


Candidate handbook

2024





Latrobe City Council
acknowledges that
it operates on the
traditional land of the
Brayakaulung people of
the Gunaikurnai nation
and pays respect to their
Elders past and present.



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Message from the Chief Executive Officer, Steven Piasente



Standing for Council is a privilege on offer to those who are committed, motivated and passionate about creating a strong local government sector and reflecting the diversity of our local community.

Does this sound like you? If working in the best interest of your community with other like-minded people stirs your passion, I encourage you to stand for Latrobe City Council.

There are many formal roles and responsibilities of Councillors, but importantly Councillors are the link between Council and community. This has never been more important for Latrobe City. As we continue to transition our City, our **Council Plan** and **Our Transition Plan** highlight our priority to move towards a bigger and brighter future for Latrobe City. We continue to work toward our new energy future and develop pathways for new business and opportunity, because our community is at the heart of all that we do.

As past Councillors have done, you can be part of leading the way forward to creating a regional city that's smart, creative, healthy, sustainable and connected. We remain responsive to a dynamic and ever-changing environment, while consciously and thoughtfully driving towards a more sustainable and economically diverse future that plants the seeds for generations to come.

Becoming a Councillor is more than just attending Council meetings. Local government is an opportunity to get into the grassroots of your community, which takes considerable time and energy. While your relationship with the community will change, we're here to help you develop and learn about the diversity and requirements of the role.

I look forward to working with those who are keen to serve our community and create positive change for Latrobe City as a great place to live, work, invest and visit.

On behalf of Latrobe City Council, thank you for considering standing for Council in 2024.

May you put your best foot forward.

Steven Piasente
CEO
Latrobe City Council

Why stand for Council?

Being a Councillor at Latrobe City Council offers a unique opportunity to shape the future of our community.

As a Councillor, you'll have a direct impact on decisions that affect the lives of over 77,000 residents. You'll be involved in managing a budget of over \$157 million and setting the strategic direction for Latrobe City in a range of areas – planning scheme, community infrastructure, municipal health and wellbeing and physical and cultural environment. You'll also be part of leading the way forward to creating a regional city that's smart, creative, healthy, sustainable and connected, which is a key component of *Our Transition*. This role is your chance to make a real difference in the place you call home.

Standing for Council is more than just a civic duty; it's an opportunity to build trust and confidence in local democracy. Through your personal leadership and commitment to integrity and transparency in local government, you can inspire and provide leadership within the Council and across the community.

The impact you can make

As a Councillor, you'll be at the forefront of major projects and initiatives that drive the development of Latrobe City. Working with your Councillor colleagues, you'll shape township landscapes, community services, and a range of policies. You'll have a hand in approving the design and delivery of projects that enhance our infrastructure, improve our parks and recreational facilities, and support local businesses. Your decisions will help shape a vibrant, sustainable, and inclusive community for current and future generations.

Achieving community goals

Councillors are instrumental in developing and implementing the Community Vision and Council Vision, a strategic plan that directs Council activities and reflects the aspirations and needs of our residents. You'll work collaboratively with fellow Councillors and community members to ensure Latrobe City continues to thrive as it transitions. From advocating for better services to ensuring transparent and accountable governance, your role will be pivotal in achieving our collective goals.

A dynamic and rewarding role

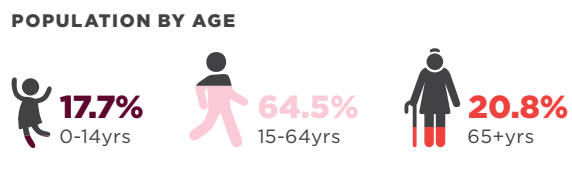
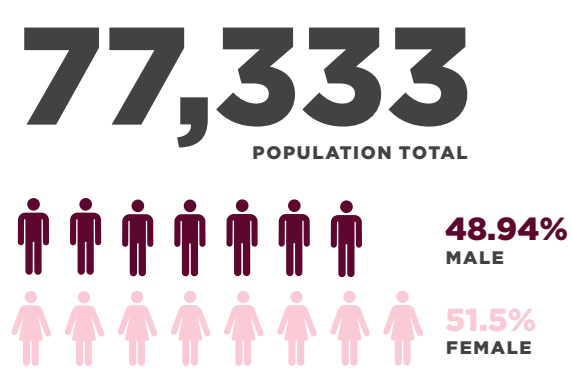
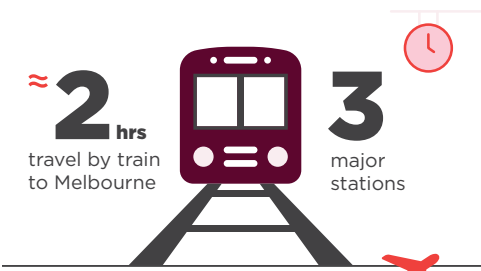
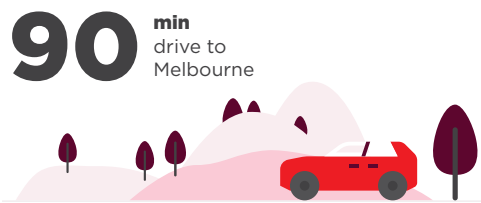
The role of a Councillor is dynamic and multifaceted. As a Councillor, you have the option to take on as many activities to suit your personal and professional commitments. You'll engage with diverse groups, from residents and businesses to state and federal government bodies. Whether it's through community engagement sessions, Council meetings, or strategic workshops, your contributions will help steer the municipality towards a brighter future. This role offers not only personal growth and leadership development but also the satisfaction of knowing that you're making a positive impact on your community.

Understanding your ward

Councillors are elected in a specific ward but are required to represent the best interests of the whole of Latrobe City. Your role is to connect the community with the decisions made by Council. By standing for Council, you can ensure the voices of your community are heard and their needs are met.

Latrobe City

Latrobe City is home to over 77,000 people with an average age of 42.

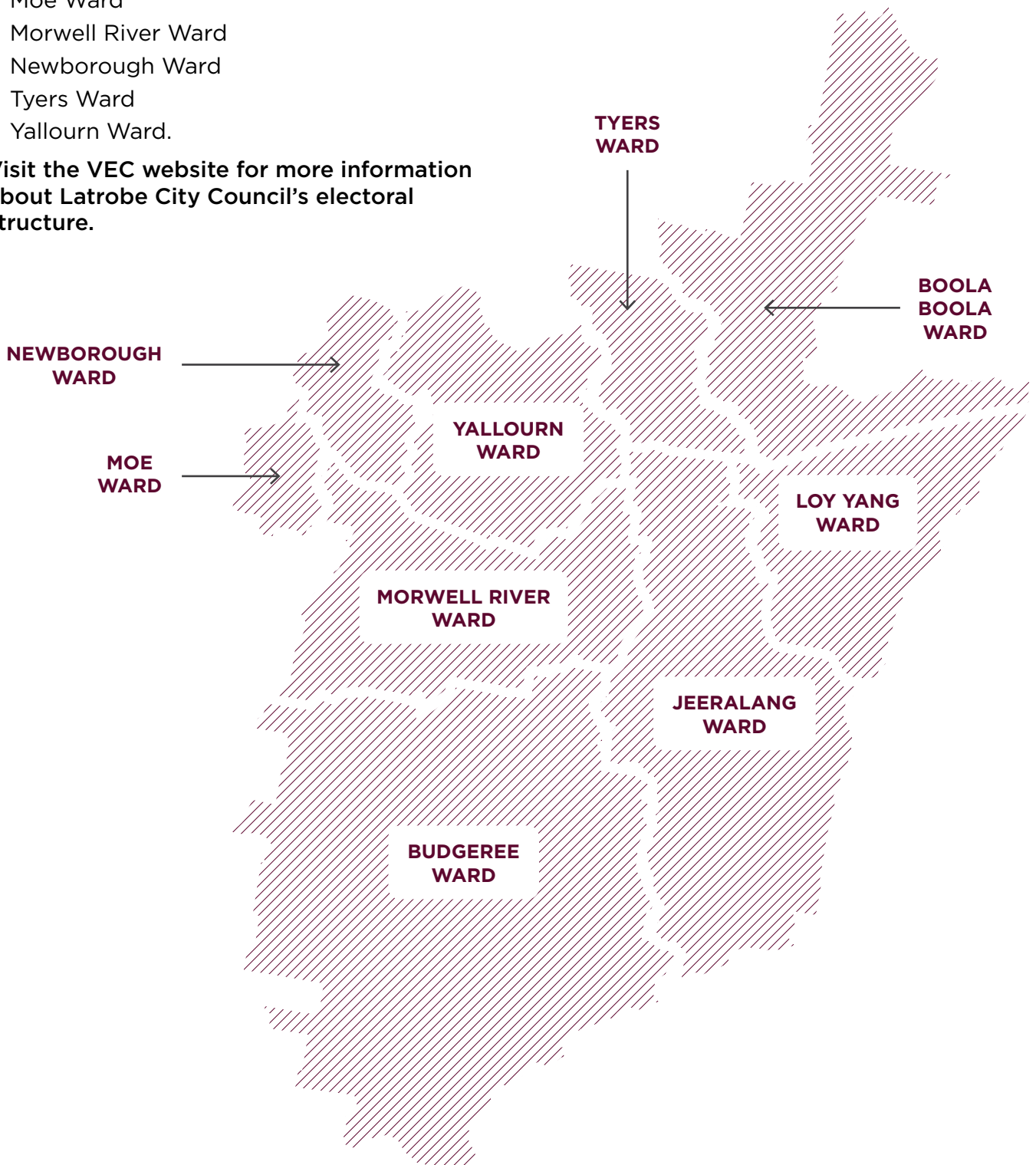


Latrobe City Council electoral wards

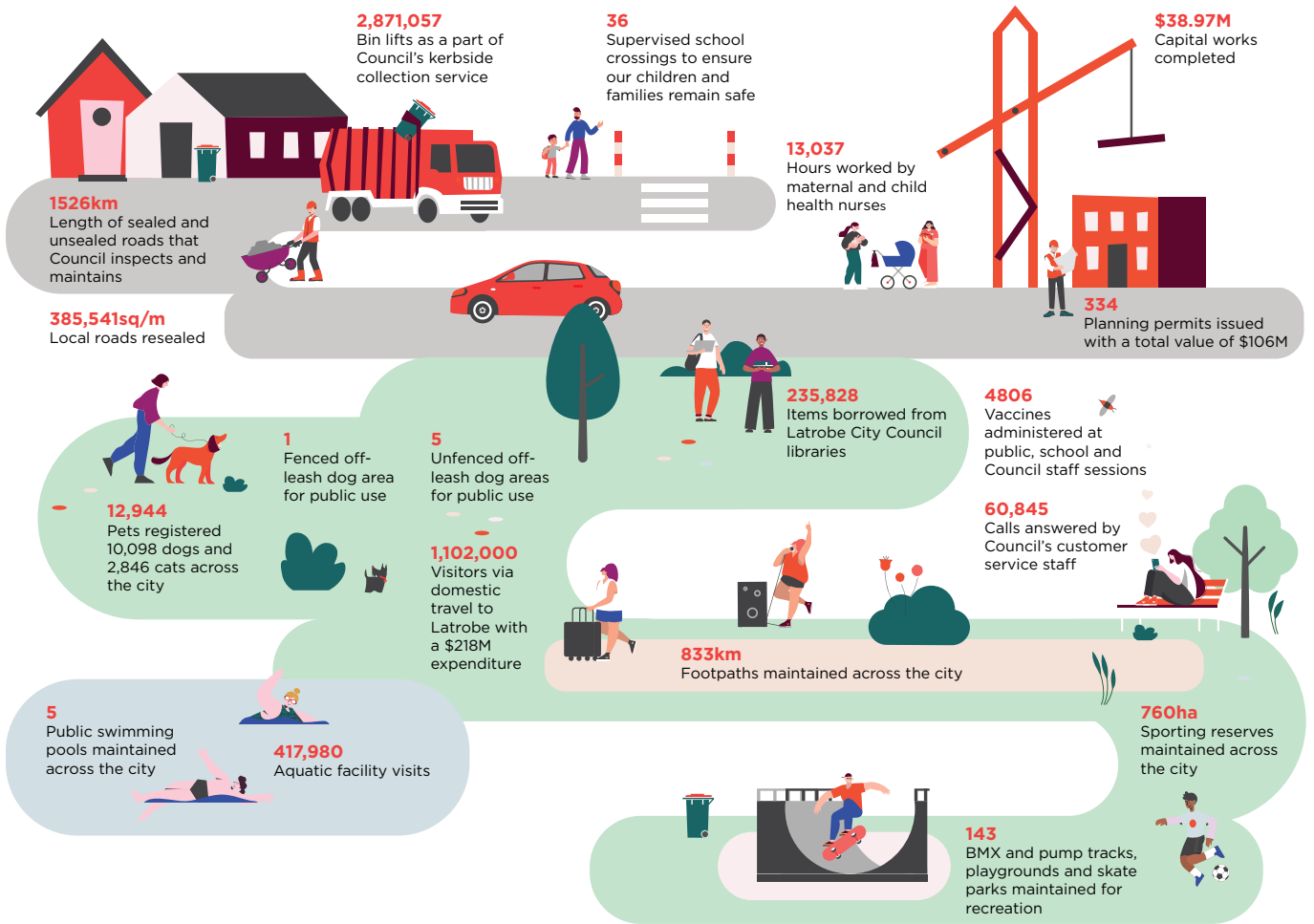
Latrobe City will have nine wards with one Councillor in each ward from October 2024:

- Boola Boola Ward
- Budgeree Ward
- Jeeralang Ward
- Loy Yang Ward
- Moe Ward
- Morwell River Ward
- Newborough Ward
- Tyers Ward
- Yallourn Ward.

Visit the VEC website for more information about Latrobe City Council’s electoral structure.



Council services



What does the Council Budget fund?

The Council Budget outlines the broad range of services provided by Council and builds upon our community's strategic vision to deliver Council's services and maintain and improve community infrastructure.

 <p>Building maintenance</p>	 <p>Childcare services</p>	 <p>Leisure facilities</p>	 <p>Library services</p>	 <p>Open space maintenance</p>	 <p>Roads</p>	 <p>Waste services</p>
<p>The provision and maintenance of 891 buildings and structures.</p>	<p>Three Council-operated childcare facilities across Traralgon, Morwell and Moe Newborough.</p>	<p>Four indoor leisure facilities maintained all-year round in Traralgon, Moe/Newborough, Churchill and Morwell.</p>	<p>6000+ active borrowers access Traralgon, Churchill, Morwell and Moe/Newborough libraries.</p>	<p>127 playgrounds and hectares of open space across the municipality.</p>	<p>1500km+ of sealed and unsealed roads maintained across the municipality.</p>	<p>39,500+ households receive kerbside garbage, recyclables and green organics collection.</p>

Work of a Councillor

Role of a Councillor

The role of a Councillor is defined in section 28 of the **Local Government Act**. In summary, Councillors are expected to represent the interests of their community when participating in decision-making of the Council. They contribute to the strategic direction of the Council, most importantly through the Council Plan. Their role does not include operational functions and responsibilities of the Chief Executive Officer (CEO).

The community expects – and the law requires – Councillors perform their role with integrity, accountability, and in the public interest.

Most importantly, it's only when meeting as a Council that Councillors make decisions. This means that Councillors are expected to respect Council's decision by not criticising or actively undermining any decisions, regardless of their personal vote or opinion. Councillors must also support the Mayor to uphold the responsibilities of the office, which includes the Mayor's role as the spokesperson for the Council.

Other relevant aspects of a Councillor's role are to:

- liaise with other levels of government, the private sector and non-government community groups
- take part in Council committees
- determine the Council's financial strategy and budget and allocate resources in collaboration with other Councillors
- attend Council meetings and relevant community events
- appoint a CEO and manage and review their performance in collaboration with other Councillors.

As part of Council, Councillors also play a key role in setting and administering planning schemes and providing permits in accordance with those schemes for the municipal area.

The **Councillor Code of Conduct** is a critical document and should be well understood. Training will be provided as part of the induction.

Role of a Councillor per the **Local Government Act**

1. The role of every **Councillor** is—
 - a. to participate in the decision making of the **Council**; and
 - b. to represent the interests of the **municipal community** in that decision making; and
 - c. to contribute to the strategic direction of the Council through the development and review of key strategic documents of the **Council**, including the **Council Plan**.
2. In performing the role of a **Councillor**, a **Councillor** must—
 - a. consider the diversity of interests and needs of the municipal community; and
 - b. support the role of the **Council**; and
 - c. acknowledge and support the role of the Mayor; and
 - d. act lawfully and in accordance with the oath or affirmation of office; and
 - e. act in accordance with the **standards of conduct**; and
 - f. comply with **Council** procedures required for good governance.
3. The role of a **Councillor** does not include the performance of any responsibilities or functions of the **Chief Executive Officer**.

Strategic direction

Making decisions about the strategic future of Latrobe City

Councillors participate in the decision-making of Council, representing the interests of the municipality and participating in strategic planning activities. Councils are responsible for maintaining community infrastructure (e.g. roads, libraries, parks and gardens) and may make and enforce local laws.

One of the most challenging aspects of this work is that the Council must make decisions that affect people's lives. Not all decisions will be popular, but the Council is required to prioritise the best interests of the whole community, including future generations.

Councils require talented and dedicated individuals to participate in making the decisions that count. Standing for Council is a great way to influence the future direction of the local community for the benefit of all its members. It can be daunting and time consuming, but highly rewarding.

Local Government Act 2020

Section 9 Overarching governance principles and supporting principles

1. A Council must in the performance of its role give effect to the overarching governance principles.
2. The following are the overarching governance principles—
 - a. Council decisions are to be made and actions taken in accordance with the relevant law;
 - b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - c. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - d. the municipal community is to be engaged in strategic planning and strategic decision making;
 - e. innovation and continuous improvement is to be pursued;
 - f. collaboration with other Councils and Governments and statutory bodies is to be sought;
 - g. the ongoing financial viability of the Council is to be ensured;
 - h. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - i. the transparency of Council decisions, actions and information is to be ensured.
3. In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—
 - a. the community engagement principles;
 - b. the public transparency principles;
 - c. the strategic planning principles;
 - d. the financial management principles;
 - e. the service performance principles.

Council meetings

The Council sets the Council meeting schedule for the year ahead. Currently, Council meetings are held monthly on the first Monday of each month at 6pm, unless it's a public holiday. Councillors are encouraged to attend in person but can also attend virtually.

Council meetings are generally open to the community to attend in person or view via livestream. For some items, Council is required to close the meeting to the public to discuss confidential items.

The **Latrobe City Council Governance Rules** set the rules for meetings, including processes for election of the Mayor, Council business and public participation in the meeting.

Sample Council Meeting Agenda and Decision-Making Guide

The following is a sample agenda for a typical Council meeting, highlighting the range of topics and decisions Councillors may be involved in.

1. **Acknowledgement of the Traditional Owners of the Land**
Recognition and respect for the traditional custodians of the land.
2. **Apologies and Leave of Absence**
Recording of any councillors absent from the meeting.
3. **Adoption of Minutes**
Confirming the minutes from the previous council meeting held on 4 September 2023.
4. **Declaration of Interests**
Councillors declare any conflicts of interest related to items on the agenda.
5. **Public Participation Time**
Opportunity for the public to ask questions or make statements about items on the agenda.
6. **Strategic Items for Decision:**
 - 6.1 **Review of Governance Rules**
Decision to adopt revised Governance Rules and make them available for public inspection.
 - 6.2 **Adoption of Project Reference Group Terms of Reference**
Approval of terms of reference for project groups related to Gippsland Sports and Entertainment Park, Gippsland Regional Indoor Sports Stadium, and Ted Summerton Reserve.
 - 6.3 **Local Roads and Community Infrastructure Program - Phase 4 (Part B)**
Endorsement of projects for submission for funding under this program.
 - 6.4 **New Energy Projects Investment - Increase to the CEO Approval Amount**
Approval of additional funding for new energy projects and delegation of contract award authority to the CEO.
 - 6.5 **Establishment of a Project Reference Group for Regional Car Park Fund at 2 Kay Street Traralgon**
Formation of a reference group to manage the regional car park fund.
 - 6.6 **CEO Delegation to Award Construction Contracts for the Marshalls Road Projects**
Delegating authority to the CEO to award contracts and approve expenditures for the Marshalls Road projects.

6.7 **Review of the Moe Activity Centre Plan**

Endorsement to prepare an updated Moe Activity Centre Plan and seek funding for related assessments.

7. **Statutory Planning:**

7.1 **Use and Development of Land for a Childcare Centre at 7, 9, and 11 Burns Street, Traralgon**

Decision on a planning permit application for a childcare centre and related signage.

8. **Corporate Items for Decision:**

8.1 **Authorisation of Councillors for Certification of the 2022/23 Finance Report and Performance Statement**

Approval of financial and performance statements and authorization of councillors to certify the documents.

8.2 **2023/24 Community Grants and Sponsorship Program - Round 1**

Approval of grant applications and sponsorships for various community projects.

8.3 **Funding Application to Country Football and Netball Program**

Endorsement of a funding application for lighting upgrades at Gaskin Park Oval 2.

8.4 **Latrobe City Interim Social & Affordable Housing Policy Review**

Revocation of the 2021 policy and adoption of the revised 2023 policy.

8.5 **Authorisation of a Council Officer under the *Planning & Environmental Act 1987***

Appointment and authorisation of a council officer under the *Planning and Environment Act*.

9. **Urgent Business:**

10. **Reports for Noting:**

10.1 **Contract Variations for the Period 1 January 2020 to 30 June 2023**

Report on contract variations deferred for future consideration.

10.2 **Pension Rebates and Hardship Applications 2022/23**

Noting a report on pension rebates and hardship applications.

10.3 **Presentation of the Audit and Risk Committee Minutes - 24 August 2023**

Noting the minutes from the Audit and Risk Committee meeting.

11. **Questions on Notice:**

Submission of questions by the public to be answered during the meeting.

12. **Notices of Motion:**

Proposals by councillors for new actions or decisions to be considered by the council.

13. **Items for Tabling:**

Presentation of documents or reports to be officially recorded in the council minutes.

14. **Acknowledgements:**

Acknowledgement of individuals and groups for their contributions and achievements.

15. **Meeting Closed to the Public to Consider Confidential Information:**

Consideration of confidential items such as commercial negotiations and private commercial information.

Councillor briefings

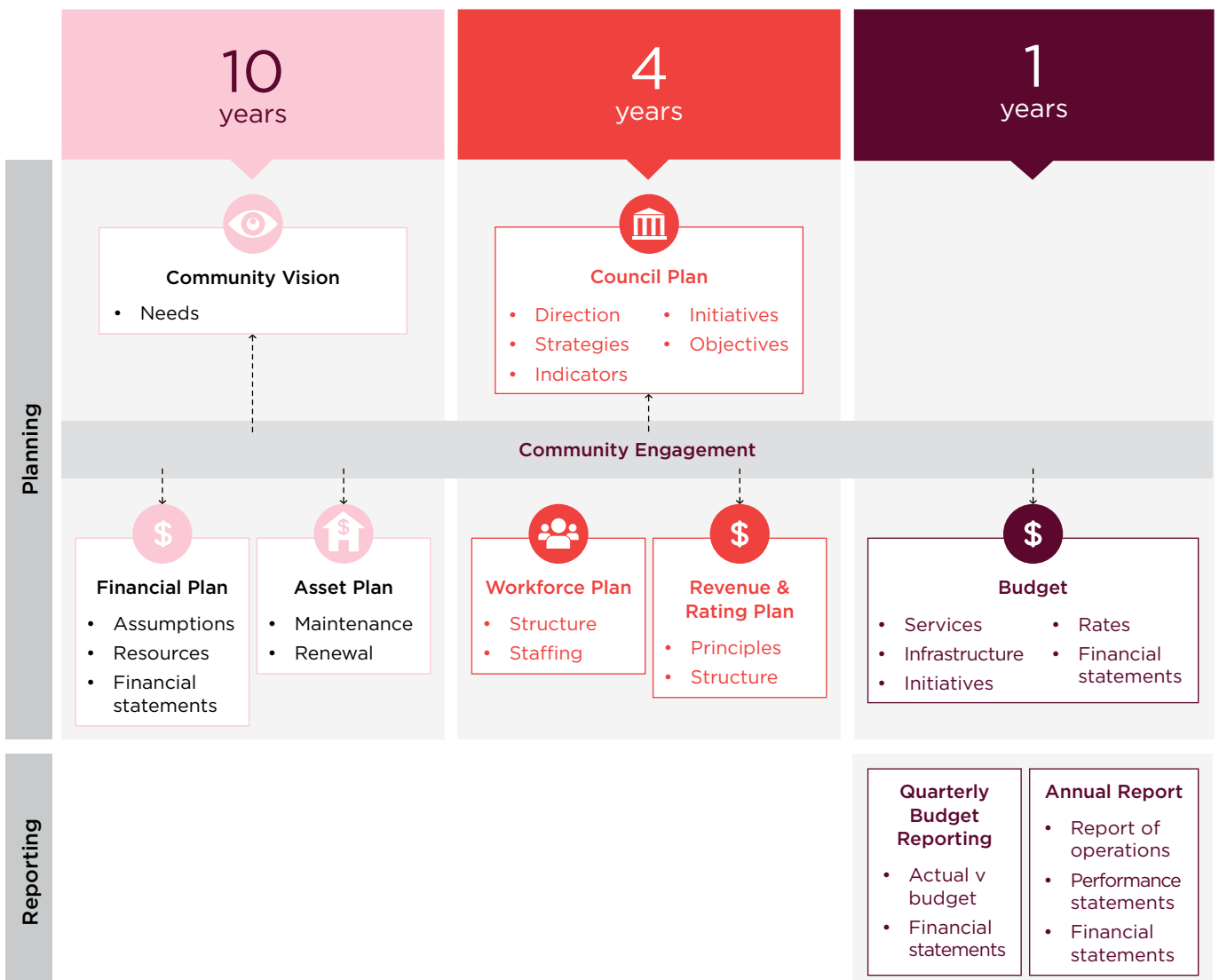
Councillors are supported in their decision-making through Councillor briefings and presentations. Briefings are scheduled for 5.30pm for up to three hours on the two Mondays preceding each Council meeting. These sessions provide Councillors with updates on ongoing work, allow them to review upcoming Council matters, and offer an opportunity to ask questions of officers.

While briefings are important opportunities for clarifying issues and providing feedback on officer reports, **they're not decision-making forums.**

Additionally, Councillors are invited to attend presentations and workshops on specific issues, which may be scheduled at the beginning of briefings or as out-of-session events. These sessions are planned in consultation with Councillors and are often held outside regular business hours to accommodate their schedules.

Strategic direction - Integrated Planning

The below diagram explains Council's link to the Latrobe City Community Vision, Council Plan and the Financial Plan within our Integrated Planning diagram. This diagram guides the Council in identifying community needs and aspirations over the long-term (Community Vision and Financial Plan), medium-term (Council Plan and Workforce Plan) and short-term (Annual Budget), and then holding itself accountable (Annual Report).



Community Vision 2031

The Community Vision was informed by a community survey, targeted conversations, listening posts and the appointment of a Community Panel, brought together to share their stories and aspirations for the future of Latrobe City. The survey and listening posts explored economic, environmental and social themes to identify the aspects residents valued most.

In 2031 Latrobe City will be known for being smart, creative, healthy, sustainable and connected. It will be the most liveable regional city and at the forefront of innovation.

Working together we are a diverse, connected and resilient community, supporting the equitable diversification of our economic base and transition towards a low emissions future.

We are known as a community that is equitable, liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

Community engagement is at the heart of Council, setting its priorities and delivering outcomes for the municipality.

It's important that Councillors effectively communicate the Council Vision to all members of their municipal community and deliver the long-term objectives consistent with this vision.





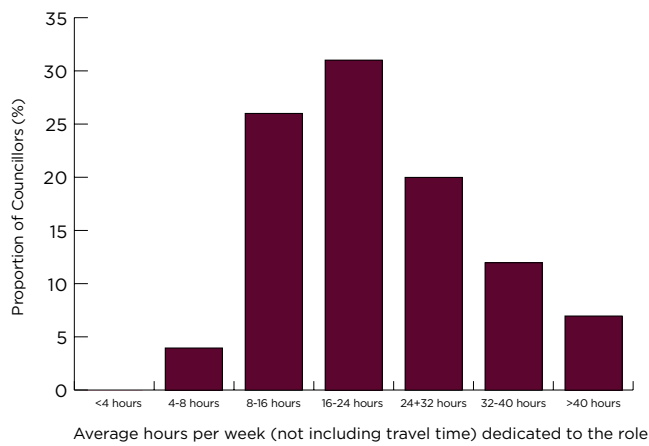
Key strategic documents

- **Annual Report:** Under the *Local Government Act 2020*, Councils are required to report to the community on a variety of topics covering Council operations, performance and finances.
- **Council Plan:** Sets the scene for the next four years as Council works to address community priorities and outline a long-term vision for a future rich in culture, community, and economic opportunity. This Plan works in concert with our Municipal Public Health and Wellbeing Plan.
- **Financial Plan:** The Financial Plan links to the achievement of the Latrobe City Council Community Vision and the Council Plan within the Integrated Strategic Planning and Reporting framework. This framework guides the Council in identifying community needs and aspirations over the long-term (Community Vision), medium-term (Council Plan) and short-term (Annual Budget) and then holding itself accountable (Annual Report).
- **Transition Plan:** Council's approach to transition reflects the key actions and performance measures of the Council Plan while remaining responsive to a dynamic and ever-changing environment.
- **Asset Plan:** Provides a 10-year direction as to how the Council Plan and Financial Plan actions and forecasts link to the assets which Council manages and/or owns. The Asset Plan forecasts the requirements needed to maintain the assets in a fit for purpose state or details the outcomes when those resources are not available.
- **Municipal Public Health & Wellbeing Plan:** Living Well Latrobe is a four-year plan that describes how Latrobe City Council will work with the community and our partners to maintain and improve everyone's health and wellbeing in our community. Community and health partner engagement has informed the development of Living Well Latrobe. The Plan is a legislative requirement and incorporates the aspirations of our community identified through the 'Your Latrobe' engagement in 2021, as well as the priorities identified by our health partners.
- **Annual Budget 2024/25:** The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

Time commitment

Being a Councillor is more than attending Council meetings. Preparing to make informed decisions requires a significant time commitment.

Respondents to a 2019 survey of 187 Councillors reported that they spend a significant amount of time on their role. A first term Councillor can expect to spend additional time in the first six to 12 months while learning about diverse, complex and technical matters that come before Council, and the requirements of the role.



Councillors should anticipate attending at least one meeting per week. In addition to regular Council meetings, they may also nominate and serve on specific committees, which hold separate meetings. Councillors may be required to attend meetings and events on weekends and evenings on behalf of the Council.

Councillors are also responsible for responding to phone calls and correspondence from community members raising issues of concern or providing feedback. Much of this communication occurs over email.

A typical month of responsibilities shared across the Councillor group

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	6 to 9pm Council meeting		5.30 to 7pm Committee meeting	10am to 1pm Audit & Risk Committee meeting			1 to 3pm Community event (optional)
Week 2	5 to 7pm Councillor briefing presentations	5.30 to 7pm Committee meeting	3 to 4pm Site tour (optional)	1 to 3pm MAV Councillor development (optional)	5 to 9pm Community event (Optional)		
Week 3	5.30 to 9pm Councillor briefing	4 to 5pm Trust meeting	5.30 to 7pm Committee meeting	4 to 5.30pm Citizenship ceremony (optional) 6.30 to 8pm Citizenship ceremony (optional)			
Week 4	5.30 to 9pm Councillor briefing	5 to 7pm Councillor briefing presentations					1 to 2pm Local sporting event presentation



Consideration of existing commitments

While most Councillors maintain responsibilities outside their role on the Council, it’s important to be realistic about the time commitment required and its impact on other activities, including employment, family, and other community leadership roles. Councillors should also consider potential conflicts of interest between these personal and professional responsibilities and the decisions they make on behalf of the Council.

Mandatory induction

Latrobe City Councillors elected in 2024 are required to attend an initial five-day induction program as mandated by Section 32 of the **Local Government Act**.

This program is mandatory for both new and returning Councillors and will be held from 12 to 13 and 18 to 20 November 2024. There will be additional dates scheduled in the first few months to build on the initial program and ensure Councillor compliance with statewide mandatory training requirements. This is expected to be released in October 2024.

Councillors must complete a mandatory induction program and ongoing training.

Welcome and connect	Council site tour	Councillor for Latrobe City	Councillor role and responsibilities	Down to business
<p>Tuesday 12 November</p> <ul style="list-style-type: none"> • CEO welcome • Connecting as a Council • Meet Senior Officers • Oath/affirmation and official photographs 	<p>Wednesday 13 November</p> <ul style="list-style-type: none"> • Councillor administrative set-up • Bus tour of key sites • Welcome dinner 	<p>Monday 18 November</p> <ul style="list-style-type: none"> • Council Plan • Committees • Community engagement • Representing Council and official duties 	<p>Tuesday 19 November</p> <ul style="list-style-type: none"> • Roles and responsibilities • Councillor conduct • Interactions policy and Councillor only time 	<p>Wednesday 20 November</p> <ul style="list-style-type: none"> • Governance rules • Mock Council meeting • Organisation overview and strategic priorities

This is an indicative overview of the order of events and is subject to change.

Requesting information

Building a strong and collaborative relationship between Councillors and Council staff is essential for effective governance and community service. Latrobe City Council consists of the democratically elected Councillors, the CEO and staff. Councillors, the CEO and staff have different roles and responsibilities, and work together for the benefit of the community. The respective roles and responsibilities of Councillors and staff should be mutually understood and upheld for the benefit of the community.

It's an offence for Councillors to intentionally direct or seek to direct a member of Council staff. The **Councillor Code of Conduct** sets out key roles and relationships between Councillors and officers. The Councillor and Staff Interaction Operational Policy sets out procedures for appropriate interactions between Councillors and staff. Key aspects include:

- Seeking advice and information: Councillors should request advice or information through the appropriate channels, ensuring all requests are directed to the correct staff members via the Pathway system or other designated procedures.
- Authorised contacts: Only specific Council employees, as designated by the CEO, are permitted to respond to Councillor requests. This approach ensures that all interactions are documented and handled transparently.
- Timeframes for providing requested information.

Gathering information

Reading

Electronic copies of the Council meeting and briefing agendas are emailed to Councillors on the Thursday before the meeting scheduled for the following Monday. Councillors are expected to review the agenda papers, which include Council officer reports and attachments, prior to Council meetings and briefings. Some agenda packs may exceed 1000 pages. Former Mayor's estimate that reviewing these documents takes about seven hours each week. Candidates should also allocate additional time for reading and preparation to support their participation in Council committees.



Council committees

Latrobe City Councillors chair or sit on a range of committees. Committees play a role in managing and maintaining various Council responsibilities and functions. They also provide an opportunity for community members and organisations to contribute to the development of Council plans and strategies by providing information, advice, and feedback. Committees comprise one or more Councillors and several community members.

Committee appointments are reviewed annually by the Council.

Audit and Risk Committee

The Audit and Risk Committee must be established by Council under section 53 of the Act. It's not a delegated committee and must be chaired by an independent member. The membership must comprise current Councillors and a majority of members who are not Councillors with collective expertise in financial management and risk, and experience in public sector management.

The **Audit and Risk Committee** provides expert advice and monitors Council:

- compliance of Council policies and procedures with legislative and regulatory requirements
- financial and performance reporting
- risk management and fraud prevention
- internal and external audit functions.

Council officers can't sit on the committee.

Delegated Committees

Delegated Committees are appointed to make decisions on behalf of a Council. Latrobe City Council currently doesn't have any Delegated Committees under section 63 of the Act.

Community Asset Committees

Community Asset Committees are created under section 65 of the Act for the purpose of managing community assets in the municipal district. A Community Asset Committee can exercise powers of Council included in its Instrument of Sub-Delegation.

Latrobe City has Community Asset Committees to manage assets such as recreation and bushland reserves.

Advisory Committees

Advisory Committees are created by Council to provide advice on matters relevant to strategic matters of the Council. They don't have any delegated decision-making powers of the Council.

A list of all Latrobe City Council committees is available on the Committees page of the Latrobe City Council website.

CEO Employment Matters Committee

Council must establish a committee to oversee matters relating to CEO employment and remuneration in accordance with section 45(2) of the Act. The Committee is to be chaired by an independent member who is a full member of the Committee and is entitled to be remunerated for their advisory role. This committee is responsible for overseeing all aspects of the CEO's employment lifecycle, including recruitment, performance reviews, and contract management. The committee ensures that the CEO's remuneration and benefits are fair, transparent, and aligned with the Council's strategic objectives. By adhering to the principles of good governance, the committee supports the Council in achieving its goals while maintaining high standards of accountability and integrity. Councillors on this committee play a crucial role in shaping the leadership and direction of the Council through their involvement in these processes.



Representing Council in the wider community

External committees

Councillors represent Council on external committees run by the state and federal government, peak bodies, and other forums to advocate for issues that can impact the Latrobe City municipality.

Examples of committees with Councillor representatives include Regional Cities Victoria, Resource Recovery Gippsland and Municipal Association of Victoria.

Official duties and attending community events

Councillors are supported in performing official duties on behalf of the Council at community events. This may occur at the request of the Mayor or as a representative of a Council committee. Additionally, Councillors may receive invitations to attend or participate in community group committees, which are voluntary opportunities for individual Councillors.

Council officers in Mayoral and Councillor Support provide dedicated assistance to manage invitations, requests for support, and diary scheduling for Councillors.

Standing as a candidate in Latrobe

The Victorian Electoral Commission (VEC) administers local government elections and provides support to candidates.

VEC

Electoral office

Candidates can contact the VEC's Election Manager for Latrobe City. They will be based at the Moe Town Hall, 69 Albert Street Moe 3852. The office will be open during business hours from 9 September to 23 October 2024. The office will have extended hours on 24 October 2024 (8pm close).

Candidate Information Sessions

The VEC is holding two information sessions for prospective candidates to explain the electoral laws relevant to their nominations. These sessions are being held in person at Kernot Hall, Corner of Princes Drive and Monash Way, Morwell 3840 on:

- Wednesday 4 September 2024 at 6pm
- Friday 6 September 2024 at 5.30pm

A recorded information session will also be available, but it won't offer interactive participation.

Declaration of the election

The VEC will declare the election results at Kernot Hall on 11 November 2024 at 2pm.

Eligibility to be a Councillor

To nominate as a candidate in a local Council election, you must:

- be at least 18 years of age
- have completed the mandatory **Local Government candidate training** before nominating
- be an Australian citizen
- be enrolled to vote in the Council you are contesting
- not be disqualified from being a Councillor.

Visit the VEC website for further information.

Support for Latrobe City Councillors

Administrative and IT support

Councillors are provided with several resources and support to assist them in undertaking their duties. This includes office administration and support, professional development support, and equipment such as mobile phones, computers, tablets, and printers.

Mayoral and Council Support provide administrative support to the Mayor and Councillors to assist with their Council responsibilities. This includes time management, invitation responses, appointments, organisation of meetings, and ensuring all calendars are maintained efficiently, in line with Council policies, procedures and practices. The Mayor also has a dedicated office, and support from an officer.

Allowance

The Mayor, Deputy Mayor and Councillors are entitled to receive from the Council an allowance as determined by the Victorian Independent Remuneration Tribunal. Effective from 1 July 2024, the Victorian Independent Remuneration Tribunal determined that the allowance payable to Mayors, Deputy Mayors and Councillors (Victoria), for a category 2 Council are as follows: Mayor \$109,114, Deputy Mayor \$54,558 and Councillors \$34,028. The allowance is inclusive of any Superannuation Guarantee Contribution amount, or equivalent, that may be payable under Commonwealth law to the Council member with respect to their service. The Mayor also receives use of a fully maintained motor vehicle, a dedicated office, and support from an officer.

At the Scheduled Council meeting on 12 April 2021, Latrobe City Council resolved to set the Mayor and Councillors allowances for the 2020 to 2024 term at the maximum allowable amount for a category 2 Council.

In addition to the Mayor, Deputy Mayor and Councillor allowances, Councillors are entitled to seek reimbursement for expenses such as travel and childcare.

These expenses and resources are specified in the **Councillors and Delegated Committee Members Expenses, Resources and Support policy**.

Latrobe City Council overview

Top tier organisation structure and functions



Chief Executive Officer
Steven Piasente



Executive Assistant to the Chief Executive Officer
Vanessa Appleyard



General Manager Regional City Planning and Assets

Jody Riordan

- City Assets
- City Presentation
- Environment and Sustainability
- Planning



General Manager Community Health and Wellbeing

Georgia Hills

- Active Communities and Partnerships
- Creative Venues, Events and Tourism
- Family Services
- Safe Communities
- Emergency Management



General Manager Organisational Performance

Nathan Kearsley

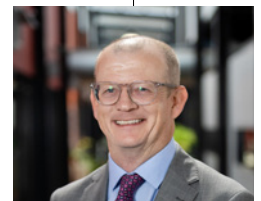
- Financial Support
- People and Culture
- Business Improvement
- Property Operations



Regional City Strategy and Transition

Tim Ellis

- Engagement and Customer Focus
- Governance
- Business Development
- Economic Investment and Transition
- Advocacy and Transition



Executive Manager Sports Legacy and Activation

James Rouse



Office of the Chief Executive Officer

- Chief Executive Officer
- Mayoral and Councillor Support

General Manager Regional City Planning and Assets

- Planning including statutory planning permit application, Council and community-initiated planning scheme amendments and development plans, infrastructure delivery planning and coordination.
- Environment Services including weed management, biodiversity protection, waste and waterway management, landfill, garbage collection, emissions reporting.
- Infrastructure including capital works programs, maintenance of buildings, roads and drainage, maintenance of existing infrastructure, playgrounds and open space.

General Manager Community Health and Wellbeing

- Safe Communities including animal management services, school crossing supervision, local laws, registration and monitoring of food and beauty premises and building services.
- Family and Children Services including kindergarten programs, immunisation program, playgroups and maternal and child health services.
- Community Development and Information including libraries, support community engagement and connection, deliver improvements to community health and wellbeing.
- Events and Tourism including civic events and festivals, manage and promote events and venues.
- Four indoor leisure facilities maintained all year round in Traralgon, Moe/Newborough, Churchill and Morwell.
- Emergency Management which includes the development and implementation of comprehensive emergency management plans, coordination disaster response and recovery efforts and ensuring community safety through public education and awareness programs.

General Manager Regional City Strategy and Transition

- Economic Investment and Transition including investment attraction, managing, maintaining and developing the Latrobe Regional Airport, Advanced Air Mobility developments.
- Business and Industry Development including business development, support and training services, pursuing new business investment and employment growth and a concierge system to support people seeking permits and licences and new energy opportunities.
- Engagement and Customer Focus which includes communications and community engagement, marketing, customer focus and headquarters management.
- Governance which includes Council governance, corporate information management, facilitating internal audits, risk management and insurance, legal services and facilitating compliance requirements including registers and policies.
- Advocacy and Transition including a focus on transitioning workforce and advocating for the community to deliver projects in partnership with other levels of government to meet the current and long-term needs of our Regional City.

General Manager Organisational Performance

- Financial Support including financial management and preparation of the Budget together with procurement.
- People and Culture including human resources services, occupational health and safety and recruitment.
- Business Improvement including organisational business planning and performance reporting, development of the Council Plan and Annual Report and providing information and technology solutions.
- Property Operations to support the management, acquisition and/or disposal of Council's property portfolio.

Executive Manager Sports Legacy and Activation

Delivering projects through the:

- Regional Sports Infrastructure Package which includes redevelopment and upgrades to local sporting infrastructure.
- Council Support Package funding which includes initiatives across Latrobe City to support economic development, community asset uplift, upgraded sporting facilities, and support for volunteers following the Commonwealth Games cancellation.



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Service Centres & Libraries

Morwell

Corporate Headquarters
141 Commercial Road, Morwell

Morwell Library
63-65 Elgin Street, Morwell

Moe

Moe Service Centre and Library
1-29 George Street, Moe

Traralgon

Traralgon Service Centre and Library
34-38 Kay Street, Traralgon

Churchill

Churchill Community Hub
9-11 Philip Parade, Churchill

To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.