

SCHEDULE 2

**TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITORS TO GLENELG SHIRE
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 Glenelg Shire Council's (Council) governance functioning, with specific regard to the key areas of concern identified in the correspondence from the Mayor dated October 2023 including the following matters –
 - a. the Council's actions and processes in relation to the appointment of an Acting or interim Chief Executive Officer (CEO) to fill the position caused by the recent resignation of the Council's CEO;
 - b. the Council's policies and processes in relation to the appointment of an ongoing CEO, including the Council's CEO Employment and Remuneration Committee;
 - c. councillor understanding and performance of their statutory roles and responsibilities, including in relation to confidentiality requirements;
 - d. the relationships between councillors and between councillors and Council staff, including councillor behaviour with respect to the Councillor Code of Conduct and processes for resolving disputes between councillors;
 - e. the Council's meeting procedures and decision-making processes, including Council briefings and meetings, the adequacy of the Council's Governance Rules and councillor adherence to the Governance Rules;
 - f. the Council's processes and practices in relation to health and safety including any matters that may be creating a serious risk to the health and safety of councillors, Council staff or other persons; and
 - g. any other matters that may be affecting the Council's ability to effectively perform.
2. To advise, and provide any relevant assistance and support to, the Council in relation to the improvement of the Council's governance processes and practices, with specific regard to the matters raised in clause 1.
3. 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 for the Council to ensure the proper performance of its statutory role, including in relation to the conduct of councillors and;
 - c. any recommendations in relation to the exercise of any Ministerial power under the Act.