

SCHEDULE 2

TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITOR TO MOIRA SHIRE 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 governance processes and practices of Council, with specific regard to the key areas of concern identified in the letter from the CEO at the Council, dated 29 March 2022, including –
 - a. the Council's meeting proceedings and decision making, and councillor attendance at Council briefings, meetings and training and development sessions;
 - b. the Councillors' understanding and performance of their statutory roles and responsibilities, including the adequacy of the Council's councillor induction training program and any ongoing professional development opportunities;
 - c. the Council's Councillor Code of Conduct;
 - d. the Council's policies and practices that manage the interactions between councillors and council staff and contractors, and compliance with those policies and practices;
 - e. the Council's policies, processes and practices in relation to the health and safety of councillors and Council staff;
 - f. the adequacy of Council's community engagement policies, processes and practices; and
 - g. any other Council governance policies, processes and practices.
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; and
 - b. any recommendations in relation to the exercise of any Ministerial power under the Act.