

# OFFICIAL

## SCHEDULE 2

### **TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITORS TO CASEY CITY COUNCIL APPOINTED UNDER SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020**

Without limiting the Municipal Monitors' functions and powers under sections 180 and 181, respectively, of the Act, the Municipal Monitors are:

1. To monitor the governance processes and practices of the Council, with specific regard to the following matters –
  - a. the adequacy of Council policies, processes and practices to address the findings and recommendations of the Operation Sandon Special Report, particularly as they relate to reducing corruption risks and ensuring planning decisions follow proper council processes;
  - b. any outstanding actions and recommendations to improve good governance as identified in the final report from the panel of administrators appointed to Casey City Council;
  - c. the Councillors' understanding and performance of their statutory roles and responsibilities, including in relation to conflict of interest, confidentiality and land use planning obligations;
  - d. the adequacy of the Council's Councillor induction training program and professional development training, including councillor participation;
  - e. the Council's meeting procedures and decision-making processes, including attendance at briefings, the adequacy of the Council's Governance Rules and Councillor adherence to the Governance Rules;
  - f. the relationships between councillors, including councillor behaviour with respect to the Model Councillor Code of Conduct and processes for resolving disputes between councillors;
  - g. Councillor adherence to the Council's policies, processes and practices in relation to communication and the management of interactions between Councillors and Council staff and contractors, and compliance with those policies and practices;
  - h. the establishment of an effective working relationship between the Chief Executive Officer and the councillors;
  - i. any other matters that may affect the Council's ability to effectively perform its functions, including councillor behaviour that is creating a serious risk to health and safety or preventing the Council from performing its functions.
2. To advise, and provide any relevant assistance and support to the Council to ensure good governance, with specific regard to the matters raised in clause 1.
3. To assist the Council to develop an Action Plan and progress updates for any necessary governance improvements, with specific regard to the matters raised in clause 1.
4. To report to the Minister for Local Government, with respect to the matters in clause 1, on:
  - a. any steps or actions taken by the Council to improve its governance and the effectiveness of those steps or actions;
  - b. any recommendations in relation to the exercise of any Ministerial power under the Act.

OFFICIAL