

## SCHEDULE 2

### **TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITOR TO WODONGA CITY 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 the Council, with specific regard to the following matters –
  - a. the Council's Councillor Code of Conduct;
  - b. the Council's meeting procedures and decision making, including Councillor attendance and conduct at Council briefings, the adequacy of the Council's Governance Rules and Councillor adherence to the Governance Rules;
  - c. 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;
  - d. the Council's policies and processes related to the appointment of an ongoing Chief Executive Officer;
  - e. the Council's policies, processes and practices in relation to the health and safety of councillors and Council staff;
  - f. the Council's policies and practices that manage the interactions between Councillors and Council staff and contractors, and compliance with those policies and practices;
  - g. the Council's policies, processes and practices related to the management of confidential information; and
  - h. 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.