

SCHEDULE 2

**TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITOR TO MOONEE VALLEY
COUNCIL APPOINTED UNDER SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020**

Without limiting the Municipal Monitor's functions and powers under sections 180 and 181, respectively, of the Act, the Municipal Monitor is:

1. To monitor the Moonee Valley City Council's (Council) governance functioning, including the following matters –
 - a. Councillor understanding and performance of their statutory roles and responsibilities, including in relation to confidentiality requirements;
 - b. the Council's policies, processes and practices related to the management of conflicts of interest;
 - c. 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;
 - d. 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;
 - e. Council's Chief Executive Officer Employment and Remuneration Policy and related policies, processes and practices; and
 - f. any other matters that may be affecting the Council's ability to effectively perform its statutory role, including behaviour that may be preventing the Council from performing its functions.
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.