



# **INFORMATION PACKAGE**



**For Incoming  
Audit and Risk Committee Independent Members**

As at December 2022



# Audit and Risk Committee Independent Member Information Package

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## COUNCIL PROFILE



With a population of 19,621, encompassing an area of 6,212 square kilometres, the Glenelg Shire is located in the far south-west of Victoria. Of this area, 45% (2,766 square kilometres) is public land. The traditional owners of the region comprise the Gunditjmara, Bunganditj and Jarwadjali people.

Glenelg Shire is a key tourist destination with expansive scenery, whilst offering links to the Great Ocean Road and the South Australian Limestone Coast.

Glenelg Shire has thriving agricultural, forestry and fishing industries, comprising 43.5% of all local businesses. The Shire is also host to the second deepest accessible Port in Victoria besides Melbourne.

### ORGANISATIONAL VALUES



*The Glenelg Shire Council respectfully acknowledges the traditional lands and waters of the Gunditjmara, Bunganditj and Jarwadjali people and their respective cultural heritages.*

*Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.*

## **COUNCIL STRUCTURE**

In Australia there are three tiers of elected government – local, state and federal. Local Government is the level of government closest to the people and gives people a say in matters affecting their local area. Councils are governments – they provide a vehicle for the expression of local democracy.

Councils are made up of two parts: the elected representatives (Councillors) and administration (council staff).

### **Elected Representatives:**

The Glenelg Shire is an unsubdivided municipal district (no wards) and the number of Councillors assigned to the Council is fixed at 7.

Local Government Elections are held every four years. The next Local Government Election will be held in October 2024. Councillors are democratically elected by the residents and ratepayers of the municipality. Once elected, they are responsible for reviewing matters and debating issues before their Council. They take an Oath of Office to carry out this role impartially, to the best of their ability, and in the best interests of the municipality.

An elected Council sets the overall direction for the municipality through long-term planning and decision making. It adopts a strategic view of the future it wishes to achieve for its community and makes plans and policies to achieve this.

The council is responsible for appointing the Chief Executive Officer (CEO) and are also responsible for managing and reviewing the CEO's performance.

### **Council Staff:**

#### **Chief Executive Officer:**

The CEO is the only staff member who is appointed by the Council. The CEO is responsible for managing the organisational structure for the Council, ensuring that Council decisions are implemented, the day to day management of the Council's operations and providing advice to Council.

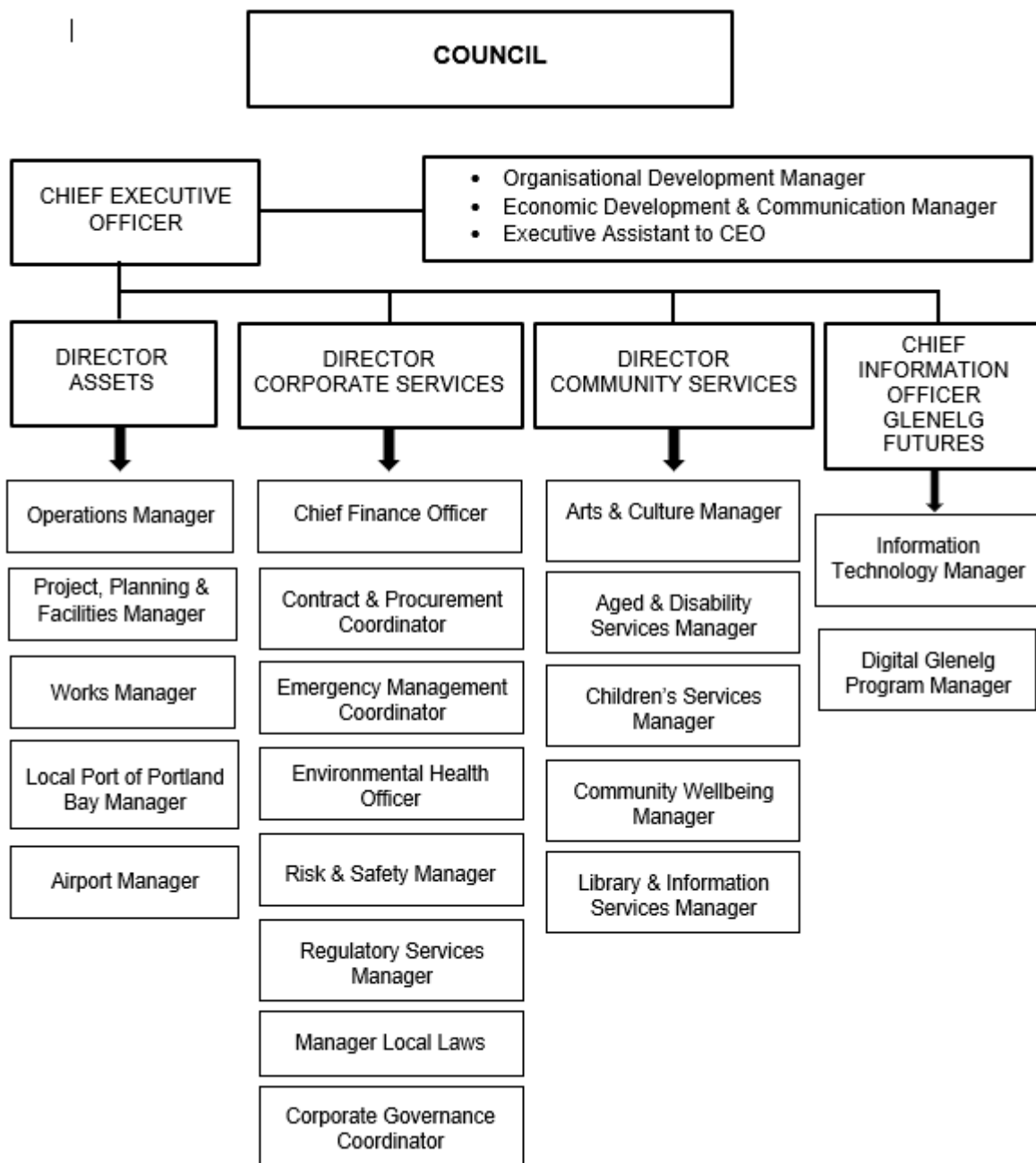
The CEO is also responsible for supporting the Mayor in the performance of his or her role and the development, implementation and enforcement of policies and protocols to manage interactions between Councillors and Council staff.

#### **Council staff:**

Council staff are the resource that ensures the day to day running of the organisation and the delivery of council services and functions.

Council staff are responsible for providing advice, implementing Council's direction and taking action on council decisions. Council officers also provide advice and expertise that help a council to form policy decisions, along with delivering services and implementing decisions.

**Organisational Chart (Director/Management Level) :**



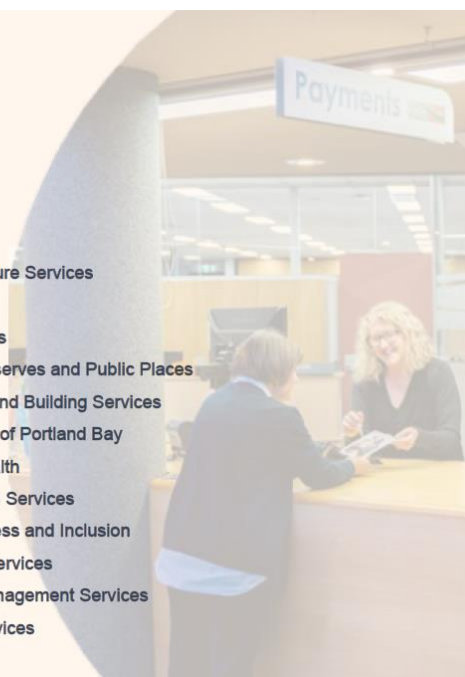
## COUNCIL SERVICES

### Council Services

Glenelg Shire provides over 120 services for our Community

Advocacy  
 Arts and Culture  
 Children's Services  
 Community  
 Contract Management  
 Economic Development and Business Support  
 Emergency Management  
 Environmental Sustainability  
 General Services  
 Home and Community Care  
 Aged and Disability Services

Infrastructure Services  
 Libraries  
 Local Laws  
 Parks, Reserves and Public Places  
 Planning and Building Services  
 Local Port of Portland Bay  
 Public Health  
 Recreation Services  
 Rural Access and Inclusion  
 Tourism Services  
 Waste Management Services  
 Youth Services



#### OUR COUNCIL COUNCIL SERVICES

Glenelg Shire Council provides more than 120 services to people of all ages and stages of life around the shire.

##### ADVOCACY

- Seek federal and state grants for the Shire
- Advocate on a diverse range of issues on behalf of the community, Council and the region

##### ARTS AND CULTURE

- Program of touring performances and exhibitions
- Management, conservation and periodic display of Council's Cultural Collection
- Community Arts Program

##### CHILDREN'S SERVICES

- Kindergartens and Childcare
- Management of contractors for Maternal and Child Health (including immunisations)

##### COMMUNITY

- Australia Day celebrations/Citizen Awards
- Volunteer functions and Support
- Senior Citizens Week celebration
- Recognition of special birthdays and anniversaries
- Community meetings
- Citizenship ceremonies
- Community directories
- Community Grants Program — Arts and Culture, Tourism, Recreation and Public Halls
- Financially support SES and Portland Cable Trams
- Health and Wellbeing Plan — implementation
- Communication — Community News;
- Council Website and Online Services
- Aboriginal Partnership Plan and Reconciliation Week

##### CONTRACT MANAGEMENT

- Tenderlink — E Tendering
- Procurement Services

##### ECONOMIC DEVELOPMENT AND BUSINESS SUPPORT

- Business support and advice
- Marketing services
- Business and community liaison to local and new industries
- Major project facilitation
- Caravan Parks

##### EMERGENCY MANAGEMENT

- Municipal emergency management services
- Strategic planning/coordination for fire and other emergencies, relief and recovery, community resilience
- Identification, implementation and review Neighbourhood Safer Places

##### ENVIRONMENTAL SUSTAINABILITY

- Support, and assist residents to reduce everyday environmental impacts.
- Natural resource management
- Resources efficiency — CO2 emissions, water
- Climate resilient communities

##### GENERAL

- Leases and Licences, Building and Land
- Capital Works Maintenance

##### HOME AND COMMUNITY CARE (HACC) AND AGED AND DISABILITY SERVICES

- Assessment care planning
- Domestic Assistance (HACC)
- Personal and Respite Care
- Property maintenance
- Planned Activity Group (PAG)
- Meals on Wheels
- Senior Citizen Centre's

##### INFRASTRUCTURE SERVICES

- Footways and bicycle paths
- Aerodrome Management Portland and Casterton
- Civil Works Design, Construction and Maintenance Delivery (local roads and bridges)
- Infrastructure asset management
- Infrastructure investigation, design, project delivery
- Public lighting
- Urban and rural drainage
- Casterton Saleyards

##### LIBRARIES

- Books, CDs, videos, DVDs, magazines and newspapers to borrow and browse
- Online resources and photocopying
- Preschool story time and school holiday activities
- Spaces to read, relax, study and meet
- IT training
- Travelling library

##### LOCAL LAWS

- Parking
- Domestic Animal registration and control
- School crossing
- Fire restriction enforcement
- Stock on roads
- Enforcing Local Laws and State Legislation

##### PARKS, RESERVES AND PUBLIC PLACES

- Urban/landscape design
- Public toilets, litter control, street cleaning
- Maintain and develop parks, playgrounds, reserves, Botanic Gardens and open space
- Civic and community buildings — maintenance, restoration and new construction

##### PLANNING AND BUILDING SERVICES

- Planning permits
- Policy and zoning
- Heritage Advisory Service
- Building control
- Safety and emergency services

##### LOCAL PORT OF PORTLAND BAY

- Boating Facilities and Waterway Management

##### PUBLIC HEALTH

- Compliance with Food Act 1984
- Registration of premises, food safety programs, food complaints, temporary events, safety standards, labelling requirements
- Environmental health monitoring
- Infectious disease prevention
- Potential health impact advice ie: pests
- Domestic septic systems in unsewered areas
- Monitoring tobacco laws compliance

##### RECREATION SERVICES

- Club development — advice advocacy and support
- Management of sporting grounds, aquatic facilities, reserves, skate parks and open space

##### RURAL ACCESS AND INCLUSION

- Supports the community to increase community participation for people with a disability.

##### TOURISM SERVICES

- Tourism information, advice and promotion of the Shire
- Events advice

##### WASTE MANAGEMENT SERVICES

- Collection and disposal of general household garbage
- Recycling service and waste minimisation

##### YOUTH SERVICES

- Youth Advisory Groups — youth leadership and youth engagement
- Youth orientated events and festivals — Free2a, National Youth Week etc
- School Holiday Program
- L2P (learner driver) program
- Linkages to local, regional and federal networks and developments
- Youth Wellbeing — Live 4 Life and Skittles

## **BACKGROUND – AUDIT AND RISK COMMITTEE**

The Glenelg Shire Council established its first Audit Committee in 2005.

In 2020 it became a legislative requirement that Council's must establish an Audit and Risk Committee.

The Glenelg Shire Council's Audit and Risk Committee is a Committee of Council, established under section 53 of the *Local Government Act 2020*.

The Glenelg Shire Council Audit and Risk Committee is a skill-based group where independent members will possess a range of skills and significant expertise in financial management and risk and public sector management.

The Audit and Risk Committee's role is to support Council in discharging its responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit of Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The primary objectives and responsibilities of the Audit and Risk Committee include the following:

- Monitor compliance of Council policies and procedures with the Overarching Governance Principles (Section 9 *Local Government Act 2020*), the *Local Government Act 2020* and Regulations, and any Ministerial Directions;
- Monitor Councils financial and performance reporting;
- Monitor and provide advice on risk management and fraud prevention systems and controls;
- Oversee internal and external audit functions;
- Provision of advice and guidance on the adequacy of initiatives for values and ethics; and
- Provision of advice and guidance on governance matters.

Further details on the functions and responsibilities of the Audit and Risk Committee are outlined in the Audit and Risk Committee Charter.

The Chief Executive Officer, Director Corporate Services, Chief Finance Officer, Corporate Governance Coordinator and other Council Officers (as required) attend meetings of the Committee and provide appropriate administrative support.

## **Time Commitment**

The Audit and Risk Committee meets at least four times a year (March, June, September and December) with authority to convene additional meetings, as circumstances required. Meetings are generally being held on the first Thursday of the month.

Meetings will commence at 1.00pm and will be held either in person, at the Glenelg Shire, Reception Room, 71 Cliff Street Portland, or with the option of attending remotely via technological means.

It is anticipated that the demand on individual members will be approximately 5 hours per meeting. This will comprise of meeting preparation, attendance at Audit and Risk Committee meetings and other input as required from time to time.

Audit and Risk Committee Meetings are not open to the public.

## **Current Membership and Tenure**

The Committee is made up of up to five independent members and three Councillors:

Name	Membership Type	Term Expiry Date
Mr David Stafford	Independent Member	26 August 2024
Mr Philip Saunders	Independent Member	29 February 2024
Ms Bonnie Holmes	Independent Member	31 August 2025
Ms Teresa Paris	Independent Member	31 August 2026
Cr Scott Martin	Mayor	November 2024
Cr Karen Stephens	Councillor	November 2024
Cr Michael Carr	Councillor	November 2024

The Chairperson of the Committee is appointed on an annual basis from the independent membership by all members of the Committee.

The term of each independent member is four years. Independent members may be reappointed for one additional four year term subject to satisfactory performance, that is, a maximum of eight years.

Councillor Representatives will be appointed to the Audit and Risk Committee by the Council for the term of the current Council.

## **Remuneration**

Independent members of the Audit and Risk Committee will be paid a meeting allowance for attending meetings.



A purchase order will be issued to each Independent Member prior to the Audit and Risk Committee Meeting and payment will be made on receipt of independent members invoice after each Audit and Risk Committee meeting.

All independent members will be responsible for their own travel costs incurred in attending meetings of the Audit and Risk Committee.

### **Conflict of Interest**

All Audit and Risk Committee members are required to complete Personal Interest returns within 30 days of being appointed to the committee and every six months thereafter in accordance with Section 132-136 of the *Local Government Act 2020* and the Glenelg Shire Council Governance Rules.

The Independent Member must be free from any conflict of interest and any business or other relationship that could, or could reasonably be perceived to materially interfere with the member's ability to act in the best interests of Council.

Audit and Risk Committee members must declare any conflicts of interest at the start of each meeting and take action in accordance with the Governance Rules. These details are to be appropriately minuted.

### **Internal Audit**

Council manages the internal audit function with audits being outsourced to a single service provider established via a public tender process to obtain specialist audit and financial advice and satisfy the requirements under the Council's Procurement Policy.

AFS & Associates were awarded the contract on 1 August 2022, expiring 1 August 2024 with an option for one (1) two (2) year extension.

### **External Audit**

Council's external auditor is the Victorian Auditor General. The Auditor-General has appointed RSD Audit as its representative to conduct the Glenelg Shire Audit for the 2021/22 financial year.

The External Auditors primary duty is to express an opinion on the financial statements, and to report to Council on any weakness in internal control identified during the audit.

## **Relevant Documents**

Relevant Documents available from Council's website at [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

[Glenelg Shire Annual Report 2021-2022](#)

[Glenelg Shire Council Annual Budget 2022 - 2023](#)

[Glenelg Shire Council Financial Plan 2021 - 2031](#)

[Glenelg Shire Council Plan 2021 - 2025](#)

[Glenelg Shire Council 2040 Community Plan](#)

[Audit and Risk Committee Charter 2021 - 2023](#)

## **Contact Officer**

For further information on the Audit and Risk Committee please contact Council's Corporate Governance Coordinator, Kylie Walford on 03 5522 2294 or [kwalford@glenelg.vic.gov.au](mailto:kwalford@glenelg.vic.gov.au)



## **AUDIT AND RISK COMMITTEE INDEPENDENT MEMBER PROFILES**

### **DAVID STAFFORD, BCom, CPA, MAICD**



David Stafford has been an independent Member of the Audit and Risk Committee for the Glenelg Shire since August 2020 and is the current Chairperson. He is based in Portland and has owned and operated Portland Studios since 1980.

David is currently the Executive Officer of Rural Financial Counselling Victoria and is responsible for managing the program in Western Victoria. The program provides assistance to farmers through business support and advocacy.

He heads the administration team for the program and deals with the compliance aspects back to State and Federal government.

With an accounting, teaching and management background he was former head of Campus at South West TAFE, along with Board Chair of Bayview College, where he provided an audit oversight and chaired the Finance Committee.

David has been a CPA Member since 2006, is a current member of Australian Institute of Company Directors, completing his last update in 2020.

David is the current Treasurer of Glenelg and Southern Grampians Local Learning and Employment Network where he also provides an audit oversight.

David has a strong focus on risk management.

### **PHIL SAUNDERS**



Phil Saunders has been an Independent Member of the Audit and Risk Committee for the Glenelg Shire since 2016 and served as Chairperson in 2019, 2020, 2021 and 2022.

Phil is a farmer and Principal of Belle Vue Pastoral, Tyrendarra and has a Bachelor of Agricultural Science, specialising in production of vealers for the domestic market

Phil has a Bachelor of Business in Accountancy, is current Chair of Heywood Rural Health, Director of Glenelg Hopkins Catchment Management Authority and Chair of the Narrawong District Association.

Phil has a high level financial management expertise, being former Executive with the SA Department of Planning Transport and Infrastructure, managing budgets of up to \$60 million per annum.

Phil retains a strong interest in finance, risk management and strategy.

## **BONNIE HOLMES, FCA**



Bonnie Holmes has been an Independent Member of the Audit and Risk Committee for the Glenelg Shire since 2017.

Bonnie is a Chartered Accountant with qualifications in both Canada and Australia and a current membership with both countries. She is also a qualified Company Director.

She has an Honours Bachelor of English Language and Literature and an Honours Bachelor of Commerce.

With significant experience in both the Corporate and Not for Profit sectors in a variety of industries, Bonnie has spent several years providing advice to private sector Boards.

Bonnie is a current member on the Moyne Shire Audit and Risk Committee and Glenelg Hopkins CMA. She is a past Director, Treasurer and Member of the Audit and Risk Committee for Women's Housing (SA).

Bonnie's experience and expertise are in risk management, due diligence, corporate recovery, internal and external audit, credit analysis, strategy formulations, staff management and mentoring and corporate governance.

## **TERESA PARIS, FCPA**



Teresa has been an Independent Member of the Audit and Risk Committee for the Glenelg Shire Council since September 2018.

Teresa has over 17 years' experience in the accounting and finance industry in a range of roles with leading organisations including Dyson Group of Companies, Victorian Land Registry Services, Port of Portland and DFP Recruitment Services in areas of accounting, strategy, operations, projects, tenders/contracts, finance system setups, risk management, separation of services, transition of services and mergers and acquisitions.

Teresa was appointed Financial Controller of Port of Portland in November 2020. Prior to joining Port of Portland, Teresa was the Chief Financial Officer for Victorian Land Registry Services (VLRS) for 2 years where she played a key role in the separation and transition of services from DELWP (LUV) and led the accounting and financial operations for the organisation. Teresa fronted the setup of the accounting, finance and tax function for the Group providing a robust platform to lead VLRS through a 40-year concession arrangement.

Teresa previously worked at Port of Portland throughout 2018 as the Chief Financial Officer and Company Secretary where she led the Finance and Risk Management functionality for the Group.

Prior to moving to Portland, Teresa was at Dyson Group of Companies (Dyson Bus Services) where she led the Finance Function for the Group between 2009 to 2018 progressing to Chief Financial Officer in 2013. Throughout her tenure, Teresa was a major part of 11 business acquisitions whilst at Dyson's that contributed to the Dyson Group becoming one of the largest Bus, Coach, and Public Transportation Companies in the State of Victoria.

Teresa holds a Bachelor of Business from Victoria University and currently is completing a Master of Business Administration with the Australian Institute of Business. Teresa is also a Fellow CPA member.

## **COUNCILLOR AUDIT AND RISK COMMITTEE REPRESENTATIVE PROFILES**

### **MAYOR CR SCOTT MARTIN**



Cr Scott Martin was elected to Glenelg Shire Council for his first Council term in 2020. Cr Martin is originally from Adelaide, having moved to the Glenelg Shire over a decade ago with his partner Deb to undertake ownership of the Bridgewater Bay Café. Cr Martin was, and still is, very much attracted to the country and coastal lifestyle, as well as the potential our Shire offers.

### **CR KAREN STEPHENS**



Cr Karen Stephens was elected to the Glenelg Shire Council in March 2002 and served as Mayor in 2004/2005 and 2012/2013. Cr Stephens is married to Owen Stephens, has six children and six grandchildren. Cr Stephens has been a licensed Real Estate Agent since 1985 and commenced her own company when moving to Casterton in 1992.

Over the year's Cr Stephens has been involved in several regionally significant projects - chairing the review by Australian National University of Land Use Change in the Green Triangle Region and Barwon South West Women's Forum for Climate Change and is current Chair of the Green Triangle Freight Action Plan Implementation Committee who have successfully advocated and achieved over \$190mil for road funding in the region.

Cr Stephens is heavily involved in the Casterton community as a volunteer through a number of different organisations and is a founding member of the Casterton Kelpie Association. Karen has spent many years developing the now nationally and internationally renowned Australian Kelpie Muster which is held on the Queen's

Birthday weekend each June and was a driving force behind the development of the now completed Australian Kelpie Centre in Casterton.

### **CR MICHAEL CARR**



Cr Michael Carr was elected for his first Council term in November 2020. Cr Carr is a lifelong Portland local and grew up on the family farm. Cr Carr completed his education at local schools. Cr Carr is married to Carly and the proud father to three young sons.

Cr Carr has a strong understanding of the local industry. Cr Carr was employed at Portland Aluminium for over ten years, working his way from a graduate position to Area Superintendent level before taking up his current role as Infrastructure Manager at the Port of Portland. He holds a Masters Degree in Civil Engineering and has also completed leadership and Directorship courses with renowned Australia institutes.

Cr Carr enjoys family camping adventures, football, tennis, water-skiing, basketball, and volunteering within the community. Cr Carr is a member/affiliated with numerous organisations, including the Portland Football Netball Club; Portland Auskick; Bridgewater Lakes Aquatic Club; Portland Lawn Tennis Club; Portland Basketball Association; Future Leaders of Industry; and United Way Glenelg – Dolly Parton Imagination Library.

Cr Carr has a passion for sport and recreation, infrastructure projects, education attainment levels of our youth, employment retention and generation, equality within the community, growth in the regions tourism, road and rail improvements, and elimination of rubbish in public reserves.