

**TERMS OF REFERENCE OF THE MUNICIPAL MONITOR APPOINTED UNDER  
SECTION 223CA OF THE LOCAL GOVERNMENT ACT 1989  
TO MONITOR GOVERNANCE FUNCTIONING, PROCESSES AND PRACTICES  
AT WHITTLESEA CITY COUNCIL**

Without limiting the municipal monitor's functions under section 223CB of the *Local Government Act 1989* (Act), the municipal monitor is:

1. To monitor the Whittlesea City Council's (Council) governance functioning, processes and practices in relation to:
  - a. The appointment of and oversight of the Council's Chief Executive Officer.
  - b. Councillor interaction with Council staff.
  - c. The maintenance of a safe workplace.
  - d. The effective delivery of services to the Whittlesea community.
  - e. The handling of confidential information.
  - f. Council decision making.
2. To monitor any other issues identified by the municipal monitor which could impact on the integrity of Council decision-making and the Council's ability to provide good governance.
3. 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 clauses 1 and 2.
4. To provide an interim report to the Minister for Local Government by 27 March 2020 with regard to the matters raised in clauses 1, 2 and 3 and any further interim advice as is requested by the Minister for Local Government.
5. To advise and report to the Minister for Local Government by 30 June 2020 on:
  - a. If Councillors, individually or as a group, are behaving in a manner that does not accord with the role of Councillor;
  - b. Any impact on the integrity and/or functioning of council decision-making and the orderly governance of Whittlesea City Council arising from any issues identified with regard to the matters raised in clauses 1 and 2;
  - c. The capacity of the Council to address any issues identified with regard to the matters raised in clauses 1 and 2, including the effectiveness of any steps taken by the Council to address the issues identified and advice provided under clause 3; and
  - d. Any recommendations for the exercise of the Minister's powers under the Act.