

CURRICULUM VITAE

Proposed role in the project:

Category:

Staff of:

1. **Family name: Tweedie**
2. **First names: Steven Wallace**
3. **Date of birth: August 18 1957**
4. **Passport holder: Australia**
5. **Residence: Australia**
6. **Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
University of Western Australia (Mar 1975- Nov 1978)	Bachelor of Arts (Public Policy/International Development)

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English	1	1	1

8. **Membership of professional bodies:** Australian Institute of International Affairs

9. **Other skills:** (e.g. Computer literacy, etc.) Competent in Microsoft suite of packages, confident and competent in skills and knowledge transfer and capacity building, high level research and report writing skills, media engagement and speech writing and innovative approach to design and delivery of workshops and trainings.

10. **Present position:** Independent Consultant

11. **Years within the firm:** 11 as Independent Consultant

12. **Key qualifications and summary of experience:**

I have more than 30 years experience working at national, provincial and local government levels, both with elected members and appointed officials.

My international experience has been in the PAR and governance areas with specific emphasis on capacity building national and sub national level parliaments as well as local/municipal governments. Both these activities also incorporated significant elements of intergovernmental relations assessment and capacity building.

My international parliamentary experience includes 6 missions BiH - parliamentary capacity building (2006 - 2011 plus home based missions), 2 missions to South Africa (Team Leader) on EC Sector Budget Support Programmes with all 10 legislatures and 1 mission Indonesia UNDP - parliamentary capacity building and related activities especially financial oversight and scrutiny. My 6 missions to BiH plus home based activities were focussed upon supporting parliamentary committees especially Budget and Finance Committees at state and entity levels, design and deliver study tour for Budget and Finance Committees and the design and writing of parliamentary handbooks for Budget and Finance Committees.

I have served as Principal Policy Advisor to Minister for Local Government for 8 years with extensive involvement in preparation of legislation, parliamentary negotiations on amendments and passage and implementation and for 2 years as Research Officer to MPs. I am a registered and active lobbyist in Western Australia.

In addition I have undertaken 4 missions to South Africa (AusAID) on local governance, capacity building and intergovernmental relations, 2 missions Kosovo (UNDP) on local governance/PAR project (plus 1 home based mission), 1 mission to Jordan (EC) on decentralisation, 1 mission to Vanuatu (CLGF on local governance, 1 mission to Kiribati on local governance (CLGF), 1 mission to BiH (UNDP midterm review of Srebrenica Regional Recovery Programme and 1 mission Turkey (USAID) on local governance.

My executive government expertise and experience includes 8 years as Policy Director local government peak lobby organization, 8 years as Principal Policy Advisor to Minister for Local Government and 10 years as a local government and provincial government consultant.

I have experience in high level policy development/advice, preparation of legislative drafting instructions, and management of parliamentary consideration and implementation and education campaigns for legislation. I am also experienced in designing and delivering training programmes for senior Chinese and Bhutanese civil servants.

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I am a strong advocate of training and capacity building for elected members and appointed officials on roles and responsibilities and am confident and competent in designing/delivering training and capacity building.

13. Specific experience in the region:

14.

Country	Date from - Date to
Australia	Nov 1978-current
Bhutan	Sept 2000 (Official govt mission) and 2005 (at invitation of Royal Civil Service Commission)
BiH	7 missions 2006-2013(plus home based)
Kosovo	2 missions 2006, 2007 (plus home based)
Turkey	1 mission 2007
Indonesia	1 mission 2008
Jordan	1 mission 2011
South Africa	6 missions 2002-2008
Vanuatu	1 mission 2012
Kiribati	1 mission 2012

15. Professional experience

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
Nov 2012 - Jan 2013	BiH	UNDP BiH	Governance Specialist	EVALUATION OF SREBRENICA REGIONAL RECOVERY PROGRAMME Nov – Dec 2012, engaged by UNDP as Governance Specialist to undertake a review of the SRRP with particular emphasis on municipal capacities, intergovernmental relations and roles and responsibilities of elected members and appointed officials.
July 2012	Kiribati	Commonwealth Local Government Forum	International Expert	REVIEW Undertake review of both types of local government in Kiribati as well as the role of central government agencies and departments in decentralisation.
April 2012	Vanuatu	Commonwealth Local Government Forum	International Expert	EVALUATION Undertake evaluation of all 3 types of local government in Vanuatu as well as the role of central government agencies and departments in decentralisation.
May 2011 – June 2011	Jordan	Sofreco Cvijeta.JEKIC@sofrec o.com	International Expert	DECENTRALISATION Initial mission to undertake situation analysis of decentralisation in Jordan as prelude to possible additional EC support.
June 2009 - Jan 2011 - 5 missions plus home based	Bosnia	Project Team Leader- Mr. Martin Bowen martin.bowen@spem3.ba	Parliamentary Procedures Expert	PARLIAMENTARY CAPACITY BUILDING Engaged by PKF (DFiD) to assist in facilitating parliamentary scrutiny of budget and finance matters as well as undertaking executive oversight, design and deliver study tour, training and capacity building seminars, public hearings. Produce Handbooks (parliamentary guide, civil society guide), parliamentary committee workplans and Orientation Programmes for MPs.
October 2008 - November 2008	South Africa	ARS Progetti- Task Manager no longer with firm.	Team Leader and Parliamentary Expert	PARLIAMENTARY CAPACITY BUILDING Engaged on EC evaluation of programme in 10 legislatures in RSA to establish the extent to which goals had been addressed and met, reporting frameworks achieved and outputs/outcomes realised
August 2008 - September 2008	Indonesia	UNDP Indonesia- Task Manager no longer with UNDP.	Consultant	PARLIAMENTARY CAPACITY BUILDING Engaged by UNDP Indonesia on parliamentary strengthening project, with specific focus on parliamentary political parties' efficiency and effectiveness. Focus included accountability to political parties, members, citizens, civil society and the media which specific strategies and commentary on gender and minority representation issues.

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March 2008 - April 2008	South Africa	Progeco- Task Manager no longer with firm	Team Leader and Parliamentary Expert	PARLIAMENTARY CAPACITY BUILDING Engaged on EC project designing sector budget support programme for 10 legislatures in RSA. Focus included intergovernmental relations, roles and responsibilities, development of performance indicators and capacity building.
April 2007	Yelova, Turkey	NDI Resident Director- no longer there	Consultant	LOCAL GOVERNMENT CAPACITY BUILDING Design and delivery of training programmes for Turkish local government elected members and officials (April 2007, Yelova, Turkey). Units developed included ethics and accountability (and case studies/hypotheticals), intergovernmental relations and roles and responsibilities.
Oct 2006 - Nov 2007	Sarajevo, Bosnia	NDI Resident Director, Ms Niamh O'Connor, now NDI Resident Director Yemen niamhfoconnor@yahoo.com	Director Parliamentary Programmes	PARLIAMENTARY DEVELOPMENT-BOSNIA Director Parliamentary Programmes in the State and Federation Parliaments BiH with direct responsibility for the design and delivery of training programmes for elected members and officials including ethics and accountability, roles and responsibilities, time management, intergovernmental relations, records management, orientation seminars and ongoing training. Develop and implement intern programmes for placements in parliament and city councils, ongoing review of programme and evaluation.
Mar-April and July 2006	Prishtina, Kosovo	UNDP Kosovo- Deputy Resident Representative- no longer there, Team Leader unknown location	Public Administration Expert	PUBLIC ADMINISTRATION REFORM- KOSOVO Engaged on UNDP project in Kosovo to assess decentralisation opportunities and service delivery in public administration context, including strategies for public participation, gender involvement and guidelines for future decentralisation of competencies and subsidiarity. Identified constraints and measures which might be applied in future consideration as well as outlining good governance and accountability principles which should be applied (by local governments to citizens, civil society and central government). Special focus on gender and minority representation issues. PUBLIC ADMINISTRATION REFORM- KOSOVO Engaged by UNDP Kosovo to design stage 2 follow up PAR project (July 2006- home based)
July 2002 - Dec 2004	South Africa- Durban, Bloemfontein.	Company which contracted me no longer exists.	Consultant	INTERGOVERNMENTAL RELATIONS, CAPACITY BUILDING AND LOCAL GOVERNANCE Engaged on AusAID project (Australia South Africa Local Governance Partnership) Project in South Africa (KwaZulu Natal Province) examining intergovernmental relationships in the development of Integrated Development Plans by local municipalities and district councils and the production of an action plan identifying structural and other impediments to improved coordination and intergovernmental relationships (July/August 2002). Follow up visit to South Africa (KwaZulu Natal Province) on AusAID project (Australia South Africa Local Governance Partnership) to assess progress on implementing action plan developed on previous visit (January/February 2003)

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				<p><u>CAPACITY BUILDING, BUILDING BUSINESS UNITS WITHIN LOCAL GOVERNMENT ASSOCIATION</u> Engaged on AusAID project (Australia South Africa Local Governance Partnership) Project in South Africa (KwaZulu Natal Province) to build capacity and create business units within Kwanaloga, the peak organisation for local government in the Province. Project required liaison with Association staff, elected members and officers of local government and Provincial Government officers in determining opportunities for the Association to develop revenue sources in addition to subscriptions. Outputs included a draft business plan and detailed Options and Issues Paper with special emphasis on gender and minority issues, accountability and compliance with legislation. (October/November 2003)</p>
				<p><u>INTERGOVERNMENTAL RELATIONS AND CAPACITY BUILDING IN FREE STATE</u> Engaged on AusAID project (ASALGP) Project in South Africa (Free State Province) to assess intergovernmental relations and work with the Provincial government and local governments to develop a strategic approach based on relationships, structures processes and frameworks, some of which addressed subsidiarity (particularly the preconditions for consideration of same) and opportunities for further devolution/deconcentration of responsibilities. (September- December 2004)</p>

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Mar 2001-present	Australia (urban and remote areas)	Officials who engaged me no longer in same position or dead/lost contact with. Some may be available- details provided upon request.	Consultant	<p><u>DESIGN/DELIVER TRAINING ON GOOD GOVERNANCE, ACCOUNTABILITY, CHECKS AND BALANCES, WORLD TRADE ORGANISATION MEMBERSHIP</u> Design and deliver training programmes for senior Chinese civil servants auspiced by Anhui Administration Institute and China Senior Civil Service Training Centre in conjunction with International Institute of Business and Technology. Training programmes generally run for 7-10 days and are tailored to profile of groups and assessed training needs.</p> <p><u>DEVELOP LOCAL GOVERNMENT ELECTION MANUAL</u> Engaged by the Western Australian Department of Local Government and Regional Development to produce a plain English guide (in FAQ style) for local government elections, to be utilised by candidates, scrutineers, polling staff and the media. Manual focussed upon legislative requirements as well as ethical and good governance practises.(2003)</p> <p><u>STRATEGIC PLANNING, POLICY DEVELOPMENT AND REVIEW, COMMUNITY CONSULTATION</u> Engaged by various municipal councils to advise on strategic planning and policy development, Government liaison and submission preparation as well as in the review and preparation of statutory and non statutory policy and other manuals. Municipalities included remote/isolated rural, regional centres and tourist towns. Included workshop design and delivery with elected members and senior officials as well as citizens, civil society, the media and minority groups including indigenous communities.</p> <p><u>PROTOCOL, BRIEFINGS FOR SENIOR FOREIGN GOVERNMENT OFFICIALS</u> Co hosted arrangements for visiting senior political office holders and management officials from China and facilitated briefings with relevant Ministers and Members of Parliament. Also developed programmes for visits by senior Royal Government of Bhutan officials.</p> <p><u>LOCAL GOVERNMENT ROLE IN CRIME PREVENTION</u> Engaged by State Government to liaise with local government on issues relating to implementation of crime prevention and community safety issues. Advocacy roles included identification of funding opportunities, strategic analysis and liaison with elected members and senior officials.</p> <p><u>ISSUE ANALYSIS AND SUBMISSION PREPARATION</u> Analysis of issues, preparation of submissions, development of strategies for advancing submissions and related lobbying activities.</p> <p><u>BRIEFINGS ON LOBBYING STRATEGIES AND MINISTERIAL/BUREAUCRATIC LIAISON</u> Briefings and workshops on lobbying strategies in dealing with Government Ministers, Members of Parliament and officials for private clients.</p>
				<p><u>PREPARATION OF APPLICATIONS FOR EXPORT GRANTS FOR AUSTRALIAN COMPANIES THAT ARE OPERATING OVERSEAS</u> Engaged by companies to assess criteria for applications for export grants from Australian Government, determine eligible expenditure by companies and prepare applications.</p> <p><u>INDEPENDENT ASSESSMENT OF COMPLAINTS AGAINST CITY COUNCIL STAFF</u> Engaged by city local government to interview complainants and elected members/staff to assess merits of complaints against staff member. Roles included interviews, regard to legislative requirements and the provision of a detailed report with recommendations for CEO consideration.</p>

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				<p>LOCAL GOVERNMENT ENGAGEMENT PROCESSES Contracted by State Government Department of Planning and Infrastructure to develop and deliver local government engagement processes.</p> <p>LOCAL GOVERNMENT TRAINING AND DEVELOPMENT Engaged by Local Government Managers' Association to facilitate executive management training courses.</p> <p>LOCAL GOVERNMENT ELECTIONS Engaged as Returning Officer to conduct local government elections for a city council (Mayor/Councillor/referendums) and for extra ordinary city council election (councillor)</p>
March 1993- March 2001	Perth, Western Australia		Principal Policy Advisor to State Minister	<p>Principal Policy Advisor to the Minister for Local Government, Disability Services and Forest Products. Key functions:</p> <ul style="list-style-type: none"> • High-level policy advice on all issues relevant to local government portfolio. • Liaison with Cabinet Ministers on preparation of Cabinet minutes and briefing papers. • Liaison with senior departmental officers, local government officials, special interest groups and Members of Parliament. • Oversee preparation of drafting instructions for legislation including amendments and assist Ministers in progressing legislation by negotiating progress, attending all parliamentary stages and ensuring timely commencement. • Prepare critical path timeframes and strategies for Minister on major issues including briefing relevant Members of Parliament and preparation of Ministerial Parliamentary Statements. • Research/evaluate and advise on new and innovative policy programmes drawing on knowledge of programs elsewhere in Australia and overseas and exercise judgements about their applicability. <p>Assist visiting overseas delegations from Bhutan, Philippines, South Africa, New Zealand, Indonesia, India and other Asian countries in meeting with Ministers, senior public servants, local government officials and also in the development of training packages and briefings on a wide range of issues.</p>
May 1985- March 1993	Perth, Western Australia		Director (Policy) Western Australian Local Government Association	<p>Director (Policy) Western Australian Local Government Association- the peak lobby group for all Western Australian councils.</p> <ul style="list-style-type: none"> • Specific policy responsibilities for local government legislation, land use and statutory planning, building regulations and legal liaison • Develop and maintain close links with urban and rural local governments • Develop and maintain close links with Ministers, their staff and Members of Parliament to ensure awareness of the policy positions of the Association and its member councils • Assist in the development of media, political and legal strategies. • Represent Association on various statutory and advisory committees at State/Federal government levels.

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1980 – 1985				<p>Executive Assistant to the Chief Executive Officer, Darwin City Council, Northern Territory</p> <ul style="list-style-type: none"> • Oversee agenda and minute preparation • Management of municipal law enforcement officers • Management of City property portfolio, including retail premises, staff housing and commercial leases • Drafting instructions for City by laws and other legal instruments • Media liaison, preparation of media statements • Conference organization • Act as Secretary Northern Territory Local Government Association
1980				<p>Consultant- Urban Economics Division, National Capital Development Commission, Canberra, Australian Capital Territory</p> <ul style="list-style-type: none"> • Team member undertaking retail floor space survey and analysis • Team member ACT tourist and accommodation survey and analysis • Team member of group using discounted cash flow analysis to assess conversion to natural gas of various Canberra buildings
1978-1980				<p>Research officer to National Party of Western Australian Members of Parliament</p> <ul style="list-style-type: none"> • Research policy positions and prepare briefing papers • Media liaison, speech preparation • Legislation analysis and commentary

16. Other relevant information (e.g., Publications)