

# **Audit & Risk Committee**

**Independent Member  
Information Recruitment Pack  
September 2025**

## Table of Contents

1.	BACKGROUND INFORMATION .....	3
1.1	Municipal Association of Victoria (MAV) .....	3
1.2	Governance arrangements .....	3
1.3	MAV Board .....	4
1.4	Organisational arrangements .....	4
1.5	MAV Audit and Risk Committee .....	4
1.4	Other Governance arrangements .....	5
2.	THE POSITION .....	5
2.1	Committee member responsibilities .....	5
2.2	Eligibility and selection criteria .....	6
2.3	Sitting fees .....	6
2.4	Appointment, meetings and time committment .....	6
2.5	Independence and conflict of interests .....	7
3.	GUIDELINES FOR APPLICANTS .....	7
3.1	Indicative EOI Timetable .....	7
3.2	Further Information .....	8
3.3	Submitting your application .....	8

# 1. BACKGROUND INFORMATION

## 1.1 Municipal Association of Victoria (MAV)

The Municipal Association of Victoria (MAV) is a membership association and peak body for Victoria's local government sector, formed in 1879 and officially recognised by the *Municipal Association Act 1907* as the voice of local government.

The MAV offers councils a one-stop shop of services and support to help them serve their communities. We advocate for local government interests, initiate projects and services across a broad range of areas, and support the development, adoption and implementation of evidence-based research and policy.

Our **purpose** is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient and inclusive communities.

Our **vision** is to be a nation-leading thought leader, partner and resource hub for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Enhancing local government leadership is a core element of our purpose and vision. We provide a range of sector services tailored to this goal, including professional development and leadership programs, governance advisory services, and sector networking events. Our offerings are designed to assist both new and returning councillors, helping them to build their knowledge and skills, with the aim to empower councillors to excel in their roles.

One of the 10 enabling priorities detailed in the MAV's 2024-2027 Strategic Plan 'Shaping our future' is to amplify the importance of **active local democracy**.

We are committed to working with local government and other levels of government to ensure the local policies reflect the needs and preferences of the local communities. We know effective local democracy can facilitate public participation, improve service delivery, strengthen communities, and improve development outcomes. Supporting our Strategic Plan 2024-2027 is an annual plan which identifies a number of activities we will undertake to support active local democracy.

*To read more about the MAV, our Strategic Plan, priorities and annual plan activities, refer to [www.mav.asn.au](http://www.mav.asn.au)*

## 1.2 Governance arrangements

The Municipal Association of Victorian Act 1907 defines the purpose and operation of the MAV and empowers its members ('member councils') to make rules to further clarify its role and processes.

The [MAV Rules 2022](#) prescribe, amongst other matters:

- membership participation and arrangements.
- appointment of MAV representatives (council member delegates)
- the MAV Board: its role, function and elections.
- the MAV State Council, its role, and functions.
- Audit and Risk Committee, and other committee arrangements.
- MAV management and administrative functions.

State Council is the MAV's overarching governing body. It is made up of delegates from each member council. All 79 Victorian councils are currently participating members of the MAV.

State Council's power include:

- determining the Rules of the MAV
- electing the President and other members of the Board
- determining the strategic direction
- appointing the auditor

State Council meets at least twice a year to consider the MAV's annual report and financial statements, motions or other items of business proposed by member councils and the MAV Board. Delegates vote on matters before State Council.

### **1.3 MAV Board**

The MAV Board comprises the President and ten (10) Directors.

The MAV President is elected by all council member delegates, whereas the ten (10) Directors are elected by delegates from their respective regions. The member councils grouped into five (5) metropolitan and five (5) non-metropolitan regions.

The current MAV Board was established in March 2025, with next board elections to be conducted in March 2027.

The MAV Board's role is to govern the MAV's operations and includes:

- Developing and giving effect to the strategic direction of the MAV
- Oversight of the administration and financial management of the MAV
- Appointing and overseeing the performance of the MAV's Chief Executive Officer

### **1.4 Organisational arrangements**

As a small organisation, MAV employs a mix of staff and specialist consultants to advocate for our members' interests; provide advice, training events and capacity-building programs; and supply insurance, procurement services to councils.

We also have several grant-funded positions which deliver specific projects or programs to councils with funding support from the Victorian or Australian governments, or external organisations.

Specialist consultants supplement the skills of our core staff in areas such as insurance, financial management, digital transformation, and sector development.

### **1.5 MAV Audit and Risk Committee**

The Audit and Risk Committee (the Committee) is an advisory committee established in accordance with the MAV Rules 2022 to assist the MAV in fulfilling its responsibilities related to external financial reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

The Committee's membership comprises three (3) independent members, one (1) of whom is the Chair and two (2) Board members.

The Committee role and responsibilities are further detailed in its Charter (attached), which is regularly reviewed by the Committee and approved by the MAV Board.

The MAV Board retains responsibility for decisions, performance and outcomes of the Committee and, therefore, regularly monitors its activities through receipt of its minutes and other reports. The Committee's Chair formally reports to the MAV Board annually on the Committee's activities, and the Chair's counsel is also available to the MAV Board, sub-boards and management on as required basis.

## **1.4 Other Governance arrangements**

The MAV provides a range of insurance products to the local government sector and manages a ceased worker compensation scheme.

To service these arrangements the MAV Board has delegated authority and responsibility for oversight MAV Insurance operations to the **MAV Insurance Board (MAVIB)** and workers' compensation self-insurance (ceased) scheme operations to the **MAV WorkCare Board**.

Members of these sub-boards are appointed by the MAV Board from the insurance industry and local government.

MAV Insurance currently offers:

- The Liability Mutual Insurance scheme which provides public liability and indemnity insurance cover tailored to meet the specific risks and exposures faced by members
- The Commercial Crime Fund which covers local authorities against losses from fraudulent or dishonest acts committed by an employee or third party
- The Local Government Employees Health Plan which is a unique health insurance offer designed to provide local government and water industry employees with fair value health care.

The MAV holds an Australian Financial Services Licence for MAV Insurance with MAVIB responsible for oversight and operational management activities. JLT Public Sector is contracted to provide claims, risk management and reinsurance placement services.

The MAV Workcare Scheme was established in 2017. The last day the scheme operated was 30 June 2021. With the Scheme now deemed a Ceased Self-Insurer Scheme until 30 June 2027, *under the Workplace Injury Rehabilitation and Compensation Act 2013.*, the MAV Workcare Board continues to oversee the MAV's responsibilities as the ceased licence holder.

## **2. THE POSITION**

### **2.1 Committee member responsibilities**

The key responsibilities of all Committee members include:

- Actively and constructively contributing to the Committee's performance by providing professional, independent, and objective advice regarding the delivery of the Committee's Charter.
- Providing independent advice on internal and external audit, governance, financial and risk management plans, and other reports as required.
- Providing objective advice on the MAV's processes, procedures, and internal control mechanisms.

- Providing analysis and constructive comment and observations on MAV services and projects, reports, briefings, and options/issues papers as required.
- Adequately preparing for and attending to Committee meetings.

## **2.2 Eligibility and selection criteria**

The following are key criteria that will be the basis for the selection of successful applicants:

- Strong knowledge of local government operations and the environment within which MAV and councils operate.
- Strong financial literacy and experience and/or qualifications in the field of business. management and/or accounting.
- Knowledge of risk management principles and practices.
- Knowledge of procurement and insurance services.
- Strong communication and analytical skills.
- Contact details for at least two professional referees.

Applicants must be an Australian Citizen or a Permanent Resident and be able to meet the requirements of the MAV's Fit and Proper Person Policy (*see attached fact sheet*).

## **2.3 Sitting fees**

Independent Committee members are paid a sitting fee, which is indexed annually (July) and paid on invoice following each meeting attendance.

Sitting fees effective 1 July 2025:

- Member: \$1,060.00 per meeting (excl. GST)

## **2.4 Appointment, meetings and time commitment**

The Independent Committee members are appointed by a resolution of the MAV Board, following a merit-based recruitment process.

The terms of appointment will be in accordance with the Committee's Charter, with an initial term up to three (3) years.

The Committee meets no fewer than five times per year, with meetings currently commencing at 10:00am, duration 2.5hrs (approx.). Additional meetings are convened as required.

Meetings are usually held at the MAV offices, however in recent years meetings have been conducted both in person, online and as hybrid meetings.

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

The 2025 meeting schedule is shown below. The 2026 meeting schedule will be confirmed by the Committee at its November meeting.

- Monday, 7 April 2025
- Monday, 30 June 2025
- Monday 11 August 2025

- Monday, 29 September 2025 (Special financials)
- Monday, 17 November 2025

## 2.5 Independence and conflict of interests

To be eligible to be an independent member of the Committee, the individual 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 the MAV.

An independent member is also one who is not a member of management and who:

- has not, within the last three years, been employed by the MAV.
- is not a member of the immediate family of a person who, within the last three years, has been employed in an executive capacity by the MAV.
- is not a principal of, or consultant to, a professional adviser to the MAV where that professional adviser has provided significant services to the MAV.
- is not a significant business partner of the MAV or a related entity or an officer of or otherwise associated directly or indirectly with a significant business partner.
- has no significant contractual relationship with the MAV other than as a member of the Committee.
- is free from any 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 the MAV.
- is not an undischarged bankrupt.
- has not been disqualified for misconduct of a professional association.
- is not currently disqualified from holding office by the Australian Securities and Investments Commission.

## 3. GUIDELINES FOR APPLICANTS

### 3.1 Indicative EOI Timetable

EOI Advertised	1 September 2025
EOI/Nominations close	29 September 2025 (10am)
Interviews Conducted	13-17 October 2025 (Approx.)
Recommendations on Appointment/s submitted for MAV Board approval	7 November 2025
Applicants Advised	Early November 2025
Induction	Early November 2025
Next Committee Meeting	17 November 2025

## **3.2 Further Information**

### **Attachments**

1. MAV Audit and Risk Committee Charter
2. MAV Fit and Proper Policy – Fact Sheet
3. Expression of Interest Nomination Form – Committee Member

More information about the MAV, our Annual Reports and other published documents can be found on our website [www.mav.asn.au](http://www.mav.asn.au)

For further information, please contact Anthony DeJong, CFO E: [adejong@mav.asn.au](mailto:adejong@mav.asn.au), T: 03 9667 5555 or M: 0400041597.

## **3.3 Submitting your application**

Applications should be submitted electronically on the Expression of Interest Nomination form (attached) along with a brief CV to [adejong@mav.asn.au](mailto:adejong@mav.asn.au) by 10am **29 September 2025**.