

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

16 February 2016

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Shepparton City Council	
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Referred To	
Copies To	

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**EXPRESSION OF INTEREST FOR INDEPENDENT MEMBERS – GREATER SHEPPARTON CITY
 COUNCIL AUDIT AND RISK MANAGEMENT COMMITTEE**

1st November 2015

Sharlene Still
 Manager Corporate Performance
 Greater Shepparton City Council
 Locked Bag 1000,
 Shepparton Vic 3632

Dear Sharlene

I wish to provide an Expression of Interest for Independent Members - Greater Shepparton City Council Audit and Risk Management Committee, as recently advertised.

Upon considering my understanding of Greater Shepparton City Council and reflecting upon my work and voluntary Board experiences in services for the community, I believe I possess the background, experience, skills and qualifications to successfully undertake this role. Strengths I would bring to the Audit and Risk Management Committee are:

- An informed, experienced understanding of local government, in rural and regional demographics
- Extensive experience working for and being part of Government funded Boards
- Considerable experience in government funding and acquittals
- Extensive accounting, audit and financial reporting experience
- A clear strong sense of ethics as the base for my work

Qualifications:

2012 Fairley Leadership Program (Graduate)
 2010 Australian Institute of Company Directors (Graduate) GAICD
 2004 Certified Practising Accountant CPA
 2000 Bachelor of Business (Accounting) BBus
 1993 Advanced Certificate in Accounting

Board and Committee experience:

2014 - Primary Care Connect (PCC) (ongoing)

PCC is a community health service providing over 25 programs focusing on a range of health and wellbeing issues including and not limited to Generalist Counselling, Alcohol and Other Drug Services, Gambling, Refugee, Family Violence and Financial Literacy programs.

Whilst on the Board, my other roles are:

- Chair of the Audit and Risk Committee
- Member of the Clinical Governance Committee

During my term I have undertaken additional activities with various Board members, including and not limited to Board Strategic Development workshops, Risk framework workshops, development of a whole of Board calendar, drafting Board, Chair, and Committee Chair position descriptions and member of the Remuneration Committee.

2013 – 2015 Moira Shire Council Audit and Risk Committee (completed 3 year term 2 days ago)

The primary role of this position is to examine and review Council's budgets, forecasts, financial accounts, internal and external audit functions, compliance and procedures, controls over revenue and expenditure, risk and insurance management, information technology and other Council procedures.

I believe this role in particular shows that I understand the essence of the Audit and Risk Committee's role, and the environment in which it operates.

2010 – 2013 Moira Healthcare Alliance (MHA) (completed 3 year term)

MHA is an organisation which provides Home and Community services (HACC) to more than 1400 people in the Moira Shire and surrounding areas. It also oversees Moira Foodshare, Adult Activity Groups, Yarrowonga Opportunity Shop and Meals on Wheels across the Shire. MHA has over 500 volunteers and approximately 100 staff.

Whilst on the Board, my other roles were:

- Chair of the Audit Committee
- Member of the Quality and Risk Committee

During my term, I undertook additional activities including Strategic development workshops, researched CEO recruitment strategies and preparation of specific Board and Committee policies.

2007 – 2009 Numurkah Occupational & Vocational Adult Services (NOVAS)

For a period of around two years, I provided governance, financial and administrative services to NOVAS, an organization for adults with disabilities. I lead my team in providing administrative, payroll, financial and governance services to the staff and Board. That period of time gave me an absolute respect and admiration for the truly special people who work in 'disability', their families, carers, volunteers and the clients.

Working Life:

2013 – Ongoing Financial Controller - Partners In Training

2012 Financial Accountant – Agriculture/Dairy Industry
All accounting functions in a multiple company environment.

2002 – 2012 Director of Finance – Health Industry
Manage all financial functions of the organisation, including audited annual statutory financial statements, managing both internal and external audit functions and liaison. Technical work of an accounting nature was accounting for the damages of flood, involving addressing the impacts on the physical infrastructure, associated and ongoing costs, insurance and implications for the financial statements, pending audit and ongoing budget impact. This body of work was well received by the auditors with no changes required to the Financial Statements.

1996 – 2002 Accountant – Transport Industry
All accounting functions, including hire purchase arrangements, obligations associated with debtor finance, much liaison with bankers and due diligence activities.

1990 – 1996 Office Manager – Manufacturing and Export
Accounting for manufacture and export, utilizing seasonal demand in two hemispheres, liaising with an international trading company in its capacity as equity investor and trade finance provider. The accounting included foreign exchange, transfer pricing, research & development and patents.

Some years earlier General Clerk front desk, City of Echuca
Several years on the front desk of the City of Echuca, which then included City, Wager, Sewerage, Garbage, Library, Engineering, Meals on Wheels, Home Help and the myriad of Council services.

Ongoing professional development:

I retain current membership of CPA and as such maintain Continuing Professional Development hours on an annual basis. I read widely – CPA, Governance, Auditor General Reports, including the report Rating practices in Local Government. From time to time my community work does require research to assist in Board activities – this year some of those required research in CEO position descriptions, a suite of Board Governance Policies, and the recent IBAC reports applicable to Local Government – Council depots and Review of integrity frameworks.

I am seeking and continue to provide my experiences in accounting, auditing, strategy, risk management and governance for the benefit of the community in which I live and work. I would welcome the opportunity to further my expression of interest in order to hopefully play a future role with the Greater Shepparton City Council.

Yours faithfully


Anne O'Connor

Geoff Cobbledick

Curriculum Vitae

Personal Details

Address: 12 Pinner Court, Shepparton, VIC, 3630

Telephone: 0490 181 084

Email: cobble@mcmmedia.com.au

Education and Qualifications

2013	Certificate in Governance Practice <i>Governance Institute of Australia, (formerly Chartered Secretaries Australia)</i>
2006	Master's Degree - Education (Leadership & Management) <i>RMIT</i>
1980	Diploma of Business – Accounting <i>Bendigo College of Advanced Education</i>

In addition to the above programs I have undertaken many short courses and attended various conferences to maintain a current skill base. I am required to undertake this professional development as part of my membership of CPA Australia and my membership of the GMCU Board.

Current Professional Memberships

- CPA Australia, advanced to the status of Fellow in recognition of many years of service at a senior level,
- Australasian Mutuals Institute, Member

Current Board and Committee Memberships

- Goulburn Murray Credit Union, Director since 2007, current Chair of GMCU Risk Committee and member of the GMCU Salary and Structure Committee.
- Goulburn Valley Waste and Resource Recovery Group, Director and Audit and Risk Committee Chairperson.
- Audit and Risk Management Committee, Greater Shepparton City Council, Chairperson.
- Scott Peoples' Foundation Ltd, Treasurer of the Foundation since 2007.
- Shepparton Swans Football Netball Club, current Assistant Treasurer/Secretary, Life Member.

Capabilities, Skills and Personal Attributes

- Excellent knowledge of governance framework and process
- Demonstrated experience in the operation of Audit and Risk Committees
- Strong financial management and reporting skills
- An understanding of the Risk Management function as it applies to a large and medium sized organizations.
- Ability to work with a broad range of people across all levels of an organization

- Proven ability to lead, manage and develop teams to deliver high quality, timely and innovative solutions
- Highly effective negotiation, influencing and representational skills and an ability to foster and maintain effective stakeholder relationships
- The ability to drive projects to achieve outcomes
- A customer service driven approach with an approachable and easy going nature
- Clearly displays the values of integrity, respect, innovation and teamwork
- Strong work ethic

Employment History

1980 – 1984 BASF Aust. Ltd

Accountant. This was my first role in the accounting profession and provided good experience across a broad range of areas in a multinational petro chemical company.

1984 – 2014 Goulburn Ovens Institute of TAFE

I was employed at GOTAFE since 1984 and retired from my employment there in mid-February 2014. GOTAFE grew considerably during this time and currently employs over 600 people mostly across North Eastern Victoria and in 2014 had turnover in excess of \$110m.

At the time of my retirement I held the senior position of General Manager Finance and Infrastructure and was one of two Government Sector Executive Officers employed at GOTAFE, the other being our CEO. In the absence of the CEO I regularly undertook the role of Acting CEO. I also held the position of Board Secretary to the GOTAFE Board.

I was initially appointed to the position of Accountant in 1984 and moved into a role similar to the one I held on retirement in 1988. During my time at GOTAFE it grew from a small Shepparton based organization in to a large and complex organization operating across much of regional Victoria.

In summary my areas of responsibility at GOTAFE included;

- **Management** of the Finance and Infrastructure Division which included the employment of approximately eighty staff.
- **Financial Management** including internal and external reporting, compliance, audit, investment, cash flow, budget development and monitoring, debt management, and purchasing. I was the Chief Finance and Accounting Officer at GOTAFE and was required to certify the annual financial statements.
- **Board Secretary** which encompassed duties similar to that of a Company Secretary in a Company environment. This role involved providing advice to the Chair of the Board,

Board Members and the CEO on appropriate administrative procedures in relation to good governance of the GOTAFE Board.

- **Procurement** including ensuring the GOTAFE obtained value for money on all purchases and complied with organizational and legislative obligations.
- **Property, Capital Development, Equipment and Minor Works** including the development of an Integrated Asset Management Plan which projected capital requirements over a five year period. This role also included extensive negotiation with external agencies to source funding for capital development. This area also includes oversight of GOTAFE's insurance portfolio.
- **Audit and Risk Management** including development of the Strategic Audit Plan, engagement of external continuous Audit firm, review of the Audit Plan developed by Victorian Auditor General's Office and liaise with their agent regarding implementation, operation, and monitoring of the Institute's Risk Management Framework including development and implementation of policy and procedure, regular reporting and follow up.
- **Human Resources and Payroll** including all aspects of selection and recruitment, payment, industrial relations, professional development, staff wellbeing, performance management systems and Workcover management. I am also familiar with the regulations and reporting requirements as they relate to Executive Remuneration in the Victorian Public Sector.
- **Environmental Sustainability** including the development of an Environmental Sustainability Plan and the achievement of the Key Performance Indicators included within that plan.
- **Student Management** which included oversight of the enrolment and student records system which drives the amount of income generated by GOTAFE as well as the efficient issuing of certificates and awards.
- **Quality Compliance** with internal standards and regulatory bodies.
- **Legal** requirements of GOTAFE including the review and management of contractual negotiations, resolution of disputes and adherence to compliance obligations.
- **Student and Staff Services** including counselling services, student activities, Employee Assistance Program and Careers Counselling.
- **Library and Bookshop** overseeing the delivery of information access services including copyright and intellectual property obligations.

- **OH&S** including undertaking the role of Chair of Institute OH&S Committee and oversight of the implementation of the Australian Standard on OH&S.

During my employment at GOTAFE I also had responsible for Information Communications Technology services and I attended all meetings of the Board of GOTAFE and did so for over twenty five years. Additionally I regularly represented GOTAFE at a range of external forums, meetings and activities where input from GOTAFE is required.

Geoff Cobbledick
11th November 2015

CURRICULUM VITAE

GRAEME JOLLY

QUALIFICATIONS

Diploma of Business - Accountancy 1975
 Professional Year of Study, Institute of Chartered Accountants, Aust., 1978
 Diploma – Company Directors Course 2006

PROFESSIONAL AFFILIATIONS

Associate, Institute of Chartered Accountants, Aust.
 Graduate Member, Australian Institute of Company Directors

DATE OF BIRTH

15th May, 1955

PROFESSIONAL EXPERIENCE

**1995 - 2015 General Manager, Financial Services,
 Goulburn Valley Region Water Corporation**

Responsible for all financial and accounting matters including:

- Strategic Planning
- Preparation of monthly and annual financial statements
- Taxation Compliance and Returns
- Treasury Management – Loans, Investments and Cash flow
- Determining fees and charges
- Preparation of Annual Budgets and Strategic Plans
- Secretary, Audit and Compliance Committee
- Management of 18 professional, management and clerical staff
- Internal control and accounting procedures
- Internal and External Audit
- Income Tax and Fringe Benefits Tax
- Financial Management Compliance Framework

1986 - 1995

**Financial Controller and Company Secretary
 Ampol Road Pantry Pty. Ltd. (subsidiary of Finemore Holdings Ltd.)**

Responsible for all financial, accounting and Company Secretary matters for ARP and subsidiaries including:

- Preparation of monthly and annual financial statements for the ARP Board and Equity Partners.
- Preparation of 6 monthly and annual budgets and strategic 3 year and 5 year plans.
- Preparation of Statutory Accounts and Income Tax Returns

CURRICULUM VITAE

GRAEME JOLLY

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- Capital Expenditure proposals and cash flow monitoring.
- Management of staff of 4 Accountants, 2 Assistant Accountants and 10 Clerical Assistants.
- Development of the ARP Franchise Agreement and Operations Manual.
- Development of Accounting systems and internal control procedures
- Purchase and development of new computer hardware and software systems.
- All legal matters relating to franchising
- Involved in attracting equity partner, Ampol Limited, in 1989.

1984 - 1986

Audit Manager
Deloitte Haskins & Sells - Shepparton Office

- Responsible for all audits, including Ardmona Fruit Products Ltd., Ibis Milk Products Ltd., Australian Newsprint Mills (Albury), Stuarts Foods Pty. Ltd., Northern Pear Growers Ltd., and Turnbull Brothers Orchards Pty. Ltd.
- Involved in Income Tax and Accounting Services
- Managed a staff of 14 professional and clerical staff.

1975 - 1984

Audit Assistant
Deloitte Haskins & Sells - Melbourne Office

- Employed as an Audit Assistant.
- Promoted to Audit Manager 1983. Major audit assignments included AMATIL, Ansett Transport Industries Ltd., Royal Insurance Australia Ltd., Parbury Henty Ltd. and Barrett Brothers and Burston Ltd.

OTHER EXPERIENCE

1996 - 2010

Member, Board of Management Goulburn Valley Health
Chair of Audit and Finance Committees 2003-2010