

**TERMS OF REFERENCE OF THE MUNICIPAL MONITOR APPOINTED UNDER
SECTION 223CA OF THE LOCAL GOVERNMENT ACT 1989
TO MONITOR GOVERNANCE PROCESSES AND PRACTICES
AT SOUTH GIPPSLAND SHIRE COUNCIL**

Without limiting the municipal monitor's functions under section 223CB of the *Local Government Act 1989* (Act), the municipal monitor is:

1. To monitor the South Gippsland Shire Council's (Council) governance processes and practices, with specific regard to the key areas of concern identified by the Chief Municipal Inspector, including –
 - a. Council's meeting procedures and decision making, including the use of urgent Special Meetings of council, Notices of Motion and Notices of Rescission;
 - b. Council's policies and processes to manage conflicts of interest;
 - c. Council's policies and processes to manage confidential information;
 - d. The Chief Executive Officer's policies and practices that manage the interactions between Councillors and Council staff, and compliance with those policies and practices;
 - e. Council's Councillor Code of Conduct, Councillor behaviour with respect to the Code of Conduct, Council's internal resolution procedure, and processes for resolving disputes between Councillors; and
 - f. Any other governance issues you identify during the term of your appointment.
2. To advise on, and provide assistance and support, to the Council in relation to the Council's governance processes and practices, with specific regard to the matters raised in clause 1; and
3. To report to the Minister for Local Government on –
 - a. Any steps taken by the Council to improve its governance and the effectiveness of those steps or actions, with specific reference to the matters raised in clause 1; and
 - b. Any recommendations for the exercise of the Minister's powers under the Act.