

DISTRICT COUNCIL OF STREAKY BAY

CEO RECRUITMENT PANEL

Notice is hereby given that a meeting of the CEO Recruitment Panel will be held at the District Council of Streaky Bay Visitor Information Centre, Bay Road, Streaky Bay on Thursday, 4 April 2019 commencing at **9.00am**.

AGENDA

1.0 ROLL CALL

- 1.1 Present
- 1.2 Apologies
- 1.3 Attendance

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 CONFIRMATION OF CEO RECRUITMENT PANEL MINUTES – 31 January 2019

Recommendation

That the CEO Recruitment Panel 31 January 2019 Minutes be confirmed as correct.

3.0 BUSINESS

- 3.1 Acting Chief Executive Officer – Annual Leave Coverage

Recommendation

That Committee, having considered Report No 3.1, Acting Chief Executive Officer – Annual Leave Coverage, 4 April 2019 and its role under Section 6, 7 and 8 of the Local Government Act 1999 – *CEO Recruitment Panel decision*.

4.0 NEXT MEETING

5.0 CLOSE OF MEETING

DISTRICT COUNCIL OF STREAKY BAY

CEO RECRUITMENT PANEL

Minutes of the CEO Recruitment Panel held at the District Council of Streaky Bay Visitor Information Centre, Bay Road, Streaky Bay on Thursday, 31 January 2019 commencing at **10.30am**.

MINUTES

1.0 ROLL CALL

- 1.1 Mayor TM Barber (Presiding Member), Cr CJ Pudney, Cr GM Gunn., Cr LA Karp.
- 1.2 Apologies
Nil
- 1.3 Attendance
TJ McGowan.

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 CONFIRMATION OF CEO RECRUITMENT PANEL MINUTES – 6 December 2018

Committee Resolution

CEORP01/19

Moved: Mayor Barber, Seconded: Cr Gunn

That the CEO Recruitment Panel 6 December 2018 Minutes be confirmed as correct.

CARRIED

3.0 BUSINESS

- 3.1 CEO Recruitment Process with Heather Oliver (State Manager – SA) McArthur
- Reason for Recruitment
 - Organisational Culture
 - What type of CEO
 - Style
 - Background/Technical competencies
 - Minimum level of experience
 - LG or Non LG experience
 - Location of successful candidate'
 - Qualifications
 - Key measures of success in first 12 months (KPI's)
 - Key challenges of the role

- Relocation of candidate (if applicable)
- Internal candidates

4.0 NEXT MEETING

1 April 2019

5.0 CLOSE OF MEETING

The meeting closed 1.30pm.

Mayor Barber
Presiding Member

Dated:

To be confirmed

| | |
|------------------------|--|
| ITEM NO: | 3.1 Committee Report |
| MEETING TYPE | CEO Recruitment Panel |
| MEETING DATE: | 4 April 2019 |
| SUBJECT: | Acting Chief Executive Officer – Annual Leave Coverage |
| FILE NUMBER | F19/22 - Acting Chief Executive Officer |
| RECORD NUMBER: | R19/6135 |
| AUTHOR: | Karina Ewer |
| ATTACHMENT (S): | Attachment 1 – Mr Tony Lines Resume (R19/6134) |

LINKS TO STRATEGIC MANAGEMENT PLAN 2016-2026

| | |
|-------------------------|---|
| KEY RESULT AREA: | 1. Governance |
| STRATEGY: | 1.5. Provide a quality working environment that promotes the health of employees, is family friendly and rewards effort fairly. |
| ACTION: | N/A |

BACKGROUND:

Prior to receiving notification of the previous Chief Executive Officer's resignation the current Acting Chief Executive Officer had requested leave commencing 29 April 2019 and concluding 15 May 2019. This request was approved.

At this time, interviews to permanently fill the Chief Executive Officer role are scheduled for 10 April 2019 so it is not certain whether a new incumbent will be selected, or able to take up the position in time for the leave that is booked.

It is important to note, it is expected the Electricity Pricing quotes will be sent through from LGA Procurement. This contract must be signed within 48 hours or the offer will lapse. Although the Acting Chief Executive Officer will receive the notification and will review it, someone will need to be present with the appropriate delegations to sign that document in particular. Council made the following motion to allow the Acting Chief Executive Officer to sign that agreement when it comes in:

The Acting Chief Executive Officer did some extensive research into options to fill the role whilst she is on leave. Those are:

- the current Manager, Regulatory Services, Ms Jennifer Brewis; or
- Mr Tony Lines, current General Manager City Services, City of Marion.

Mr Lines has indicated his interest and his Chief Executive Officer is very supportive of the opportunity for Mr Lines professional development purposes.

Should Council opt to engage Mr Lines, the City of Marion has agreed to invoice the District Council of Streaky Bay for the current wage of the Acting Chief Executive Officer and they will meet the difference (as Mr Lines is at a higher pay point than the Acting Chief Executive Officer). The District Council of Streaky Bay will at this time, need to supply flights and accommodation for Mr Lines. Flights are expected to cost \$1,400. Accommodation may be met through a holiday rentals which will cost approximately \$1,320 for the time he might be here.

Should Ms Brewis be chosen to be the Acting Chief Executive Officer, the only cost impact would be the difference between her current wage and the Acting Chief Executive Officer position.

CONSIDERATIONS:

Local Government Act 1999 Section 8 - Principles to be observed by a Council

A council must act to uphold and promote observance of the following principles in the performance of its roles and functions –

| | |
|--|--------------------------|
| (a) provide open, responsive and accountable government; | <input type="checkbox"/> |
| (b) be responsive to the needs, interests and aspirations of individuals and groups within its community; | <input type="checkbox"/> |
| (c) participate with other councils, and with state and national governments, in setting public policy and achieving regional, State and national objectives; | <input type="checkbox"/> |
| (d) give due weight, in all its plans, policies and activities, to regional, state and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community; | <input type="checkbox"/> |
| (e) seek to co-ordinate with state and national government in the planning and delivery of services in which those governments have an interest; | <input type="checkbox"/> |
| (f) seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations; | <input type="checkbox"/> |
| (g) manage its operations and affairs in a manner that emphasises the importance of service to the community; | <input type="checkbox"/> |
| (h) seek to ensure that council resources are used fairly, effectively and efficiently; | <input type="checkbox"/> |
| (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs; | <input type="checkbox"/> |
| (j) achieve and maintain standards of good public administration; | <input type="checkbox"/> |
| (k) ensure the sustainability of the council's long-term financial performance and position. | <input type="checkbox"/> |

Risk Management – Framework and Policy Provisions

- (a) Risk Consequences must be considered as per Appendix B of the Risk Framework;
- (b) The likelihood of the recognised risk occurring must be considered as per Appendix C of the Risk Framework;
- (c) Where risks are identified as Extreme or High (Appendix D), Council must ensure its decision reduces the recognised risk to Medium or Low (residual risk) depending on the agreed tolerance level (Appendix E).

Risk Matrix

| Likelihood/Consequence | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---------------|--------|----------|---------|--------------|
| Almost Certain | Medium | High | High | Extreme | Extreme |
| Likely | Low | Medium | High | Extreme | Extreme |
| Possible | Low | Low | Medium | High | Extreme |
| Unlikely | Low | Low | Low | High | Extreme |
| Rare | Low | Low | Low | Medium | High |

Comment: The only known high risk issue to arise during this time is the electricity pricing agreement which will require 48 hours to sign or the offer will lapse.

OPTIONS:

- Option 1:** the Committee recommend Mr Tony Lines to the position of Acting Chief Executive Officer during the period 29 April 2019 to 16 May 2019.
- Option 2:** the Committee recommend Ms Jennifer Brewis to the position of Acting Chief Executive Officer during the period 29 April 2019 to 16 May 2019.
- Option 3:** The Committee opt to not have anyone in the position of Acting Chief Executive Officer whilst the current Acting Chief Executive Officer is on leave. It is understood the A/CEO will then need to access emails and remain involved in Council business whilst on leave.

Recommendation

That Committee, having considered Report No 3.1, Acting Chief Executive Officer – Annual Leave Coverage, 4 April 2019 and its role under Section 6, 7 and 8 of the Local Government Act 1999 – *CEO Recruitment Panel decision*.

Curriculum Vitae for Tony Lines

Personal Information

Name: Anthony (Tony) Lines
 Address: 35 Braemar Road, Torrens Park, SA 5062 (home)
 Phone: 0466 505 926
 Email: tony.lines@marion.sa.gov.au (work)

Profile

Management professional with over 20 years of senior national and international experience in the urban services sector. Work history has included growing and delivering business services, establishing new operations, corporate communications, economic development, asset management and engineering design.

Committed to achieving extremely high standards. Polished presentation skills, through business experience, relationships with clients (principal's representatives, partnering groups, mayors, councillors) and customers (community liaison groups), and presentations at conferences and other forums. Committed to complete client and customer satisfaction. Won local government Business Excellence awards.

Work Summary

| Timeframe | Company | Role |
|-------------|-------------------------------|-------------------------------|
| 2016-2019 | City of Marion | General Manager City Services |
| 2012 - 2015 | Inside Infrastructure | Principal Advisor |
| 2005 - 2011 | United Water and Veolia Water | Business Development Manager |
| 2001 - 2005 | United Water | General Manager (NZ) |
| 1999 - 2001 | United Water | Operations Engineer |
| 1997 - 1999 | United Water | Networks Design Leader |
| 1995 - 1997 | SA Water | Planning Engineer |
| 1993 - 1995 | Department of Transport | Design Engineer |

Key Competencies

| | |
|--------------------------------|---|
| Strategic Leadership | An accomplished and passionate leader with a proven track record in formulating and implementing strategies, including new systems and concepts in the workplace. |
| People Management | A people manager with up to 220 reports, with positive people engagement particularly during periods of growth and change. |
| Financial Management | A track record of meeting budgets up to \$45 million p.a. (\$29 million operating, \$16 million capital) |
| Communication | A polished written and verbal communicator, with successful experience in presenting to Boards, Councils and large audiences. Prepared numerous and wide ranging presentations. |
| Project Management | Significant experience in leading bid teams and delivering projects. |
| Marketing | A proven track record of winning sustainable new business, through understanding client needs, preparing a compelling offer, and delivering the service. |
| Relationship Management | A background of creating mutually beneficial business relationships with clients and partners. Committed to exemplary customer service. |

Work History and Achievements

Feb. 2016 – current

General Manager City Services, City of Marion

| | |
|--------------|--|
| Company | City of Marion is a local government area in the south west of Adelaide with approximately 90,000 residents. |
| Level | Report to CEO. |
| Roles | <ul style="list-style-type: none"> ➤ Responsible for Engineering and Field Services crews, including all design and open space / civil maintenance. ➤ Responsible for community and cultural services, including three libraries, four neighbourhood centres, and the community wellbeing team. ➤ Responsible for customer experiences, including customer service team, communications / media / branding, and community engagement. ➤ Chair of Southern Adelaide Zone Emergency Management Committee (City Councils of Holdfast Bay, Marion, Mitcham, Onkaparinga) |
| Achievements | <ul style="list-style-type: none"> ➤ Instrumental in reducing LTIFR from 28 to 5 ➤ Reduction of annual Carryovers from \$7 million to < \$3 million ➤ Led Services Reviews for Living Kaurna Cultural Centre (LKCC), Library Service, Drainage Service, Marion Celebrates Festival, Roads and Footpath Service, and Customer Experience ➤ Negotiated ASU 2016 and AWU 2018 Enterprise Agreements ➤ On track for complete replacement of 9,000 streetlights with LED by end 2019 |

Apr. 2012 – Jan. 2016

Principal Advisor, Inside Infrastructure

| | |
|--------------|---|
| Company | Inside Infrastructure is an independent Australian consulting company providing advisory services to the infrastructure and resources sectors. |
| Level | Report to Company Directors. |
| Roles | <ul style="list-style-type: none"> ➤ Provided strategic advice and operational solutions for a range of public and private clients across the mining, utility and energy sectors including Santos, BHP Billiton and SA Water. ➤ Business development for new opportunities in South Australia, Queensland, Victoria and Western Australia. ➤ Completed a Contract Benefits Realisation assessment for a Victorian Water Authority, adopting innovative metric utilisation. ➤ Mobilisation manager for 60 person operational contract in Newcastle. ➤ Formed part of the independent SQAD review team of the Narrabri Gas project. The review critically assessed the suitability of the selected process, provided guidance on further work required to demonstrate SQAD assessment and decision making processes had been adequately addressed, and provided sanction for the SQAD concept gate. ➤ Provided asset divestment and operational advice for District Council of Yankalilla. ➤ Assisted with construction and maintenance tenders for private contractors in South Australia and Victoria. |
| Achievements | <ul style="list-style-type: none"> ➤ Increased BHP Billiton WAIO to the company's second largest client. ➤ Significant contribution to increasing Inside Infrastructure's annual turnover by over 100% during calendar year 2012. ➤ Prepared a paper on <i>Managing the Risks and Responsibilities of Resource Companies</i> for the 2013 APPEA Conference. |

July 2005 – Jan. 2012**Business Development Manager, United Water and Veolia Water**

Company

United Water provided water and wastewater services to 1.5 million people in Australia and New Zealand. Over 600 staff and responsible for over \$6 billion of publicly owned assets. Since 2009 worked predominantly with parent company Veolia Water (the world's largest water company, listed on the Paris and New York stock exchanges), and since July 2011 exclusively on Veolia Water projects.

Level

Report to Managing Director. Member of Senior Management Team.

Roles

- Led the development of new business in Australia and New Zealand, through building relationships and responding to tenders.
- Managed proposals for Veolia Water projects, including the Adelaide Desalination Plant (CAPEX \$1.5 billion), Adelaide Water Contract (OPEX \$80 million p.a.), Perth Treatment Alliance (OPEX \$110 million p.a.), Bayswater Power Station Alliance (OPEX \$4 million p.a.).
- Prepared and presented detailed client proposal for extension of the Adelaide Water Management Contract, and closed out end-of-contract service requirements for the Adelaide Water Management Contract.
- Worked with Senior Management Team to prepare the United Water Business Plan.
- Managed the Corporate Communications section, including corporate reporting and documentation, media liaison, client and customer satisfaction.
- Managed the Economic Development obligations, including development of local industry.

Achievements

- Won services contracts in Ballarat VIC, Waitomo NZ, Franklin NZ, Queenstown NZ. Worth \$11.5 million p.a. over an average term of twelve years, and construction CAPEX of \$40 million. Developed thorough understanding of client needs and delivered to complete client satisfaction.
- Managed the establishment of the new contract with Franklin DC. Successful transition from incumbent, recruitment of new staff, and establishment of all systems, depots, and plant. Developed first Partnering Charter for New Zealand operations.
- Worked with South Australian companies to increase growth in net local exports (i.e. interstate and overseas), exceeding the ten year contractual target by over \$100 million.

Nov. 2001 - July 2005**General Manager (NZ), United Water**

Company

United Water provided water and wastewater services to 1.5 million people in Australia and New Zealand. Over 600 staff and responsible for over \$6 billion of publicly owned assets.

Level

Report to Managing Director. Member of Senior Management Team.

Roles

- Managed all New Zealand water, wastewater and stormwater operations, including 70 staff. Reports included Finance Manager, Operations Managers, HR Manager, H&S Adviser.
- Coordinated support systems, including Work Management System, Health and Safety, Human Resources, QA/EM, IT.
- Participated in regional management forums, e.g. Local Network Operators Group, Management Control Group (for coordinated management of Auckland water incidents), negotiation of supply contracts.
- Prepared Business Plan for all New Zealand operations.
- Ensured client and customer satisfaction, surveys, active participation in Community Liaison Groups.
- Project managed all business development activities in New Zealand.

Achievements

- Won operations and maintenance contracts worth \$5.5 million p.a. over an average term of ten years, and acquired Anglian Water International (NZ).

- Increased turnover by 125% to \$25 million, and corresponding workforce increase from 8 to 70 people.
- Implemented and operated third party accredited ISO 9000 (Quality Assurance) and ISO 14000 (Environmental Management) systems for all NZ operations.
- Achieved no Lost Time Injuries in New Zealand operations during this period, through active focus, introducing safety moments at toolbox meetings, and signed commitments by all staff.
- Introduced two day Customer First Training for all staff, to increase focus on delivering a great service. Included preparation of program, notes, and engagement of facilitator.

Nov. 1999 - Nov. 2001**Operations Engineer, United Water**

Company

United Water provided water and wastewater services to 1.5 million people in Australia and New Zealand. Over 600 staff and responsible for over \$6 billion of publicly owned assets.

Level

Report to Networks Manager.

Roles

- Managed the Technical Group, including the Schedule of Rates contract for network extensions and connections, third party work and contract inspections.
- Supervised the water and wastewater Operations Coordinators for southern Adelaide networks (serving 550,000 people).
- Coordinated the preparation of Asset Management Plans for water and wastewater networks.
- Participated in operations on-call roster.
- Responded to Ministerial Enquiries, including full investigation into the background of enquiries and response to client.

Achievements

- Completed a detailed review of KPIs for the first five-yearly contractual renegotiation with SA Water, to bring measures and targets in line with best practice.
- Completed a full review of the Technical Group, assessing current and future workloads, and identifying optimal work processing flow paths, and skills / numbers of human resources.

Feb. 1993 - Nov. 1999**Various design and planning engineering positions**

Company

United Water, SA Water and Transport SA

Level

Report to Engineering Managers.

Roles

- Led the Networks Design Team. Supervised three engineers, three senior technical officers, and other technical and field staff as required.
- Controlled 15-20 projects at any one time, ranging in size from \$50,000 to \$10 million. Allocated resources and monitored project timeframes and costs.
- Undertook conceptual and detailed design of water and wastewater network augmentations, including main relays, new mains, pumping stations and storages, and planning reviews and hydraulic modelling.

Qualifications

- Bachelor of Engineering in Civil Engineering (with Honours), University of South Australia, 1993
- Master of Infrastructure Management (with Merit), Australian National University, 2001
- Diploma in Project Management, Centre for People Development, 2009
- Chartered Professional Engineer (FIEAust CPEng, Australia)
- Graduate Australian Institute of Company Directors, 2016

Interests and Community

- Cycling and fitness
- Gardening and home improvements
- Leader at local church

Referees

Mr Adrian Skull, CEO, City of Marion