

# OFFICIAL

## 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 Monitor is:

1. To monitor the governance processes and practices of the Council, with specific regard to the following matters –
  - a. any processes and practices identified in the *Municipal Monitors' Final Report – February 2024* requiring improvement;
  - b. the Council's policies and processes in relation to the appointment of an ongoing Chief Executive Officer (CEO) and the establishment of an effective working relationship between the ongoing CEO and the Council;
  - c. the Council's meeting procedures and decision-making processes, including Council briefings and meetings, and councillor adherence to the Governance Rules;
  - d. the Councillors' understanding and performance of their statutory roles and responsibilities, including the adequacy of the Council's Councillor induction training program;
  - e. 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;
  - f. any support needed in the lead up to and following the elections in October 2024 to ensure good governance at the Council; 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 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; and
  - b. any recommendations in relation to the exercise of any Ministerial power under the Act.