



Hon Natalie Hutchins MP

Minister for Local Government
Minister for Aboriginal Affairs
Minister for Industrial Relations

1 Spring Street
Melbourne, Victoria 3000
Telephone: 03 8392 6125
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Cr Paul Hooper
Mayor
Ararat Rural City Council
PO Box 246
Ararat VIC 3377

Ref: MBR034125


Dear Cr Hooper

NOTICE OF APPOINTMENT OF MUNICIPAL MONITOR

Pursuant to section 223CA of the *Local Government Act 1989*, I hereby provide Ararat Rural City Council with notice that I have appointed Ms Jane Dore as a municipal monitor to the Council.

I have appointed Ms Dore in accordance with the enclosed Instrument of Appointment and Terms of Reference. The period of the appointment of Ms Dore is from 23 August 2017 until 23 August 2019. It is anticipated that the appointment will require an average commitment of between 1 and 2 days work per week for its duration.

Pursuant to section 223CA of the Act, Ms Dore is entitled to be paid by the Council the remuneration and allowances set out in the enclosed Terms and Conditions of Appointment.

I have provided Ms Dore with a copy of the report of the Commission of Inquiry into Ararat Rural City Council and my letter to you dated 9 August 2017. I trust that she will enquire further as to the steps that the Council has taken or proposes to take to address these recommendations.

If you have any questions regarding this appointment, including remuneration and allowances, please contact Mr Zane Gaylard, Senior Legislative and Governance Advisor, Local Government Victoria, on 9948 8509 or email zane.j.gaylard@delwp.vic.gov.au.

Yours sincerely

HON NATALIE HUTCHINS MP
Minister for Local Government

23 AUG 2017

<p>ARARAT RURAL CITY RECEIVED</p> <p>04 SEP 2017</p> <p>REFERRED TO.....</p> <p>FILE No.</p> <p>DOC ID No.</p>
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Local Government Act 1989

Section 223CA

APPOINTMENT OF MUNICIPAL MONITOR

I, Natalie Hutchins, Minister for Local Government, under section 223CA of the *Local Government Act 1989*, APPOINT Janet Dore to be a municipal monitor to monitor the Ararat Rural City Council's governance processes and practices in accordance with the attached terms of reference and terms and conditions of appointment.

Dated: 23.8.2017



HON NATALIE HUTCHINS MP
Minister for Local Government

**TERMS OF REFERENCE OF THE MUNICIPAL MONITOR APPOINTED UNDER SECTION 223CA
OF
THE LOCAL GOVERNMENT ACT 1989 TO MONITOR GOVERNANCE PROCESSES
AT ARARAT RURAL CITY COUNCIL**

The municipal monitor is:

1. To monitor the Ararat Rural City Council's (Council) governance processes and practices, with specific regard to the findings and recommendations of the Commission of Inquiry into the Council.
2. To advise the Council about its governance processes and practices, with specific regard to the implementation of the recommendations of the Commission of Inquiry into the Council, and any required improvements.
3. To report to the Minister for Local Government on any steps taken by the Council to improve its governance and the effectiveness of those steps or actions, with specific reference to the recommendations of the Commission of Inquiry into the Council.
4. To report to the Minister for Local Government on any related recommendations for the exercise of the Minister's powers under the *Local Government Act 1989*.

**TERMS AND CONDITIONS OF APPOINTMENT OF THE MUNICIPAL MONITOR
APPOINTED UNDER SECTION 223CA OF THE LOCAL GOVERNMENT ACT 1989
TO MONITOR GOVERNANCE PROCESSES AT ARARAT RURAL CITY COUNCIL**

1. Period of Appointment

The period of appointment is from 23 August 2017 until 23 August 2019.

2. Powers of the Municipal Monitor

Section 223CC of the *Local Government Act 1989* (Act) sets out the powers of a municipal monitor.

3. Payment Provisions

Remuneration is fixed at \$1200 per day (GST inclusive), which must be paid by the Ararat Rural City Council in accordance with section 223CA(5) of the Act. It is anticipated that the appointment will require an average of between 1 and 2 days work per week for the duration of the period of appointment.

4. Travel and Personal Expenses Arrangements

Travelling and other allowances for the municipal monitor are payable by the Ararat Rural City Council at a rate equal to the out of pocket expenses actually and necessarily incurred in the exercise of the functions, powers and duties of the municipal monitor, but not exceeding the reasonable allowance expense amounts determined by the Commissioner of Taxation for the income year in which the allowance is claimed.

5. Leave Arrangements

There are no leave arrangements for this statutory appointment.

6. Values

The municipal monitor must have regard to the public sector values as outlined in section 7 of the *Public Administration Act 2004*.

7. Reports

In accordance with the terms of reference, the municipal monitor must report to the Minister for Local Government on such dates as the Minister may fix. In the making of any report to the Minister the municipal monitor must comply with the requirements of natural justice.