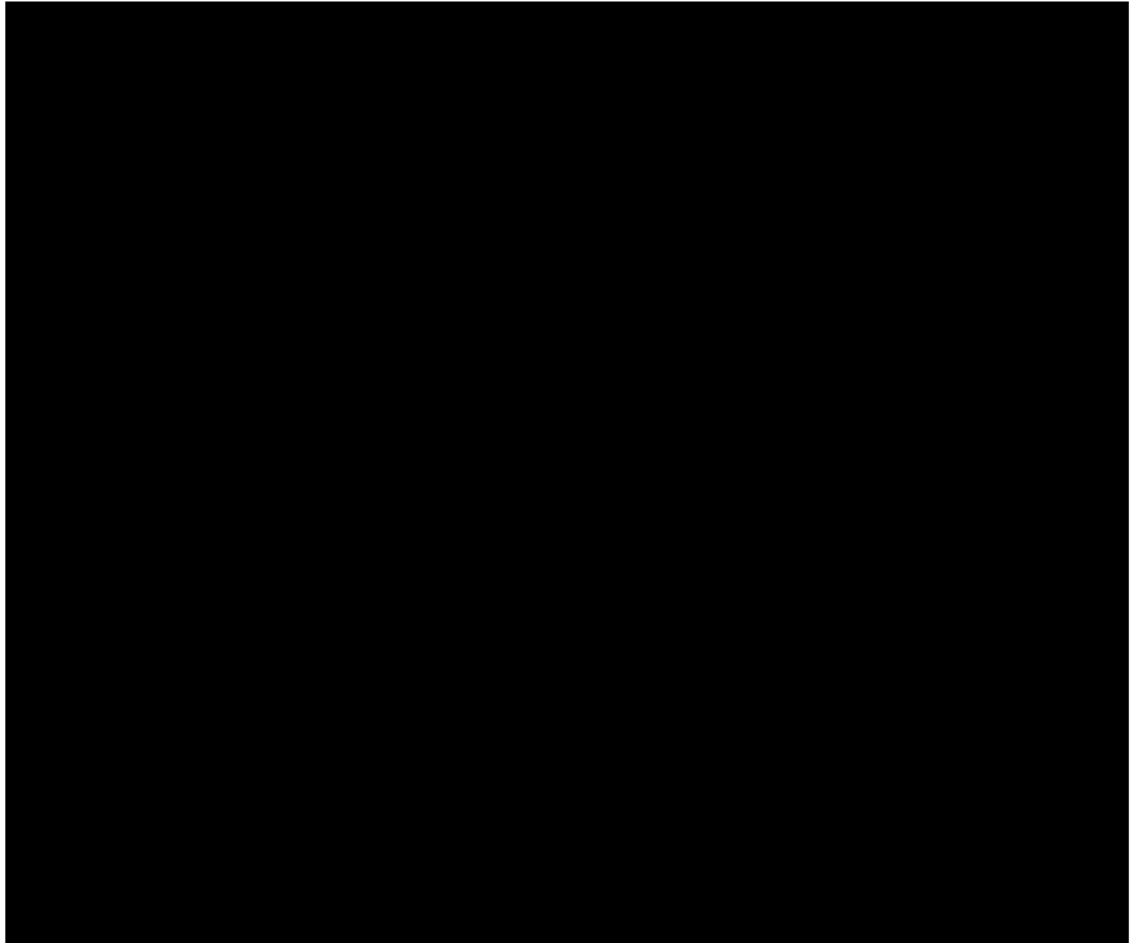
**September 1987 - July 1988**

**Position** Supervisor

**Location** The Mail Centre (TMC)  
Brackmills Trading Estate  
Northampton  
Northamptonshire  
England

**Resume - Sharon Maslen**

**REFEREES**



Darren Starr - re; EOI for Independent Member of DAP

1

**From:** [REDACTED]  
**To:** <dstarr@dcmtbarker.sa.gov.au>  
**Date:** 2/11/2008 2:57 pm  
**Subject:** re; EOI for Independent Member of DAP

Dear Darren,

As discussed by phone last week please find attached my Expression of Interest for the advertised position. I note in the advertisement that applications were to be sent to the Chief Executive and therefore trust that the electronic application to your email is still acceptable. If there have been any changes since our phone call to the manner in which the application is to be lodged can you please let me know so that I can ensure my EOI is accepted before 7 November 2008. Thanks

Kind regards

Sharon Maslen

[REDACTED]

**Expression of Interest****For position of****Independent Member  
Development Assessment Panel**

In applying for the above positions I offer the below summary in response to the job advertisement in The Courier newspaper, South Australia:

I am currently the chairperson of the Governing Council Committee which is a committee formed under the Child Services Act 1985. The meetings which are held regularly through out the year are done so in line with the regulations outlined within the Woodside Preschool constitution. The constitution outlines the quorum numbers and the legislative timeframes for which duties are to be performed. As chair I am responsible for ensuring the Committee meetings are convened in accordance with the constitution, members of the committee are appointed and perform their roles accordingly and meetings are advertised appropriately, productive and meet legislative requirements. I have participated in this committee for the last 2 years. It is my intention to resign from this committee at the next Annual General Meeting.

Prior to my involvement in this committee I was employed by the Department for Correctional Services in numerous roles. The duties I performed as Manager, Custodial Programs, Manager Assessment, Executive Officer of the Prisoner Assessment Committee and Case Management Coordinator are relevant to this application as they all required me to contribute and meet legislative requirements as a member of a board, committee or review panel.

As Manager, Custodial Programs I was a member (as the departmental representative) of numerous committees and boards which focused on equitable access to community based programs and welfare organisations for prisoners returning to the community. My main role as a member was to provide advice on judicial processes, interpret legislation and assist in problem solving issues that arose around collaboratively using welfare services. I was also the chair on numerous committee's and panels that were concerned with specific services for prisoner families and policy creation.

The Prisoner Assessment Committee (PAC) is appointed by the Minister pursuant to the provisions of the Correctional Services Act (CS Act). This Committee is made up of persons from within the department and representatives of the Victims Support Service, South Australia Police, an Aboriginal representative and a Community representative. The Committee's role is an advisory one and provides advice to the Manager Assessment in making decisions on prisoner transfers, assessment, home detention application and security classifications. As Manager Assessment I took

advice from the PAC in the decision making processing and as such attended every meeting. As Manager, Assessment under section 23 of the CS Act I was required to chair reviews of all prisoners and numerous community based panels which provided services to prisoners and their families.

As Executive Officer of the PAC, I was the chairperson of weekly meetings. I was responsible for ensuring all relevant information was provided to all committee members 7 days prior to the scheduled meeting. I provided a summary of the information sent to the members at each meeting. I was also responsible for ensuring the decisions made at each meeting were communicated to each individual and executed within appropriate timeframes. I also managed any correspondence and processes that may have arisen from an appeal of the decision and was again responsible for ensuring the appeals process was managed appropriately and transparently. The time frames for assessment processes, the manner in which committee meetings were conducted and the appeals process were outlined within the CS Act.

The duties I performed in both positions have provided me with a sound practical knowledge of the manner in which boards and committees function plus, the ability to interpret legislation.

As a member of the PAC I was always aware of and took into account the impact of my decisions including; possible media attention, community reaction, victim's concerns, prisoner's families concerns, security aspects and the efficient operation of departmental systems. In endeavouring to meet all these needs there was often a very fine balance to maintain.

As Case Management Coordinator I regularly participated in meetings and chaired local case reviews that were presented to the PAC. I was required to enter all relevant information and recommendations into the Justice Information System. As Case Management Coordinator I ensured all case reviews were conducted under section 23 of the Correctional Services Act.

My working experience as outlined above provides me with the necessary skills to interpret legislation effectively, chair meetings, and be a productive member of any board, committee or panel.

As a member of the local community with young children I have a genuine interest in the development of Mount Barker and the surrounding areas to ensure that it will meet the needs of our future generations. I am particularly interested in sustainable living and environmental planning issues of developments. I am keen to assist in reducing/eliminating household greenhouse gases in easy and inexpensive ways. In this I believe in leading by example and I am on my own journey of sustainable living and reducing my family's greenhouse gases.

As someone who has undertaken several small developments I possess a sound knowledge of the development process and understand the environment issues associated with undertaking a development. My experience within small developments is such that I have purchased houses

on large blocks and subdivided them into 2 or 3 allotments. This has given me sound knowledge of development processes, statutory timeframes, and all steps undertaken prior to the eventual issue of titles by the Lands Title Office. As such I am aware of the requirement for applications to be registered at DAC, planning, surveying and engineering requirements and the need for consideration by other government departments such as Transport SA, SA Water, ETSA, CFS, etc. within this process along with statutory payments, and requirements, eg: building envelope/private open space.

This experience has given me a practical understanding of the procedure for assessing development applications. It also provides me with the understanding that the Development Assessment Panel does not consider smaller complying developments but use their meetings to consider larger developments and non-complying developments.

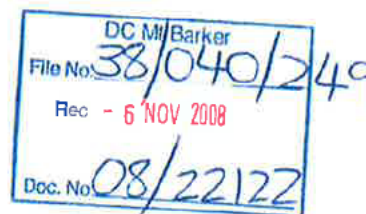
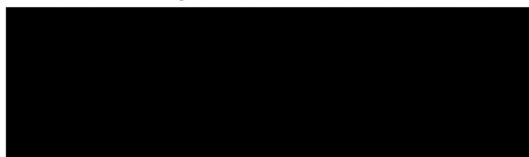
I have a broad knowledge of the Mt Barker Council's development plan and the objectives outlined within it. However, I possess a greater understanding of the council's zonings, minimum requirements for developments, and procedures in relation to significant trees as outlined within the plan.



Application for consideration to be  
an independent member of the Development Assessment Panel  
of the District Council of Mount Barker.

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Applicant: Marcus Battye



Currently, I am a marketing communications specialist, with my company FutureProof Communications Pty Ltd, advising clients involved in the areas of business systems optimisation, residential and commercial air conditioning plus the environment and heritage.

My qualifications are in marketing communications and my business experience is across all business pursuits. The areas that are relevant to the responsibilities of the Panel would be my involvement with the property development sector, my activity within building trade, my understanding of the public and of community building along with my real love of the Adelaide Hills region.

**Experienced:**

My **interest in town planning** has been well developed over the last twenty years working for the **land development industry** both here in South Australia and across the nation. I understand the benefits for community consultation processes, the worth of community character and the need for design guidelines for built form.

Here in Adelaide as a SA State Government employee, I was with the MFP Development Corporation, now the Land Management Corporation (LMC), which focused on next century innovation across technology, the environment and living. In a communications role, I was part of the team to bring the award winning **Mawson Lakes** to life from the initial working plans along with other urban built-form initiatives. The MFP was a leader in matters of the environment and future technologies for commerce and communities. As a matter of course, my dealings were with government agencies, ministers, joint venture parties, commerce, environmentalists, scientists and engineers.

Later, I joined Westpac Banking Corporation as Marketing Communications Manager at their centralised mortgage processing centre that managed 25% of all bank sourced mortgages in Australia.

Leaving Westpac to join Australia's largest inter-disciplinary communications company, Martins, I continued to deepen my property development marketing knowledge. In my role as a strategic thinker, I worked with developers to bring communities to market around Australia. This included **Stockland, Urban Pacific, Medallist, AV Jennings and Walker Corporation** and the creation of a new Hunter Valley town for **LWP**.

Stockland Development Division created and marketed residential communities and luxury apartment and high-density developments. The Stockland Commercial and Industrial Division managed their business parks, shopping centres and commercial building portfolio.

Application for consideration to be  
an independent member of the Development Assessment Panel  
of the District Council of Mount Barker.

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**Involved:**

In an integrated team approach I worked with the developer on-site, making practical contributions to shaping the project vision and bringing a community to fruition. These teams would work together, reviewing plans and exchanging knowledge. They would usually combine the skills of **project management, architecture, town planning, marketing, landscaping, and civil & civics**, etc.

From whole new suburbs within cities, to new townships within coastal and regional areas, I have been part of the development team specialising in these large-scale master planned communities that integrate all aspects of "live, learn, work and play" into their planning principles. In higher density development, I have been involved in bringing to market marina projects, beachfront, lakefront riverside and island addresses. My breadth of community building expertise extends to the broader aspects of city services and infrastructure – from electricity suppliers, water authorities, transport authorities and the environment and heritage along with the resources sector.

**Engaged:**

Understanding the consumer perspective, I have researched the home market and homebuyers and set new standards for large-scale master planned communities.

I have experience on home mortgage origination for Australians from high nett worth individuals though to lower socio demographic families.

I enjoy the built form and have designed sympathetic modifications to heritage buildings along with new structures and major renovations, personally drawing the plans and project managing their construction.

Working in the community, I have previous held Board Member and Chairman positions for the peak SA body representing the 80 most prevalent neurological disorders.

**Knowledgeable:**

I have lived at Carey Gully since 1990 and love the essence of the region. I have been involved with Mount Barker privately, and more recently, in the course of my work. It is an exciting time for the region and those working within it. The District Council of Mt Barker is one of the fastest growing in Australia with a 3%pa population growth. It has a strong residential component underpinning a diverse business base, which includes agriculture; fishing; manufacturing; wholesale & retail trade; mining; electricity, gas & water; construction; transport & storage; communications; finance; property & business services; health & education; public administration; community services; tourism; accommodation; recreation and more. Early this year, I was engaged for a short time by the developer on bluestone residential development to advise on their communications to the community – present and potential. [They do not engage me currently].

**Understanding:**

The procedure for assessing development applications is known to me from both my professional and my personal dealings. I have some knowledge of the relevant development controls in legislation and in practice. The requirements for agency consultation, understanding building envelopes, vegetation issues, the interface of zones, open space and infrastructure access is understood. So too, in these times of growing environmental concern, of such issues as sustainability, environmental impact and housing orientation. I am aware of the content of the Mount Barker Development Plan and its important role.

Application for consideration to be  
an independent member of the Development Assessment Panel  
of the District Council of Mount Barker.

---

**Education and Training:**

I am a passionate, innovative professional with a focus on strategic solutions. My business profile reflects my commitment to best practice. My contribution is well developed, collaborative and effective.

My roles have seen me liaise across all business and government hierarchy, nationally and internationally, to deliver pioneering business solutions.

Sydney Technical College – Advertising Certificate

Sydney University of Technology – Communications Degree

University of NSW – post degree Marketing studies

Attitudinal Marketing and Behavioural Marketing Certification – Y&R Dentsu

Brand Asset Valuator Certification – Y&R Dentsu

Lawpoint Practitioner Certification, Legal information service, land titles Searches.

Small Business Competency Certification – NSW Government

Small Business Advisor – NSW Government

More than 35 years business experience

Fellow, Advertising Institute of Australasia

Media Trained.

**My Thanks:**

At this time, I would like to contribute to the future growth and well being of the District. I believe my business experience would be of benefit to the Panel.

I appreciate the opportunity to make this application. I would be happy to meet with the review group or provide more detail on any aspect required.

I look forward to hearing from you.

Sincerely

Marcus Battye.

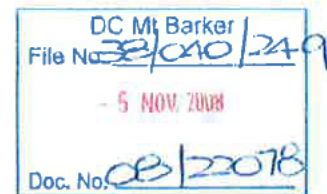


A handwritten signature in cursive script, appearing to read 'Marcus Battye', written over the redacted area.

**Malcolm K Hill**

Monday, 3 November 2008

To: Mr Andrew Stuart  
Chief Executive Officer  
DC Mount Barker  
PO Box 54  
Mount Baker  
SA 5250



**Re: Expression of Interest in being an Independent Member of the  
Development Assessment Panel (DAC)**

Dear Andrew,

Please consider my EOI for the role of an Independent Member of the Councils DAC.

I have appended a recent version of my CV, which may be of interest to you if only for its relevance and diversity, applicable to the requirements defined for the DAC roles.

May I bring to you attention the following:

1. I have for some years been the Presiding Member of a Government Statutory Authority called the Aquaculture Tenure Allocation Board (ATAB). This body assesses applications for the allocation of leasehold rights over the sea bed areas over which aquaculture industry activities can be developed. There is considerable interaction with development and environmental issues to get the policies in place, and to then make decisions that are well balanced and supported.
2. The Board advises the Minister (Mr Rory McEwen), and/or his Delegate, the Executive Director Aquaculture (which until recently was Mr Ian Nightingale) and has thus far advised on well over a \$100m worth of leasehold value.
3. It is both indicative of the connection with planning generally, and pleasing to note that Ian Nightingale was recently appointed as the new CEO of the Department of Planning and Local Government. I have spent the last 8 years working with Ian on Aquaculture and related matters and indeed was on the original interview panel that selected Ian for his previous role as Executive Director.
4. I was a member of the Councils Heritage Assessment Advisory Committee, and spent many hours with the consultant and colleagues going through the data and the issues.
5. I am well aware of the role and content of the Councils Development Plan, including having previously detected an unfortunate anomaly in its construct.
6. I take an active interest in what is going in the surrounding community. I am a ready and willing volunteer for the Littlehampton Community Association market

day. For better or for worse, they recently made me the Vice Chairman of the Association.

7. In the distant past I was deeply involved with the building of the Mount Barker Freeway as a project surveyor and know the territory better than most, having walked it back a forth many times doing cadastral and engineering surveys, including even before there were any earth movers on site.
8. I am currently working part time as a business adviser to an Adelaide company, and would have no problem with the day time meetings for the DAC Panel, or in doing the reading and homework the role would require.

I look forward to hearing from you

Yours,



Malcolm Hill

5/11/08

Malcolm Hill

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3/11/2008

**RESUME for Malcolm K Hill****General Summary**

Have worked here and overseas, and managed ventures in China and Thailand. Have been a corporate adviser and mentor to variety of companies. Undertaken the preparation of many Business Plans, Financial Models, and Information Memorandums for capital raisings, for a range of project types including property development projects.

Negotiated capital raisings, and oversaw the growth of several start-ups. Personally raised my own capital from UK investor and built and operated the venture here in Australia, growing it to \$25m in 3-4 years with offices in three states.

Have worked with equal facility in both the public and private sectors.

**2006- 2008 Currently Active**

- Business Adviser to LoftusIT Pty Ltd, a specialist open systems service provider.
- Negotiated the acquisition of the HMS Local Government asset management system.
- Presiding Officer for the Aquaculture Tenure Allocation Board (ATAB) a SA Govt. Statutory body for Aquaculture (Re-appointed until 2008)

**2003 - 2006**

- Consultant to AgManagement Pty Ltd. Recently provided a business assessment of the Abalone Industry to Elders Rural Bank in conjunction with AgManagement. Completed
- Consultant to SA Tall Ships Inc, and commissioned by them, and the Department of Transport Energy and Infrastructure to produce an Asset Management Plan for the recently acquired sail training vessel the "One & All". Completed
- Business Adviser to local company specializing in engineering and communication software.
- Produced Business Plan financial models, as well as sought and raised the capital for local inventor, with innovative approach to evaporation control. Completed
- Mentor to Enterprise Workshop contestant. Completed

**2000 – 2003**

- Undertook a major assignment with Transport SA in the Regulatory & Enforcement Branch under an Austroads project. Task was to undertake Feasibility study to prove the viability or other wise of technology mounted in heavy vehicles to control their access to road assets, including Council road assets. (Completed)
- Assignment with PIRSA Aquaculture to develop a policy framework for new Aquaculture Act. (Completed)
- Also developing basis of agreement between leaseholders and licensees for PIRSA AQSA. (Completed)
- Mentor to two Playford Centre/ EDS Australia Companies. Now minor share holder/investor in one of these.
- Invited by BaE Systems to mentor their LEAP 2001 Team in the 2001 SA Enterprise Workshop
- Under took a marketing study of accountancy aggregation firms to determine their needs for business tools, in planning and management.
- Developed Information Memorandum for software company seeking funding from interstate

Malcolm Hill

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3/11/2008

**1997- 2001**

- Executive Director of LCR Telecoms Pty Ltd. founded the company with UK private equity investment in 1996-2001, and grew it very rapidly from nothing, to \$20m turnover and 30 staff in three states. Used technology sourced from UK, which involved an innovative approach to switching traffic and carrier selection..
- Negotiated the original deal with UK investors, and raised further equity capital from leading bankers
- Chairman of Joint Government and private sector Integrated Management Committee overseeing the growth of the Aquaculture industry in SA, with a direct responsibility to Minister. Retired as Chairman in June 2000. Saw industry grow by a factor of 2 in my four years, which included being successful in gaining support for a separate Act to manage the industry.

*Very difficult public policy issues involved in order to manage the competing interests.*

- Invited by EDS and SA Government to become one of the first people (of an initial group of 12 or so) in Adelaide to mentor companies involved with the EDS Australia and Playford Centre entrepreneurial development scheme.
- Chairman SA IT&T Business Association

**Summary of the last 17 years**

- Undertook a large number of assignments both here and overseas, including China, too numerous to chronicle here. Suffice to say that all assignments revolved around the general area of Business Advice, Innovation, Planning and Development, and took place in both the private and Government sectors.
- Clients included, Digital Equipment Corporation (DEC), Sola Optical, Barossa Music Festival, Miya Technology (China), Camtech (SA), Camtech (Asia), Huefner Management Systems Pty Ltd, Playford Capital, and several high tech start up companies.

**Prior to 1990**

Had a successful career in the public sector as can be evidenced by the range of Executive positions, and Directorships held over a period: in reverse order of occurrence.

- General Manager, Technology, Department of Industry and Trade.
- Lead a successful Trade Mission to Europe.
- Principal Adviser on IT to Government Management Board.
- A/ Chief Executive Officer for Ministry of Technology.
- Major study tour in USA.
- Tried in vain to sort out the IT&T part of the MFP.
- Executive Officer for Submarine Project Task Force.
- Project Director, Justice Information System.
- Manager Technical Systems, Highways Department.

**Formal Directorships held**

2006- On	Director	Ag Float Pty Ltd Closed/Sold
2003-2005	Director	Biofloat Ltd. Closed/sold
1999-2001	Director	Silver Birch Technologies Australia Pty Ltd Sold
1992-2002	Director	Kemsec Management Services. Now closed
1993-1994	Director	Miya Technology (China). Closed
1994-1998	Chairman	TNC Nominees Pty Ltd Sold
1996-2000	Chairman	SA Govt. Integrated Management Committee for Aquaculture.
1997- 2001	Chairman	LCR Telecom Pty. Ltd. Sold
1998- 2001	Director	LCR Telecom Holdings Pty Ltd Sold
1997- 2001	Director	Eurotel Holdings Australia Pty Ltd. Sold
1992-3	Chairman	Australian Gateway Pty Ltd. (Australia)
1991-3	Director	Thai Gateway Pty Ltd. (Thailand)
1991-2	Director	Software Export Centre (Australia)
1991	Director	Institute of Computer Systems (Australia)

Malcolm Hill

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3/11/2008

**QUALIFICATIONS**

**Qualification and Professional Memberships**

Bachelor of Technology, University of Adelaide.

Graduate Diploma Business Administration, University of South Australia.

Holder of Confederation of British Industries (CBI) Scholarship in Engineering.

Licensed Surveyor (Now Lapsed)

Member, Australian Institute of Company Directors. (Now Lapsed)



JM Belford Dip Arch Dip TCP



27 October 2008

The Chief Executive Officer  
The District Council of Mount Barker  
6 Dutton Road  
MOUNT BARKER SA 5251



Dear Sir

**Development Assessment Panel**

This letter is to express my interest in becoming an independent member of the Development Assessment Panel.

My qualifications and experience which fit me for membership of the Panel are set out in the accompanying resume.

I have been a registered Architect in South Australia since 1958 and have been a resident of the district since 1977.

As a practicing architect I have had extensive experience in designing within the constraints of the Development Plans of a number of Councils in the Adelaide area and Kangaroo Island and negotiating with officers in those councils.

If amplification or clarification of this application is needed, please contact me.

Yours faithfully

A handwritten signature in blue ink that appears to read "Belford".

JM Belford

enc

## RESUME

JAMES MCGREGOR BELFORD

## PERSONAL DETAILS

ADDRESS

HOME PHONE NUMBER

MOBILE PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

NATIONALITY

Australian

## TERTIARY EDUCATION

SA Institute of Technology  
University of SydneyDiploma in Architecture 1959  
Diploma in Town and Country Planning  
1960

## EMPLOYMENT HISTORY

YEAR

ORGANISATION

POSITION HELD

1999-2008

Self employed

Architect

Work includes Retirement Housing and Nursing Home accommodation. Industrial and Commercial buildings. Residential additions and alterations. Negotiating with and coordinating the work of consultants. Consultations with Local Government Officers.

1980-1998

Brown Falconer Group

Architect

Design and documentation for Hospitals, Nursing Homes, Hostels and Retirement Housing. Supervising junior architects and draftsmen. Coordinating the work of consultants. Consultations with Local Government Officer.

1978-1979	JH Evins Industries	Architect	Design and documentation of project houses to be built by JH Evins.
1967-1978	Belford and Eyre	Architect	Partner in small private practice, work included residential, work at Flinders and Adelaide Universities and consulting with interstate academic institutions.
1963-1967	Flinders University	Architect Planner	Duties included site planning and initial design outlines for landscape, access, buildings and parking. Including consultations with initial academic staff, external consultants and State Government Departments.
1962-1963	University of Adelaide	Architect Planner	Initial designs and calculations for Flinders University. Design and documentation of an Engineering Building
1960-1961	University of Sydney	Assistant Architect Planner	Site planning and initial design outlines for landscape, access, buildings and parking for 30 acres of land being acquired adjacent to the then site of the University.
1951-1959	Architect-in-Chief's Department Public Buildings Departmen	Junior Drafstman, Draftsman and Graduate Architect. 5 years as part-time student 3 years as full-time student	

#### FURTHER EXPERIENCE

I have extensive experience and knowledge of the various Development Plans and have negotiated the progress of projects large and small. My knowledge of the building process and understanding of the time constraints which people outside of Councils have to operate under will enable me to react with understanding.

#### REFEREES

If requested, I am able to provide the names of referees.

MR. ANDREW STUART  
CHIEF EXECUTIVE OFFICER,  
DISTRICT COUNCIL OF MOUNT BARKER,  
P.O. BOX 54  
MOUNT BARKER SA. 5251.

DC ML Barker
File No. 33/040/24 <sup>c</sup>
6 NOV 2009
Doc. No. 08/22123

DEAR SIR,

RE: DEVELOPMENT ASSESSMENT PANEL.

I SUBMIT THE FOLLOWING IN RESPONSE TO THE ABOVE AS AN  
EXPRESSION OF INTEREST:-

I WAS EMPLOYED BY THE ELIZABETH CITY CORPORATION  
FOR SOME SEVENTEEN YEARS. DURING THIS PERIOD I  
HELD THE FOLLOWING POSITIONS:-

1. ASSISTANT WORKS MANAGER.
2. PLANNING OFFICER.
3. TECHNICAL OFFICER.
4. MANAGER OF TECHNICAL & PROPERTY SERVICES.

I WAS ALSO A MEMBER OF THE LOCAL GOVERNMENT  
PLANNERS ASSOCIATION.

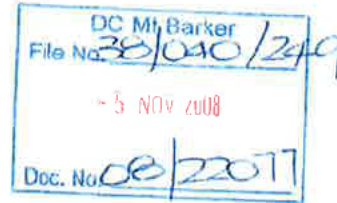
YOURS FAITHFULLY

D.J. STUART





Mr Andrew Stuart  
Chief Executive Officer  
District Council of Mount Barker  
PO Box 54  
Mount Barker SA 5251



3rd November, 2008

Dear Mr Stuart,

I am writing in response to your advertisement in The Advertiser on 25th October, 2008, asking for expressions of interest in joining the Development Assessment Panel for the District of Mount Barker. I would like to put myself forward for this role.

I am originally from Melbourne but lived in the Adelaide Hills, in Woodside, for nine years in the nineties. I worked for Pauline Hurren Architect in Crafers for all of those nine years before returning to Melbourne. I have recently come back to live in the Hills, I hope for the rest of my life. I am renting a house in Summertown at the moment but intend to buy in the Mt Barker area when my lease expires - my preferred town would be Macclesfield.

**Qualifications:**

Bachelor of Architecture, 1996, University of South Australia. One of my elective subjects was Town Planning.

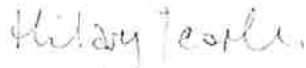
**Skills and Experience:**

- Nine years working for Pauline Hurren Architect, Crafers, working on predominantly new houses and additions. My roles included drafting of design and working drawings for planning and building approvals, meeting with clients, engineers and council planning and building department staff, organising quotes, trades and materials as project coordinator of building works, and running site meetings.
- Two years working for a building company in Melbourne, Cameron Construction, in the office design department, working on design and documentation for new houses and additions, advising consultants on the requirements of the BCA and Rescode.
- One year working as the Melbourne branch of a Sydney building company, National Building Solutions which was a subsidiary to a loss adjusting company, LAC Loss Adjusters. I was the designer and building consultant for the Melbourne branch of the company, creating a client base with a display at the Home Show. I also did building assessments for Home Owners Warranty claims for the loss adjusting side of the company.
- Seven years working for myself as a domestic building designer, as well as occasional jobs during the time I was working for others.

- Some experience with formal meeting procedure came through three years on the Woodside Primary School Council, including one year as convenor of the Education/Curriculum Sub-Committee.

I am very interested in the possibility of becoming involved in the consideration of development proposals in the Mt Barker district. It is an important role in such a rapidly developing area in what is, I suppose, my favourite part of the world.

Yours sincerely,

A handwritten signature in cursive script that reads "Hilary Tearle".

Hilary Tearle.



District Council of Mount Barker  
PO Box 54  
Mount Barker SA 5251

Attention: Mr A Stuart, Chief Executive Officer

Dear Sir,

**Independent Member for the Development Assessment Panel**

Further to the advertisement in the Courier newspaper dated 22 October 2008, please accept this letter as my Expression of Interest for the above position.

I am a Chartered Quantity Surveyor and currently an Associate Director in a construction cost consultancy and have lived in the Mount Barker Area for over 5 years. My employment necessitates my everyday involvement in the construction industry and its procedures, dealing with architects, planners, engineers and developers. I am very experienced in reading and understanding planning and development drawings for buildings, civil/landscaping works.

I am a member of the Royal Institution of Chartered Surveyors, the Australian Institute of Quantity Surveyors and the Green Building Council of Australia.

I enclose a copy of my CV for your information.

I look forward to hearing from you in due course and look forward to discussing this further with you in person.

Yours faithfully

A handwritten signature in black ink that reads 'Mason W Robb'.

Mason W Robb

## CURRICULUM VITAE

### MASON WILLIAM ROBB



#### PROFESSIONAL PROFILE

A Chartered Quantity Surveyor with over eighteen years experience of the commercial and financial controls and processes affecting construction projects within a number of fields. Currently I am team leader for several multi-million dollar Federal Government projects, tasked with managing the preparation of estimates within a tight timeframe for an often demanding client, coordinating internal and external teams across a number of disciplines in order to keep the projects on time and within budget.

I am a people driven individual who focuses on outcome and believe that the People in the team make it happen.

#### CAREER SUMMARY

- September 2005 to present  
**Associate**  
Currie & Brown Pty Ltd, Adelaide
- March 2000 - September 2005  
**Senior Quantity Surveyor**  
Currie & Brown Pty Ltd, Adelaide
- 1998 - 2000  
**Senior Quantity Surveyor**  
Simpson, Grayson & Co, Glasgow, Scotland
- 1995-1998  
**Senior Quantity Surveyor**  
Souter and Jaffrey, Inverness, Scotland

#### KEY ACHIEVEMENTS/ COMPETENCIES

- Gain respect through leadership, and lead by example.
- Enjoy being an enabler for people to realise the best in themselves and their innate ability to succeed in challenging situations.
- Outstanding business and commercial acumen.
- Proven organisational, management, leadership and motivational capabilities.
- Competent and experienced in working at management level.
- Gained professional qualification as a member of the Royal Institution of Chartered Surveyors in October 1999.
- Gained professional qualification as an Associate of the Australian Institute of Quantity Surveyors in October 2005.
- Ability to work autonomously within an environment of accountability and responsibility.



Curriculum Vitae  
Mason Robb

CAREER  
EXPERIENCE

***Associate – Currie & Brown Pty Ltd, Adelaide***

Since joining Currie & Brown in March 2000, I have progressed to Associate level, taking responsibility for the management of contracts and projects, through decision making and delegation. During my time in Adelaide, I have built a solid base of contacts at all levels throughout a variety of business fields including Architects, Developers, Financial Institutions, Consulting Engineers, Contracting Engineers, Building Contractors and Local, State and Federal Government.

I am involved in the preparation and monitoring of office budgets as well as monthly invoicing and, where required, debt collection, our procedure resulting in few debts outstanding for longer than two months.

Team leader on a number of different projects varying from \$50,000 to in excess of \$100,000,000; I motivate my team through mutual respect and recognition and expect that of others. I am seen as an educator and thought leader within the Adelaide Work group and consciously aware of suiting the right person to each project and lending advice or assistance to ensure the best possible product is provided for the client.

I am currently involved in the establishment and maintenance of company policies and procedures and succession planning for the office, ensuring an ongoing sustainability for the company.

I am a pro-active person, not afraid to ask questions where assistance or clarity is required.

I am a keen student of the Building Industry and the wider Market forces that influence the industry in the short, medium and long term. My personable, approachable and Professional manner in all that I do, allows me to gain the best out of myself and my team.

Key Responsibilities

- Client contact for a number of key clients including the Department for Transport, Energy and Infrastructure (Transport Services Department) and major Architectural and Engineering Consultants.
- Distributing work and supervising other staff members to ensure the best possible product is provided for the client.
- Preparing estimates for all types of projects, following the construction process through from inception to handover.
- Preparing fee submissions and winning projects.
- Preparation of monthly invoicing and quarterly budgets.

Achievements

- Successfully maintaining and facilitating a renewal to key Government contract.
- Providing cost management services to clients from project inception/feasibility through to final account.
- Negotiating and mediating between main client, consultants and sub-contractors to arrive at solutions commercially acceptable to all parties.
- Team leader for a number of major construction and engineering projects, delegating responsibilities and motivating staff, leading to successful completion of estimating process.
- Composed and implemented a cost reporting system for a client in the resources industry, which enabled preparation and updating of estimates at various stages of the design process, leading to the successful award and completion of the Plant Maintenance Shutdown Contract.

Curriculum Vitae  
Mason Robb

CAREER  
EXPERIENCE  
(contd)

**Senior Quantity Surveyor – Simpson, Grayson & Co, Glasgow, Scotland**

I joined the Practice three years after leaving University in order to gain suitable experience to satisfy the requirements of the RICS. Our main clients were in the leisure retail industry; building new and refurbishing existing Public houses.

Responsibilities

- Worked in depth on all aspects of quantity surveying including the preparation of tender documents and full post contract services for a wide range of building contracts.

Achievements

- Project Quantity Surveyor for a number of refurbishment and new build projects up to the value of \$4,500,000AUD.
- I gained extensive computer experience using the Vector computer billing system as well as word processing, spreadsheets and Internet packages.

EDUCATION

2005	Elected an Associate of the Australian Institute of Quantity Surveyors
1999	Elected a Member of the Royal Institute of Chartered Surveyors
1990 – 1995	University of Abertay Dundee, Scotland BSc (Honours) in Quantity Surveying

SKILLS

A broad knowledge and experience in many computer packages including MS Office, and various databases and estimating packages. Particularly adept in use of Excel and Word along with Risk assessment software. My experience has enabled me to enhance and apply my communication and personnel skills, as well as gaining financial, management and business experience.

REFERENCES

Employment and personal references available upon request.

TO: Mr Andrew Stuart  
Chief Executive Officer  
District Council of Mount Barker

RE: Expression of interest - Independent Member of the Council's Development  
Assessment Panel

FROM: Ted Lee

I refer to your advertisement in The Advertiser on 25 October 2008 and would like to express an interest in a panel member position.

I have an interest in planning and an extensive and varied work experience in a range of planning fields at different levels of government and in several countries.

The following attached personal information is provided as background. I would be happy to provide any further information that would assist Council in their deliberations.

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**QUALIFICATIONS**

Bachelor of Arts (Sociology and Political Science)  
 Post-Graduate Diploma in Urban and Social Planning  
 Post-Graduate Diploma in Environmental Studies  
 Graduate Diploma in Education  
 Master of Urban and Regional Planning (2008)

- (a) **TEACHER**, Since 2000 and presently teaching at Adelaide High School
- (b) **TEACHER TRAINING** (Grad Dip in Education, University of Adelaide, 1999) **OVERSEAS TRAVEL** 1998
- (c) **NATIONAL PLANNING (Consultant: U.N. Development Programme & Ministry of Planning, Human Resources & Environment; Maldives)** - 1996 to 1997 *Preparation of Fifth National Development Plan*
- (d) **LAND ACQUISITION & COMPENSATION (Consultant: World Bank, Phnom Penh Power Rehabilitation Project, Cambodia)** - June and July 1996  
*A consultancy to*
- *address the land needs for the above project by working with the Land Commission*
  - *prepare a Due Process Manual to implement the compensation plan for the Phnom Penh Power Rehabilitation Project and,*
  - *assess, advise and plan for the institutional capacity of the Electricite' du Cambodge (EDC) to carry out land acquisition and compensation.*
- (e) **BUSINESS DEVELOPMENT AND COMMUNITY MANAGEMENT & DEVELOPMENT (Chief Executive Officer, Yalata Community Incorporated)** - April 1995 to October 1996  
*Responsible, in conjunction with the Anangu Executive Director, for the operations of YCI - \$5million annual budget. (Yalata is an Aboriginal community of some 600 people situated 200 kilometres west of Ceduna on the Eyre Highway at the Head of the Great Australian Bight. The Lands cover 1,760 square miles include Yalata & a number of homelands.)*  
*On particular focus was the assessment and planning of business opportunities and links associated with whale viewing at the Head of Bight which led, among other things, to*
- \* *the development of budget accommodation,*
  - \* *completion of a tourism brochure,*
  - \* *Commonwealth and State Government funded consultancies on land management and ecotourism, and*
  - \* *Government funding for upgrade of 12 km of tourism road and other associated tourism works valued at \$2.6million*
- (f) **LANDS ADMINISTRATION (Deputy Regional Director (Lands), Department of Lands, Housing and Local Government, Northern Territory)** - May 1994 to February 1995  
*Responsible for the administration of the lands programmes in the southern region of the Northern Territory (population 40,000)*  
*This included responsible for the lands programmes comprising*
- *statutory planning (discussions with the Alice Springs Town Council on a Central Areas Study to secure an agreed set of statutory outcomes. A partnership on planning matters between the Council and Department was essential for a successful planning regime.)*
  - *strategic land use planning*
  - *building self-certification,*
  - *land sales and management of Crown land (Most of the existing vacant land in Alice Springs - population 26,000 - is owned and managed by the Crown)*
  - *management and administration of pastoral and Aboriginal lands (comprising all lands outside of the urban centres in the southern two-thirds of the Northern Territory.)*
- (g) **ECONOMIC DEVELOPMENT (Economic Development Planner, Yap State, Federated States of Micronesia)** - One year's contract, February 1993 to March 1994  
*Formulation of economic development strategies and their implementation for Yap State.*
- (h) **PUBLIC ADMINISTRATION Executive Assistance to the South Australian Director, State Aboriginal Affairs (Executive Assistant) - Secondment from the Premiers Department for four months**, October 1992 to Jan. 1993  
*Assist in the restructuring of Aboriginal Affairs functions within the State Public Service, to result in an expansion of the Office of State Aboriginal Affairs to a Department involving a range of duties and projects. A major project included work on the State's Aboriginal Employment Strategy for Commonwealth funding.*
- (i) **TOURISM DEVELOPMENT (Chief Policy Officer, South Australia) - Secondment for twelve months from the Premiers Department**, June 1991 to June 1992  
*Focus of position to facilitate establishment of appropriate tourism development by addressing a range of environmental, social, planning & regional issues that impact on tourism development & investment.*  
*Responsible for:*
- *advising on environmental management policies and strategies for tourism development*
  - *ensuring that Tourism South Australia's tourism development strategies were integrated into overall State Government strategies for economic development, land use planning, physical services provision and environmental management*

- reviewing Commonwealth, State and Local Government policies to ensure that these were compatible with evolving tourism policies and objectives

**(i) GOVERNMENT OVERVIEW FUNCTION (Cabinet Officer, Department of the Premier & Cabinet, South Australia) - May 1986 to May 1991 and July 1992 to September 1992**

*Strategic planning, implementation of Government policy, organisation of public administration and advice to the Premier and Cabinet on major issues*

Responsible, as part of a team for:

- providing a central advisory resource to the Premier and Cabinet of the State of South Australia on strategic issues and important projects
- ensuring that appropriate inter-agency consultation and co-ordination takes place prior to issues being considered by Cabinet
- ensuring that Government priorities are met in the agencies' activities and in the Budget process

Relevant specific tasks included:

- Deputy Secretary to the Resources and Physical Development Committee of Cabinet
- encouraging a closer working relationship between Tourism SA and National Parks and Wildlife Service, assessing the institutional arrangements relating to land management
- advice on major urban and tourism projects including Northfield, Mt Lofty Redevelopment and Wilpena Pound
- assessing the proposed amendments to the South Australian Environmental Impact Legislation
- involvement in surplus land transfer from the Commonwealth to the State
- assessing the elements and progress in urban consolidation policies and processes

**(j) NATURAL RESOURCE MANAGEMENT, ASSESSMENT, POLICY DEVELOPMENT &**

**IMPLEMENTATION (Special Project Officer, S.A. Engineering & Water Supply Dept) - 1982 to 1986**

*Policy development and realising opportunities for effective water resource management in the land use planning process. Membership of inter-departmental committees resulted in involvement in all aspects of land use activities for regions of the State of South Australia, viz. land tenure, agriculture, fisheries, tourism, environment etc.*

The particular focus of work was on water resources and the delivery of water supply and sewage services and involved a range of activities including the following:

- papers on "Floodplain Management", "Water Protection Zones", "Development Controls and Water Resources Management", "Water Resources Planning and Management and Development Controls - Issues and Institutional Arrangement" and "The Role and Restrictions of State Government Authorities in Hazard Management"
- addresses to Local Councils throughout the State, hearings of the Advisory Committee on Planning and community, and farming groups, on the need for Water Protection Zones
- presentation of information to the Planning Commission and committees of the Water Resources Council
- assessing impact of Court decisions on relevant policy
- advising departmental staff and management on:
  - \* opportunities or problems arising from the Planning System, and
  - \* appropriate management strategies that may include the use of the Water Resources Act and Planning Act
- clarifying and resolving issues related to water resources policies for various regions of South Australia, eg. River Murray, Mt. Lofty Ranges etc.
- replying to Ministerial and public inquiries
- reviewing the efficiency, effectiveness and utility of the Water Resources Act
- supervising a project officer assisting in the assessment of development applications
- supervision of a consultant engaged to review the Permit for Works System under the Water Resources Act.
- project supervision of a scientist developing water resources management policies in the South-East of South Australia
- extensive contact with members of the public, developers and consultants
- conducting a range of project work and research

Steven Watson



7<sup>th</sup> November 2008

Mr Andrew Stewart  
Chief Executive Officer  
District Council of Mount Barker  
PO Box 54  
MOUNT BARKER SA 5251



Dear Sir,

**RE: Development Assessment Panel**

I write as an expression of interest in the recently advertised position of Independent Member for the District Council of Mount Barker Development Assessment Panel.

I believe I have the necessary attributes to fill a position on the panel having worked in and around local government for several years now and understanding the environments in which they operate.

I also have an understanding of the Development Act & Regulations due working as a Building Surveyor and due to being a Licensed General Builder and Supervisor. I have completed major projects not only for local government, but also for myself. These skills not only allow me to understand how the finished product will look, but also how it all goes together. I believe that these attributes would enable me to

provide not only a diverse point of view, but also constructive input into any discussions.

I have Asset Management, Project Management & Contract Administration experience and understand Civil Construction works including roads, footpaths, stormwater drainage which assists me to understand when developments are created how they will impact elsewhere.

I believe in continuous improvement and will often improve my work practices or systems where required. I have good communication skills, good problem solving skills and effective time management.

I am a member of the Institute Public Works Engineering Australia (IPWEA) and the Australian Institute of Building Surveyors (AIBS), which both assist me to keep abreast with important changes to legislation and construction issues.

Please find enclosed a copy of my resume and should you require any further details or clarification, please do not hesitate to contact me.

I look forward to a favorable response to my application.

Yours faithfully

Steven Watson.

**RESUME****Steven Craig Watson****PERSONAL STATEMENT**

*With a desire to become a very highly valued, respected and contributing organisational member, I am supportive, reliable and hardworking. I am both loyal and honest and I lead by example showing initiative with a desire to continuously improve my skills and work practices. I pride myself on completing all tasks according to time demands, whilst satisfying customer needs.*

*I am willing to take responsibility and further pride myself on initiative, attendance, punctuality and availability. I take a quality approach to work, am adaptable to change, have a willingness to learn, try to minimise risk, have an ethical conduct and respect for others.*

*A self-motivated and enthusiastic person, I hold the ability to work as part of a successful team as well as autonomously and I am committed to producing a high level of quality work in line with the organisation's goals and objectives. I am committed to ongoing personal and professional development and I am passionate and enjoy what I do.*

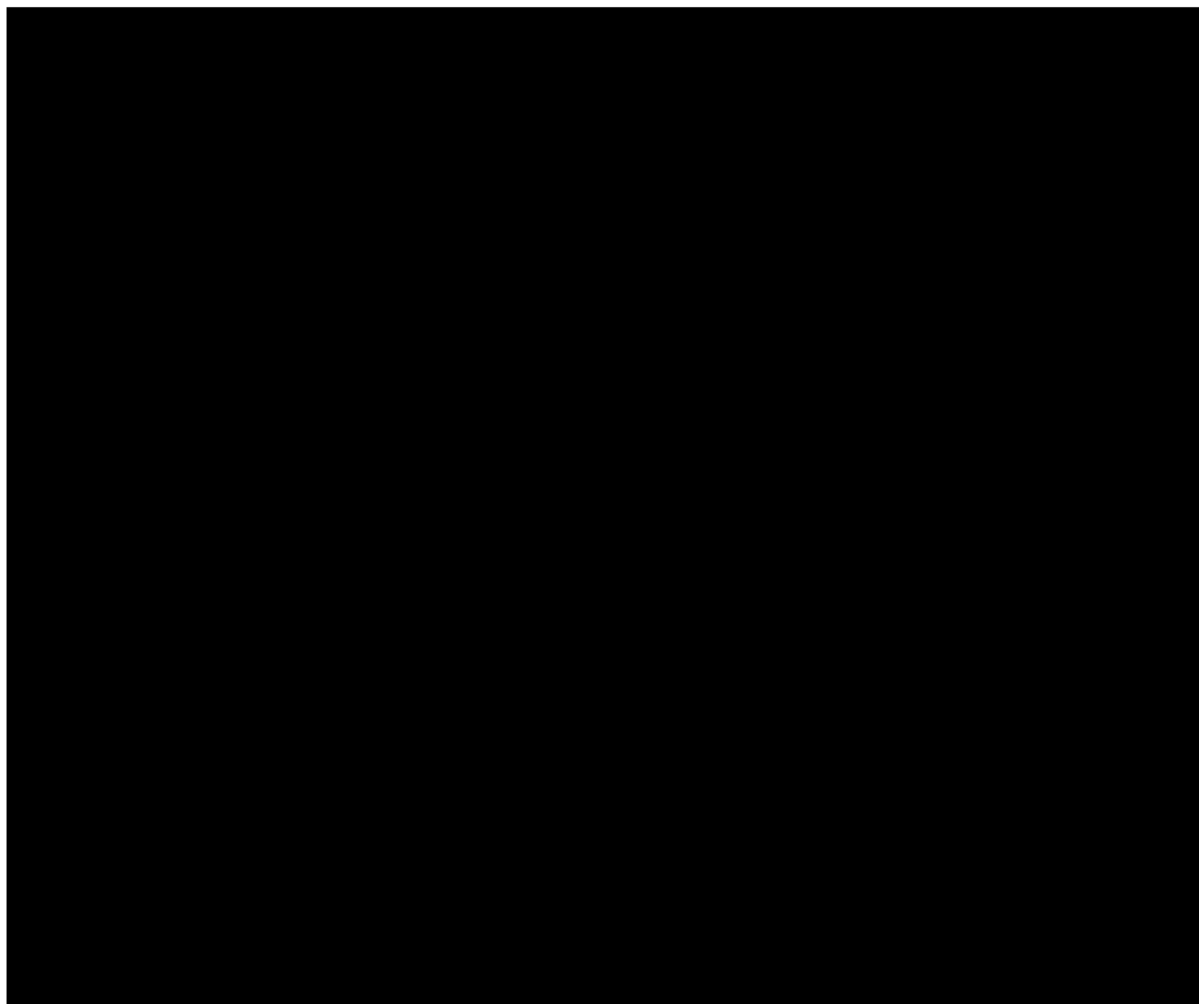


**AFFILIATIONS / LICENSES / CERTIFICATES / OTHER**

- Member, (AIBS) Australian Institute of Building Surveyors
- Member, (IPWEA) Institute Public Works Engineering Australia
- Member, (CITB) Construction Industry Training Board
- Construction Supervisors License (SL113993)
- General Builders License (GL113993)
- Construction Site Green/White Card (OHS&W - #S13192)
- Workzone Traffic Management Ticket (#105-523)
- Drivers License (Car & Bike – South Australian F19650)
- Forklift License
- Competent Person - Safe Working at Heights
- Competent Person – Electrical Testing & Tagging

**PERSONAL INTERESTS / AFFILIATIONS**

- Spending time with my partner and three children
- Football, Cricket & Most Other Sports
- 4 Wheel Driving / Caravanning / Camping
- Surf / Recreational Fishing
- Motorsports
- Member SACA - South Australian Cricket Association
- Member Ford F100 Club of Australia
- Member Gawler East Primary School Committee
- Red Cross Blood Donor

**REFEREES****EDUCATION****Tafe Tasmania – Studying Diploma of Building Surveying**

Via Correspondence - November 2003 – November 2005

**Grant High School - Mount Gambier -1982 –1986**

Subjects completed and passed:

Technical Maths 1&2, Woodwork, English, Bookkeeping, Typing, Home  
Economics, Physical Education, History, Drama, Art & Science.

*Application & Resume ~ Steven Craig Watson (Private & Confidential)*

*Page 5 of 17*

**EMPLOYMENT HISTORY**

**District Council of Mallala - Asset Management Coordinator**  
**Infrastructure & Engineering Services Department**  
25 March 2008 – Present

**Responsibilities**

- Asset Management
- Development, Implementation, Maintenance and Improvement of Asset Management Systems
- Development of Asset Management Plans
- Prepare Reports and Submissions as Required
- Auditing of Assets
- Maintain Councils GIS Systems (MapInfo)
- Provide Technical Advice

**Public Works & Infrastructure**

- Assist with Public Infrastructure Capital Works/Maintenance and Technical advice in relation to
  - Bridges and culverts
  - Buildings and land
  - Cemeteries
  - CWMS (Community Waste Water Management System)
  - Footpaths
  - Horticulture
  - Open space and playgrounds
  - Plant and equipment
  - Refuse depots
  - Roads
  - Signage
  - Stormwater drainage systems
  - Privately funded works

**Grant Funding Applications**

- Identify and evaluate grant funding opportunities
- Assist with preparation and processing of grant funding applications

**Budgetary, Financial & Administration**

- Provide input into annual budgets
- Monitor expenditure against budget allocations
- Provide input into strategic plan
- Provide input into long term financial plan

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Delegated Manager responsibilities at times of Manager absence
- Direction of staff and contractors as required
- OHS&W & Risk Management compliance

---

**Esmae Building Services – Consulting Services & General Building**

May 2006 – Present

- Consulting Services
- Asset Management
- Project Management & Contract Administration
- Management of Staff & Contractors as required
- Auditing of Assets
- Technical Advice
- Design and Development of Project Briefs
- General Building
- General Construction & Building Works
- Property Infrastructure Upgrades
- Project Management & Contract Administration
- Maintenance - Programmed & Adhoc
- Management of Staff & Contractors as required

**Achievement** – Completing consultancy work for the City of Salisbury on a Building Condition Assets Audits via Contracts 07C08 & 08C01.(Approximately 210 Buildings)

---

**City of Salisbury – Building Assets Officer**

**Capital Works Department of City Projects**

24 October 2005 – 22 September 2006

**Responsibilities**

- Asset Management
- Condition auditing of property assets
- Asset Management Systems - Development and Implementation
- Development of Asset Management Plans
- Prepare Reports and Submissions as Required
- Project Management & Contract Administration
- Building Maintenance Works
- Capital; Works - Property Infrastructure upgrades
- Develop and maintain councils property register
- Technical advice

**Public Works & Infrastructure**

- Assist with Public Infrastructure Capital Works/Maintenance and Technical advice in relation to
  - Buildings and Land
  - Footpaths
  - Roads
  - Signage
  - Stormwater Drainage Systems

**Grant Funding Applications**

- Identify and evaluate grant funding opportunities
- Assist with preparation and processing of grant funding applications

**Budgetary, Financial & Administration**

- Provide input into annual budgets
- Monitor expenditure against budget allocations
- Provide input into strategic plan
- Provide input into long term financial plan

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Direction of staff and contractors as required
- OHS&W & Risk Management compliance

---

**City of West Torrens – Project Officer  
Amenity & Environment Department**

1 August 2005 – 24 October 2005

**Responsibilities**

- Building Asset Management
- Project Management and Contract Administration
- Project Brief Design & Development
- Building Maintenance Works
- Capital Works & Property Infrastructure Upgrades
- Develop and Maintain Councils Property Register
- Undertake Condition Auditing of Property Assets
- Prepare Reports and Submissions as Required
- Technical Advice

**Public Works & Infrastructure**

- Assist with Public Infrastructure Capital Works/Maintenance and Technical advice in relation to
  - Buildings and Land

*Application & Resume ~ Steven Craig Watson (Private & Confidential)*

*Page 8 of 17*

- Footpaths
- Horticulture
- Open Space & Playgrounds
- Signage

**Budgetary, Financial & Administration**

- Provide input into annual budgets
- Monitor expenditure against budget allocations
- Provide input into strategic plan
- Provide input into long term financial plan

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Direction of staff and contractors as required
- Engagement & Superintendence of Contractors
- OHS&W & Risk Management compliance

---

**Town of Gawler – Cadet Building Officer / Project Officer  
Building & Compliance Services Department**

August 03 – 22 July 05

**Responsibilities**

- Building Surveying Duties
- Building Asset Management
- Project Management and Contract Administration
- Project Brief Design & Development
- Building Maintenance Works
- Capital Works & Property Infrastructure Upgrades
- Property infrastructure Upgrades
- Develop and Maintain Councils Property Register
- Undertake Condition Auditing of Property Assets
- Prepare Reports and Submissions as Required
- Technical Advice

**Budgetary, Financial & Administration**

- Provide input into annual budgets
- Monitor expenditure against budget allocations

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Delegated Manager responsibilities at times of Manager absence

*Application & Resume ~ Steven Craig Watson (Private & Confidential)*

*Page 9 of 17*

- Direction of staff and contractors as required
- Engagement & Superintendence of Contractors
- OHS&W & Risk Management compliance

---

**Self-Employed – Lifetime Impressions****Giftware & Flowers Business - Owner/Partner**

April 02 – April 04

**Responsibilities**

- Managing Director of the Business
- Recruitment of Staff
- Coordination of Staff
- Accounting and Booking
- Coordinate Promotions
- Stock Control
- Coordination of Deliveries
- Purchasing of Goods and Materials

**Customer Service**

- Client Relations including
  - Follow up and delegation of customer requests
  - Answering telephone
  - Dealing with customer concerns

**Management & Supervision**

- Management of Staff (5 Direct Reports)
- Engagement & Superintendence of Contractors
- Direction of staff as required
- OHS&W Compliance

---

**The Town of Gawler – Building Maintenance Officer (6mth Contract)****Building & Compliance Services Department**

February 03 – August 03

**Responsibilities**

- Building Maintenance Duties: -
- Programmed & Adhoc Maintenance
- Property Infrastructure Upgrades
- Technical advice
- Contract Management
- Project Management

**Customer Service**

- Deliver professional, timely and quality service.

*Application & Resume ~ Steven Craig Watson (Private & Confidential)*

*Page 10 of 17*

**Management & Supervision**

- Direction of staff and contractors as required
- OHS&W Compliance

**Achievement - In this position it was often mentioned to me, that I completed more work in six months than others had in six years.**

---

**Country Kitchens & Robes, Willaston – Production Manager**

June 99 – April 02

**Responsibilities**

- Management and Overseeing of the manufacturing of products
- Management of and Overseeing the installation products
- Coordination of Deliveries
- Purchasing of Good and Materials
- Measuring & Setting out of jobs
- Scheduling of Works
- Management and Overseeing Maintenance of Machinery

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Management of Staff(10 Direct Reports)
- Acting Senior Manager in times of Senior Manager's absence
- Engagement & Superintendence of Contractors
- Direction of staff as required
- Chair team meetings
- OHS&W Compliance

**Achievement - In this position I was able to take production turnover from \$450k pa to \$1.2m pa inside 12 months. The business was in the top ten in Australia for BRW (Business Review Weekly) Fast 100, which is one of the fastest growing companies.**

---

**Adelaide City Council – Community Development Officer**

**Customer Services – City Services Department**

November 97 – June 99

**Responsibilities**

- Customer Service
- Community Development & Liaison
- Advice to public



**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Acting Supervisor in times of Supervisors absence (15 Staff)
  - Direction of staff as required
  - OHS&W Compliance
- 

**Timbermark, Wingfield – Internal Sales**

August 96 – December 96

**Responsibilities**

- Sales
- Arranging contract delivery of goods

**Customer Service**

- Serving of customers as required
- Follow up of and preparation and or manufacture of customer requests
- Dealing with customer enquiries and or concerns

**Management & Supervision**

- Acting Manager in times of Manager absence
  - Direction of staff as required
  - OHS&W Compliance
- 

**Barry's Hardware – Sales Assistant**

June 96 – August 96

**Responsibilities**

- Sales
- Purchasing & receiving of goods
- Arranging contract delivery of goods
- Displaying Stock

**Customer Service**

- Serving of Customers as required
  - Follow up of and preparations and or manufacture of customer requests
  - Answering Telephone
  - Dealing with customer enquiries and or concerns
-

**BBC Hardware, Richmond – Supervising Sales Assistant**  
March 95 – June 96

**Responsibilities**

- Sales
- Purchasing & receiving of goods
- Arranging contract delivery of goods
- Displaying Stock
- Team Meetings
- Supervising of staff
- Serving of customers

**Customer Service**

- Serving of Customers as required
- Follow up of and preparation of customer requests
- Answering Telephone
- Dealing with customer enquiries and or concerns

**Management & Supervision**

- Supervisor (8 Direct Reports)
- Acting Manager in times of Manager absence
- Direction of staff as required
- Chair team meetings
- OHS&W Compliance

---

**Self Employed, Mt Gambier based – Building Contractor**

November 93 – March 95 Mt Gambier Based, then moved to Gawler

**Self Employed, Gawler Based – Building Contractor**

March 95 – November 97

**Responsibilities**

- Carpentry & Joinery
- Solid plastering
- Wall & floor tiling
- Gyprock fixing & flushing
- Concreting
- Other general building work

**In 1994 I gained my builders and supervisors license**

**Customer Service**

- Deliver professional, timely and quality service.

**Management & Supervision**

- Superintendence of contractors
- OHS&W compliance

*Application & Resume ~ Steven Craig Watson (Private & Confidential)*

*Page 13 of 17*

**Personal Achievement – During this period I relocated from Mount Gambier to Gawler for the purposes of Marriage.**

---

**Stokker Cabinets, Mt Gambier – Leading Hand - Cabinetmaking**  
April 93 – November 93

**Responsibilities**

- Carpentry and joinery
- Second fix carpentry
- Manufacturing of joinery
- Installation of joinery
- Machining of board & timber for joinery
- Measuring & setting out of jobs

**Customer Service**

- Serving of customers as required
- Follow up of and manufacture of customer requests
- Answering telephone enquiries

**Management & Supervision**

- Leading Hand
  - Acting Manager in times of Manager absence
  - OHS&W compliance
- 

**MS Hein & Sons, Mt Gambier – Leading Hand -Carpentry & Joinery**  
November 89 - April 93

**Responsibilities**

- Carpentry & Joinery
- Second fix carpentry
- Cabinetmaking duties
- Manufacturing of joinery
- Installation of joinery
- Machining of timber for joinery
- Assembly of timber doors & windows

**Customer Service**

- Serving of customers as required
- Follow up of and manufacture of customer requests
- Answering telephone enquires

**Management & Supervision**

- Leading Hand (10 Direct Reports)

- Acting Manager in times of Manager absence
- Direction of staff as required
- OHS&W compliance

---

**Supreme Joinery, Pooraka - Cabinetmaking**

March 87 – November 89

**Responsibilities**

- Cabinetmaking
- Manufacturing of Assembling of Cabinets
- Laminating of bench tops
- Cutting & trimming of board
- Machining of Timber
- Edging, boring and machining of board

**PREVIOUS INTERESTING PROJECTS****OFFICE FITOUT – TOWN OF GAWLER**

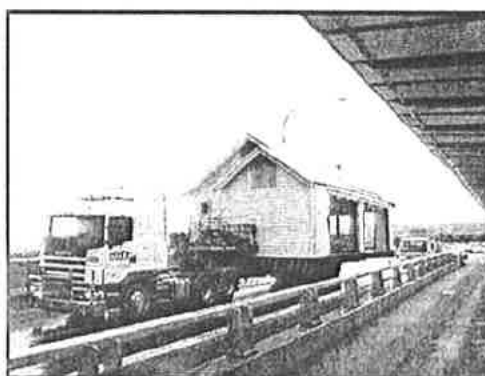
Conversion of leased space in the Centrelink Building to Offices

- Budget \$250k
- Project Brief Overview – To convert a leased space into office accommodation, whilst ensuring completed costs were within budget. Management were reluctant to proceed with these works due to all project cost estimates being at least 50% more than the budgeted amount. This project was completed successfully and well under budget, including purchasing a new \$15,000 photocopier for the new premises.

**THE WATERSHED (Formerly the BOAT DECK CAFE)**

Relocation of former Boat Deck Cafe (4 Buildings) from Mawson Lakes to Greenfield Wetlands Salisbury Highway – City of Salisbury

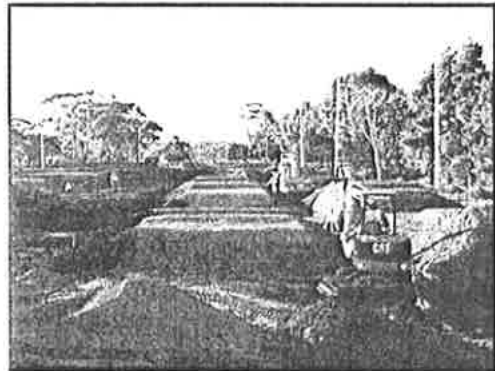
- Initial Budget \$250k (land value not included, Budget was Increased to over \$1.2m)
- Project Brief Overview – Develop project brief, gain development approval, and relocate donated buildings being the former Delfin Sales Centre located on the Lake, Mawson Lakes to the Greenfield Wetlands Salisbury Highway, Greenfields. This project posed transportation issues due to the large size of the buildings and significant problems with services due to ground water being located approximately 500mm below ground level at the new site.



**CROSS KEYS BMX CLUB**

Civil & Building Works Cross Key BMX Track & Clubrooms Pooraka – City of Salisbury

- Budget \$1.2m, (land value not included)
- Project Brief Overview – To develop a vacant parcel of land located on the corner of South Tce and Brien's Road Pooraka to a new BMX Clubroom and Racing Track facility, including open air car park. Whilst some building construction work was included, this project mainly consisted of civil works and infrastructure.

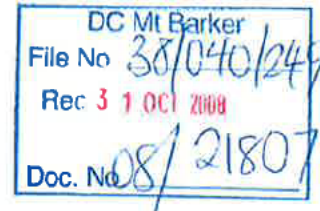


Michael R Watson  
ARCHITECT



30.10.08

Mr Andrew Stuart  
District Council of Mount Barker,  
PO Box 54,  
MOUNT BARKER, 5251.



Independent Members of the Development Assessment Panel

Dear Andrew,

I write to express interest in becoming a member of the Development Assessment Panel of the DC of Mount Barker. I am an architect, a graduate of University of Adelaide, registered in S.A. since 1984. I have run an architectural practice in Nairne since 1985, and have worked for many clients in the Mount Barker district, as well as other regions of S.A.

My wife and I have been residents of the Mount Barker district since 1985, and have raised three daughters here. The girls were educated at Mount Barker schools and have each gone on to tertiary education in Adelaide.

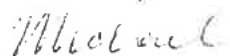
I have a good knowledge of the layout of the district: its climate, topography, hydrology, native fauna, vegetation and soils, and transport and infrastructure. I know its economy well and appreciate the problems and opportunities which the past and present have brought, and the future might. I also understand and appreciate the culture and values of the district's community and enjoy participating in many of its activities. Over the years, I have been a member of the committees of the Mt Barker District Gymnastics Club, the Nairne Tennis Club, and the Hahndorf Liedertafel.

I have a good knowledge of the district's history and heritage, both European and Aboriginal, and understand certain of the complexities which retention of these values can generate when they are confronted with contemporary development proposals.

In 2003 I was a member of the District Residential and Industrial Land Review Community Reference Group convened by the DCMB to advise upon the disposition of the future zoning of rural land adjacent the townships in the district; this culminated in a consultant's report which largely determined the layout of developments which are presently under way.

I would be pleased to become a member of the Development Assessment Panel. The next few years appear to be bringing interesting times, with both challenges and opportunities for this district, and I think I could bring a fair and informed position to a body which has a role in its Council's decision-making processes. I look forward to your reply.

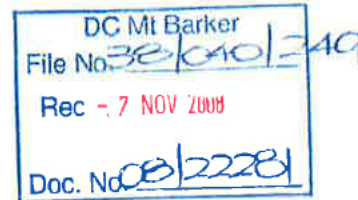
Yours faithfully,

A handwritten signature in dark ink, appearing to read "Michael". The script is cursive and somewhat stylized, with the first letter being a large capital 'M'.

Michael Watson



Mr Andrew Stuart  
Chief Executive Officer  
District Council of Mt Barker  
PO Box 54  
MT BARKER SA 5251



Dear Mr Stuart

#### **COUNCIL DEVELOPMENT ASSESSMENT PANEL- INDEPENDENT MEMBER**

I am writing to express an interest in the positions available for independent members of the Council Development Assessment Panel. As you will see from my accompanying resume I have the skills and experience required to fill this position.

I have gained valuable experience in the planning profession over the last four years while working at the City of Burnside and the City of Tea Tree Gully as a Development Assessment Officer and Urban Policy Planner.

I am currently an employee of the City of Tea Tree Gully in the role of Urban Policy Planner. My primary function in this role is to provide urban and regional planning advice and develop policy that guides future development, and the direction of the City. Furthermore, I am employed to ensure that future development within the City is sustainable and responds to community expectations. My experience in this role has strengthened my knowledge in relation to strategic planning, planning policy, and heritage matters.

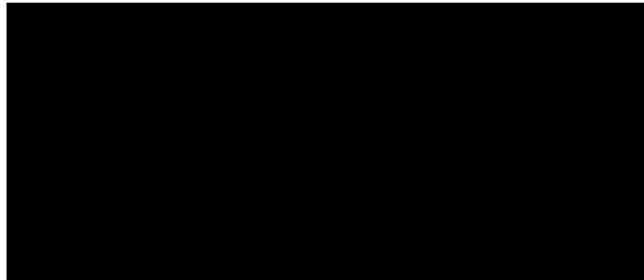
My previous role as Development Assessment Officer at both the City of Burnside and the City of Tea Tree Gully required me to assess a range of complex development applications, provide advice on development matters to residents, developers, and staff within the organisation, and prepare documentation for Court proceedings. This has enabled me to develop a high level of communication skills and has enabled me to demonstrate my ability to make sound decisions in relation to development matters.

I have a strong interest in the development issues facing the District Council of Mt Barker that have resulted from the rapid urban expansion that is currently occurring in the region.

I believe I possess the skills, experience, knowledge and work ethic to undertake a position of this kind effectively. Please find attached a copy of my resume. If you wish to discuss this matter further, do not hesitate to contact me on [REDACTED]

Yours sincerely,

Brett Steiner

**PERSONAL DETAILS****NAME:****ADDRESS:****TELEPHONE:****EMAIL:****EDUCATION****Tertiary:**

Bachelor of Urban and Regional Planning with Honours –  
University of South Australia (2005)

Successful completion of Honours Level Thesis titled  
*"Transit Oriented Development: Adelaide's North West Rail  
Corridor"*

**Secondary:**

Attained S.A.C.E. Certificate 2001 (Gleeson College)

**EMPLOYMENT****February 2008 to  
Present****City of Tea Tree Gully, PO Box 571 Modbury SA 5092****Urban Policy Planner**

- Responding to planning policy matters generated by Federal and State Governments, agencies and other organisations.
- Preparing/managing the preparation of Development Plan Amendments that respond to community expectations.
- Contributing to the development of strategic directions, policies and frameworks.
- Advising and consulting with Government and non-government agencies and organisations regarding Council business and policy directions.
- Community consultation in relation to policy development.
- Managing external consultants as required.

- Managing projects and relevant project teams consisting of both internal and external members.
- Preparing project briefs, supervise, manage and evaluate work of external consultants in relation to planning matters.
- Being responsible for and participate in budget estimates and meeting predetermined budget allocations.
- Preparing reports for Council and Council Committees.
- Providing assistance by providing accurate and relevant planning information to internal and external customers.
- Actively sharing ideas, expertise and skills with other staff.
- Providing regular input into updating and reviewing the City Planning Team Operations Plan.
- Assisting with managing Council's Heritage Incentives Program.

November 2005 to  
February 2008

City of Tea Tree Gully, PO Box 571 Modbury SA 5092

(Full-time position)

**Development Assessment Officer – Planning**

- Responsible for the processing of development applications.
- Providing technical advice regarding Planning related issues to both members of the public and Council staff.
- Representing Council at the Environment Resources and Development Court in relation to an appeal against a Council decision
- Investigating and following up on breaches of the Development Act and to initiate enforcement proceedings (if necessary) in the event of a breach.
- Assisting in the preparation of Development Plan Amendment Reports, a statutory procedure to amend Council's Development Plan
- Liaising with developers and, when necessary, attend meetings concerning Planning-related issues.
- Consulting with various other departments within Council (Assets Department, Health Department etc) on Planning-related issues including stormwater drainage, traffic movements, land contaminations, waste disposal etc.

- Liaising with various other Government Departments including but not limited to the Development Assessment Commission and the Department of Transport, Energy and Infrastructure.

**29/11/04- 31/03/05**

**City of Burnside**

**10/05/05- 27/07/07**

**Development Officer- Planning**

**(Part-time)**

- Assessing Development Applications to ensure compliance with requirements of the Development Act, Regulations and other relevant legislation.
- Preparing Reports, including recommendations to the Manager Development Assessment on Development Applications
- Liaising with staff in other Departments to facilitate administration of the Development Act and act as a reference point for employees on development assessment matters.
- Carrying out inspections where development is proposed and development is in progress and where development is completed to ensure compliance with approved plans and conditions of approval
- Preparing documentation in relation to Court proceedings and appear in Court when required to give evidence on matters involve breaches of the Development Act.
- Answering telephone and counter enquiries and respond to correspondence on development matters.

## TECHNICAL EXPERIENCE

The experience gained in my tertiary studies and in my employment at both the City of Burnside, and the City of Tea Tree Gully, has provided me with a detailed knowledge of the South Australian planning system, local government processes and relevant legislation. This includes experience with:

- The Development Act and Regulations
- The Local Government Act
- The Real Property Act
- The Telecommunications Act.

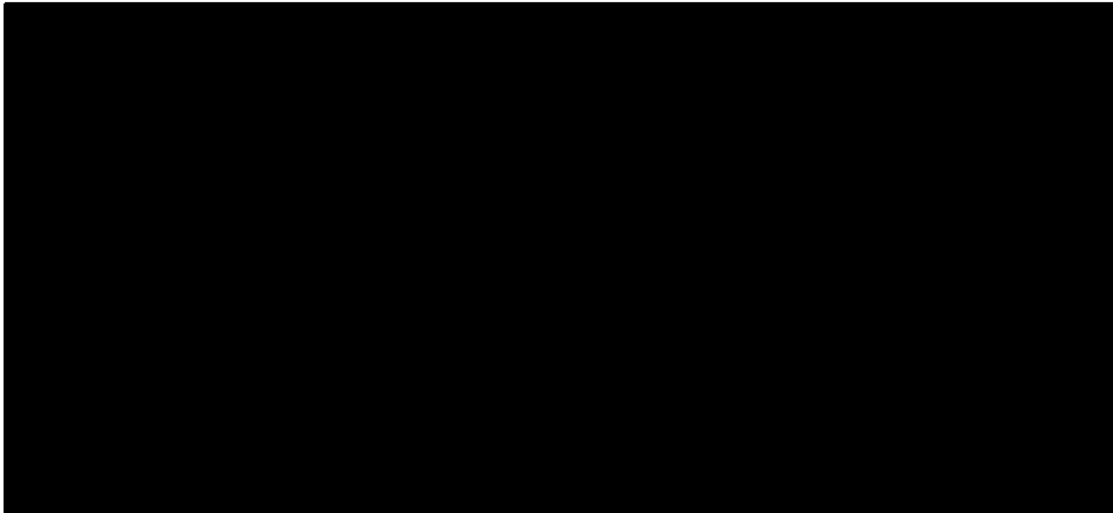
During my studies and employment I have demonstrated a sound knowledge of planning, economic, and social systems. I have demonstrated an ability to apply this knowledge in my work in both development assessment and writing planning policy.

I have demonstrated an ability to interpret statutory legislation, think in a clear and logical manner, interpret information from a broad range of disciplines, and make decisions in relation to large-scale development applications. This includes the assessment of:

- A range of residential developments
- Land divisions
- A large scale centre redevelopment
- Commercial and retail development
- Development relating to local and state heritage places
- Light industrial development
- Telecommunications facilities
- Significant trees
- Development within Rural Zones, Rural Living Zones and the Hills Face Zone

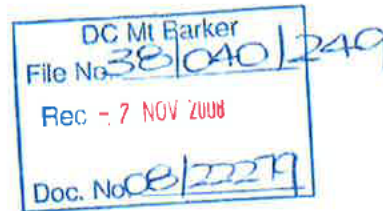
I have developed a high level of written communication, verbal communication and analytical skills. I have demonstrated these skills frequently in presentations to Council, and through my ability to produce high quality reports relating to a range of large and detailed development applications.

<b>REFEREES</b>
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7 November 2008

Andrew Stuart, Chief Executive Officer  
District Council of Mount Barker  
PO Box 54  
MOUNT BARKER 5251



Dear Mr Stuart,

**Development Assessment Panel – Independent Members**

I am writing to express my interest in a position on the District Council of Mount Barker Development Assessment Panel as an independent member.

I have long been interested in public affairs, the community and the function of local Government. My professional experience, exceptional University performance and extra-curricular activities in a range of Government areas make me an ideal candidate for the Development Assessment Panel.

Since early 2008 I have been living in Nairne and am enjoying the local atmosphere and amenities. Living previously in Victor Harbor, I value the role of community and am keen to become involved in the District Council of Mount Barker.

I have studied Development Law at Flinders University through my law degree and have a thorough understanding of the *Development Act 1993 (SA)*, *Development Regulations 2008 (SA)* and the role of Development Assessment Panels. In particular, as I do not own property or have business interests within the Council area, I am capable of assessing applications independently.

I am currently working as Industrial Relations/Project Officer with the Motor Trade Association of SA Inc, a not for profit employer association. My work involves providing advice to members in the areas of industrial relations, workers compensation and occupational health and safety. I also prepare research and assist with the drafting of both State and Federal Government submissions.

I particularly enjoy researching various areas of the law and presenting the information in a way that is accessible to my peers, or the general public. A significant proportion of my work at MTA involves deducing complex legal matters into a format that is easy to understand and has practical application. The MTA is a fast-paced environment where I am required to balance the needs of various parties, along with meeting short and long term deadlines.

Effective communication is one of my strongest skills and I am constantly aware of the way I communicate with others. I am a capable public speaker and currently represent

MTA members in the Industrial Relations Commission and deliver presentations and occupational health & safety training to the industry. I also spent nine years working in the hospitality industry, where I excelled at customer service, relating well to supervisors, peers and the general public.

I have a collaborative approach to team work and enjoy working with others to meet team goals. I have proven myself capable in various workplaces of communicating with diverse individuals and teams, including politicians, supervisors, peers and constituents. If selected as a Development Assessment Panel member, I would place importance on working with elected members, independent panel members, Council staff and the general public.

I have broad experience in political environments. A few years ago I was selected to represent the Fleurieu region in the South Australian Young Leaders Parliament, where we drafted legislation and debated policy in the South Australian House of Assembly. I later participated in work experience in Canberra with former Representative Kerry Bartlett, then Government Whip for the Federal Coalition Government. I have also spent two weeks at Australian Securities and Investments Commission in Sydney undertaking work experience in International Relations, which is predominantly a policy branch of ASIC.

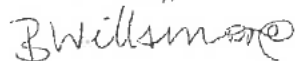
In January and February this year I interned in the United States House of Congress for a Democratic Congressman from Ohio. The opportunity enabled me to summarise new legislation, undertake research for legislative staff, prepare Committee notes for the Congressman, and attend a range of briefings and committee hearings.

Along with political experience, I have focused on developing a strong foundation in the law and have worked at two commercial firms in Adelaide. My university results speak for themselves: I have a GPA of 5.95 and in 2007 received the Director of Public Prosecutions Prize in Evidence Law, the Chancellor's Letter of Commendation and two financial scholarships for academic performance. In January 2009 I will complete my law degree with a three week intensive topic in Chinese law, taught in Shanghai, China.

I am capable of providing a fresh, analytical and independent voice on the Development Assessment Panel and believe that the position would be incredibly rewarding.

I have attached my curriculum vitae for your perusal and look forward to being considered for the Development Assessment Panel. Please do not hesitate to contact me at work on [REDACTED]

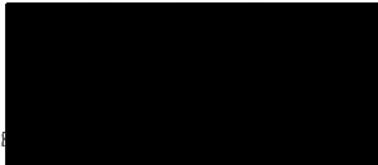
Yours sincerely,



Bree Willsmore



Bree Willsmore



#### PROFESSIONAL EMPLOYMENT EXPERIENCE

Mar 2008 – Present	Motor Trade Association of SA Inc, Adelaide <i>Industrial Relations/Project Officer</i>
2008	United States House of Congress, Washington DC, USA <i>Internship with Representative Tim Ryan</i>
2007	Fisher Jeffries, Adelaide <i>Law Clerk in Employment Law and Commercial Litigation</i>
2007	Piper Alderman Lawyers, Adelaide <i>Law Clerk in Commercial Litigation</i>
2007	Australian Securities and Investments Commission, Sydney <i>Work experience with the Office of International Relations</i>
2006	Johnson Winter & Slattery Lawyers, Adelaide <i>Work experience in Commercial Transactions</i>
2004	Commonwealth Parliament House, Canberra <i>Work Experience with Kerry Bartlett MP, Government Whip</i>

#### OTHER EMPLOYMENT EXPERIENCE

1999 – 2007	Café Bavaria <i>Assistant Manager, Waitsperson</i>
2002 – 2003	Paradiso Restauranté <i>Floor Manager, Waitsperson</i>

#### EDUCATION

2003 – Present	Flinders University                      Adelaide, SA <i>Bachelor of Laws and Legal Practice</i> Practical Legal Training Dispute Resolution, Advocacy Labour Law, Worker's Compensation Property and Planning Law Constitutional Law, International Law
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*Bachelor of International Studies*

International Relations, American Studies

Australian Politics

Japanese Language

Combined GPA of 5.95

2001

Glendale College

Goolwa, SA

*South Australian Certificate of Education***ADDITIONAL SKILLS**

2008

Australian Institute of Management – core competencies for  
Certificate IV in Occupational Health & Safety Management

2008

Australian Institute of Management – Customer Service

2008

Australian Institute of Management – Improving Systems

2005

Certificate IV in Japanese Language Proficiency

**AWARDS AND ACHIEVEMENTS**

2008

SafeWork Awards 2008 Judge

2008

RA Simpson International Scholarship

2007

Office of the Director of Public Prosecutions Prize in Evidence

2007

Chancellor's letter of Commendation

2007

Commonwealth Education Costs Scholarship

2007

Golden Key Flinders Chapter Vice President

2006

Golden Key member (top 15% of University students)

2004

South Australian Young Leaders Parliament Participant

2002

South Australian Youth Awards Showcase Participant

2001

Zonta Young Women in Public Affairs Award

Head Prefect (Glendale College)

Year 12 Drama Studies Award (Glendale College)

**COMMUNITY AND LEISURE ACTIVITIES**

Golden Key Executive Committee (2006, 2007)

Cancer Council Relay for Life team leader (2007)

Murray 100 kayaking events (2005, 2006)

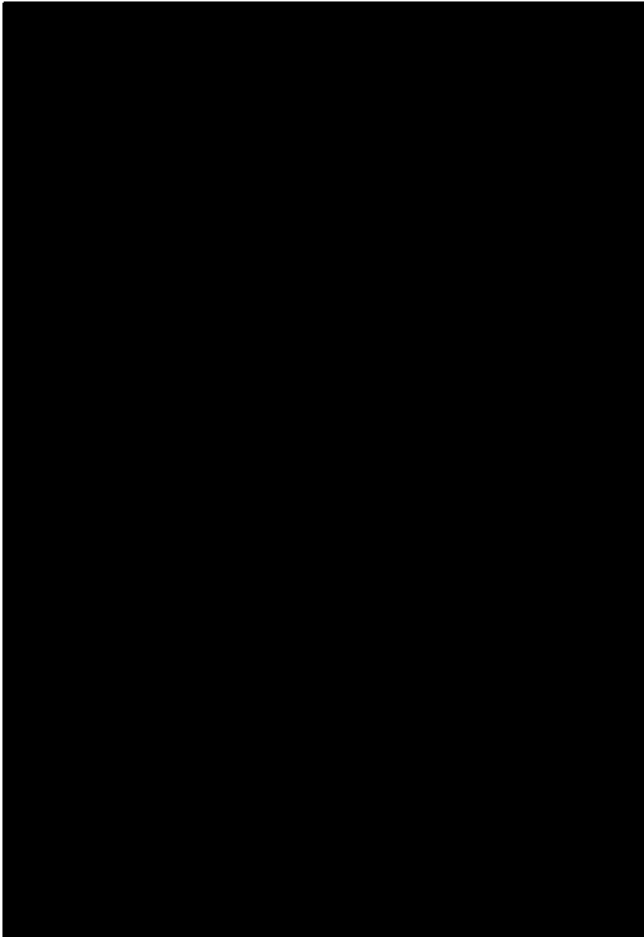
Youth Leader (2001 – 2006)

Reading and researching

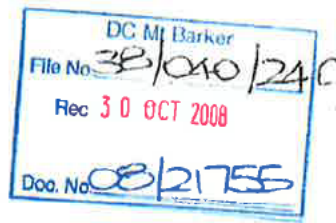
Traveling

Hiking and camping

REFEREES



29 October 2008



Manager Development & Planning Policy  
District Council of Mount Barker  
6 Dutton Road  
MOUNT BARKER SA 5251

Attention: Darren Starr

Dear Darren

Expression of Interest - Development Assessment Panel

Thank you for discussing the role and duties of a member of the Development Assessment Panel. As discussed, I would like to nominate for a position on the Development Assessment Panel.

As outlined in my CV attached, I am a Chartered Professional Engineer with a Bachelor of Business. I have worked in, with and in conjunction with Local Government in South Australia, Western Australia and Queensland. I have been closely involved in or managed major developments such as the \$40m Ascot Waters Development in the City of Belmont, WA. I have also completed smaller scale developments such as single residences and subdivisions in Durack, QLD.

I was recently employed as the Manager of Port Development in Dampier, WA and responsible for the publishing of the Dampier Port Development Plan available from [www.dpa.wa.gov.au](http://www.dpa.wa.gov.au). This reignited my passion for planning from earlier experiences at the City of Mitcham, SA during my Undergraduate Vacation Employment.

I live locally and have become familiar with the Development Plans in the region as well as the Development Act 1993. I have a passion for local government and good planning in the Adelaide Hills and surrounding areas. This is complemented by a wide range of engineering experience and environmental management. I am both comfortable and familiar with Chairing formal meetings in public forums from previous roles outlined in my CV.

I look forward (and hope) to have the opportunity and privilege to join the Development Assessment Panel for the District Council of Mount Barker.

Yours sincerely,

Stephen Nicholson CPEng IEAust BEng BBus  
<Sent Electronically>

## Stephen Nicholson

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**Qualifications**

Bachelor of Business (Logistics & Operations Management)  
University of Southern Queensland, 2001

Bachelor of Engineering (Civil)  
University of South Australia, 1993

**Professional Associations**

Chartered Professional Engineer (MIEAust CPEng)  
Member of Engineers Australia (Membership No. 722652)

National Professional Engineers Registered (NPER)

**Key Skills**

**General Management:** Ability to build an engineering department or project team from scratch and manage multiple disciplines including Commercial Management, Maintenance Management, Project Management, Engineering Design, Procurement, Environment and Heritage.

**Relationship Management:** Proven ability to provide a positive image of the company whilst introducing new clients and selling business to potential clients. Able to get the most out of people for the mutual benefit of all stakeholders leaving clients with the feeling of receiving high end value for money.

**Interpersonal & Communication Skills:** Advanced presentation and negotiation skills at senior management level with good people skills at all levels.

**Financial Management:** Proven history of delivering under budget with positive cash flow and consistent reporting.

**Project Planning & Change Management:** Proven track record of converting projects from conceptual ideas to an organised and well thought out practical delivery program. Ability to implement significant management changes smoothly to ensure company objectives and major projects are delivered to the complete satisfaction of the client and upper level management or Project Boards.

**Computer Literacy:** Experienced at developing detailed costing and project delivery schedules as well as operate company specific packages.

Stephen Nicholson

**Significant  
Career  
Achievements**

- Managed the planning, engineering, procurement, maintenance and environmental divisions of the **Dampier Port Authority** during a period of significant growth in the Port of Dampier. Authored and initiated the implementation the **Dampier Port Development Plan** which identifies over \$1bn of capital works in the Port of Dampier.
- Managed the development of **Burrup Fertilisers' ammonia export facilities** on behalf of the Dampier Port Authority in the Port of Dampier for the largest ammonia production facility in the world at the time of commissioning.
- Introduced and modernised company work practices to successfully deliver the \$80m **Dampier Bulk Liquids Berth Project** under budget and on time, reporting directly to the Board of Directors.
- Managed the Alliance Team in Halls Gap (Victoria) to successfully complete the **Wartook Reservoir Rehabilitation Project** under budget and ahead of time, reporting directly to the Board of Directors for the project.
- Delivered the **Matahina Dam Strengthening** construction works in New Zealand ahead of time, under budget, to the quality standards required; achieving an early completion bonus from the client.

**Career History**

Principal Engineer  
**SMN Engineering Services** Feb 2008 – Present

As a self employed professional engineer I seek to assist with all aspects of engineering ranging from ongoing engineering maintenance through to project work. Recent assignments include:

- Seconded by **SA Department for Transport, Energy and Infrastructure** as Senior Project Manager to deliver a number of significant projects around South Australia from the planning phase through design, engineering, and construction stages to handover back to the asset owner.
- Seconded by **Built Environs Pty Ltd** as Project Manager – Capital Wind Farm Project to complete a project spend of \$20m over 3-4 months with responsibility for 65 project personnel.
- Assisting contractor **John Holland Pty Ltd** prepare a tender for the Northern Link design and construct project in South Australia worth \$300m with KBR as the designer.

Stephen Nicholson

Manager of Port Development (and Chief Engineer)  
Dampier Port Authority Feb 2003 – Feb 2008

The Dampier Port Authority, governed by the Port Authorities Act 1999, is located in Western Australia and is the managing authority for Australia's largest tonnage port. Companies including **Apache, BHP Billiton, BP, Chevron, Rio Tinto, Santos, Shell, Woodside** all use services and facilities in the Port of Dampier. In 2006, the Port of Dampier accounted for approximately 48% of Western Australian exports and 16% of Australian exports. For more information, refer to [www.dpa.wa.gov.au](http://www.dpa.wa.gov.au).

As Manager of Port Development at the Dampier Port Authority, I was responsible to the Chief Executive Officer for:

- Establishing and developing **an engineering department** at the Dampier Port Authority to service stakeholder development at Port of Dampier.
- Authoring and implementing **the Dampier Port Development Plan** which includes in excess of \$1bn of capital expenditure.
- Direct management of **engineering, maintenance, planning, procurement and environmental staff** at the Dampier Port Authority.
- **Reporting to the Board of Directors** on port planning, engineering and project works.
- Managing the **maintenance (and formally the environmental and heritage) programs** for the Port.
- Working with government departments, agencies and stakeholders to obtain **project approvals**.
- Engaging and managing a variety of **consultants and contractors** to assist in works at the Dampier Port Authority.
- **Principal's Representative** for most projects.
- **Superintendent** (Resident Engineer) for most capital and maintenance projects.
- **Negotiating lease agreements** with various customers including Woodside Energy Limited on behalf of the North West Shelf Venture for the use of port facilities to construct the Train V Expansion Project.
- **Managing lease agreements** and re-negotiating extensions and lease amendments on behalf of the Dampier Port Authority for Australian Marine Services, BGC Contracting Pty Ltd, BIS Industrial (formally Brambles), Burrup Fertilisers Pty Ltd, Gearhart (a subsidiary of SGS), Mermaid Marine Australia, Patrick Stevedores, Shell Australia, Toll Energy, Woodside's Pluto Project, and Woodside as operator of the North West Shelf Venture.
- **Project planning** within the Port of Dampier for support services and port facilities for Burrup Fertilisers' Ammonia Export, Chevron's Gorgon Project, Pilbara Iron's Parker Point Expansion, Mermaid Marine Australia's King Bay Supply Base Expansion, and Woodside Energy Limited's Expansion Projects amongst others.
- Obtaining **environmental and heritage approvals** for project works in the Port of Dampier.
- **Establishing a Dredge Spoil Disposal Ground Management Committee** for the Port of Dampier with Rio Tinto, Woodside and other stakeholders.
- **Representing the Dampier Port Authority** in forums such as

Stephen Nicholson

Engineers Australia, Australasia's Association of Port and Marine Authorities (AAPMA), West Australia's Association of Port Authorities (WAAPA), Federal and State Ministerial Delegations to the Port of Dampier, etc.

Management Consultant  
**Self Employed**

Oct 2002 – Feb 2003

Developed and managed the Project Implementation plan for the newly awarded **Telstra Land and Buildings contract for STCJV** (a joint venture between Siemens and Thiess now known as Silcar). The project worth \$50m annually, was managed out of Sydney but covered projects nationally around Australia.

Project Manager  
**NDC Ltd (a subsidiary of Telstra)** July 2001 – October 2002

Managed the "**Civil & Commercial Works QLD**" portfolio with annual turnover of ≈\$35m. The projects varied from 620kms of fibre plough in the Mt Isa region to major Telstra plant relocations in Brisbane. Responsible for 50 subordinates with up to 8 direct reports plus subcontractors. New processes and procedures were implemented to deliver a profitable cashflow positive portfolio of work with improved subcontract management.

Management Consultant  
**Self Employed**

Sep 2000 – July 2001

Reviewed the STCJV (a joint venture between Siemens and Thiess now known as **Silcar**) NSW & QLD operations with a combined annual turnover of \$65m. Provided management recommendations and implemented items as directed by STCJV senior management.

Project Manager  
**Thiess Pty Ltd**

Sep 1997 – Sep 2000

As a subsidiary to publicly listed Leighton Holdings Limited, Thiess Pty Ltd is Australia's largest construction company. I joined Thiess Pty Ltd's Victoria/SA/Tas/NZ region in 1997 and was initially placed on Thiess Pty Ltd's first ever New Zealand project. I later managed one of Thiess Pty Ltd's first alliance projects with the Wimmera Mallee Water and then established an office in South Australia to manage the establishment of the Woomera Detention Centre on behalf of the Federal Government and an outsourcing contract with Telstra for maintenance of copper telecommunication network in South Australia's northern region.

A summary of projects that I worked on whilst employed by Thiess Pty Ltd as a Project Manager are listed below:

- Sale Swing Bridge Replacement Design and Construction Project in Victoria.
- Telstra's National Carrier Access Network Outsourcing Contract in South Australia.



Stephen Nicholson

- Woomera Detention Centre Alliance Project in South Australia
- Wartook Reservoir Rehabilitation Alliance Project in Victoria
- Matahina Dam Strengthening Project in New Zealand

Project Engineer

Henry Walker

Feb 1995 – Sep 1997

Contracting Pty Ltd

Henry Walker Contracting Pty Ltd was a former subsidiary of the now liquidated publicly listed Henry Walker Group. In its time it was one of the largest construction companies in Indonesia, the Northern Territory and Western Australia. It later expanded into Asia, Queensland, Victoria and New Zealand until cash flow constraints forced the company into voluntary administration.

As Project Engineer, I worked on the following projects:

- RAAF Base Tindal – Additional Aircraft Pavements, Katherine NT.
- Maritime Wharf, Hamilton, Brisbane QLD.
- Blair Athol Coal – Northern Extension Project, Clermont QLD.
- Dalrymple Bay Coal Terminal – Stage 3 Expansion, Mackay QLD.
- Connellan Airport Upgrade 1996, Ayres Rock NT.
- Ascot Waters Development, Perth WA.

Project Engineer

Macmahon Contractors Pty Ltd

Jun 1994 – Feb 1995

- Daly Waters to McArthur River Gas Pipeline Project, Northern Territory
- McArthur River Mine Haul Road Project, Borroloola NT

Undergraduate Engineer

City of Mitcham

Dec 1992 – Feb 1993

## Referees

The names and contact details of referees will be provided upon request.