

**TERMS OF REFERENCE OF THE MUNICIPAL MONITOR APPOINTED UNDER  
SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020  
TO MONITOR GOVERNANCE PROCESSES AND PRACTICES  
AT SOUTH GIPPSLAND SHIRE COUNCIL**

Without limiting the municipal monitor's functions and powers under sections 180 and 181, respectively, of the *Local Government Act 2020* (the Act), the municipal monitor is:

1. To monitor the governance processes and practices of South Gippsland Shire Council (Council), with specific regard to the matters identified in the final report from the panel of administrators, including -
  - a. The findings and recommendations of the 2019 Commission of Inquiry into the Council, the Good Governance Framework identified by the panel of administrators, continued implementation of legislative requirements, and ongoing policy reform
  - b. Councillor understanding of, and compliance with, the Council's policies in relation to conflicts of interest, meeting procedures and decision making
  - c. Councillor understanding and performance of their statutory roles and responsibilities, including the differentiation of roles between councillors and council staff, the adequacy of the Council's councillor induction training program, and participation in ongoing training and professional development opportunities
  - d. The relationships between councillors, including the adequacy of the Council's Councillor Code of Conduct, councillor behaviour with respect to the Councillor Code of Conduct and processes for resolving disputes between councillors
  - e. The relationships between councillors and staff, including the Chief Executive Officer's policies and practices for managing interactions between councillors and council staff and contractors, and compliance with those policies and practices
  - f. The Council's community engagement policy and practices, including efforts to ensure a diversity of views in the development of key strategic plans
  - g. Further development and delivery of the Council's Community Leadership Program, focusing on ensuring the diversity of participants
  - h. Any other Council governance policies, processes and practices.
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, 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; and
  - b. any recommendations in relation to the exercise of any Ministerial power under the Act.