


Candidate handbook

2026





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.



Table of contents

Message from the Chief Executive Officer	04
Why stand for Council?	05
Latrobe City	06
Work of a Councillor	09
Standing as a candidate in Latrobe	21
Support for Latrobe City Councillors	22
Latrobe City Council organisation overview	23

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.

A by-election will be held in August 2026 to elect a Councillor for the Morwell River Ward. 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 grow our City, our Community Vision and Council Plan highlights our priority to be a vibrant, thriving, healthy, connected and welcoming regional 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.

Like past and current Councillors, you can be part of leading the way forward to creating a regional city that's a hub of growth, learning, opportunity, and innovation. We remain responsive to an 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 requirements of the role.

I look forward to working with the successful candidate to serve our community and create positive outcomes 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 2026.

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 78,000 residents. You'll be involved in managing a budget of over \$177 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 a hub of growth, learning, opportunity, and innovation. 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 Plan, 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. 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

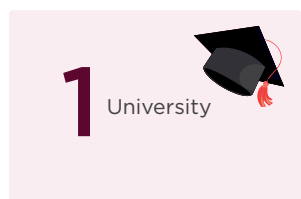
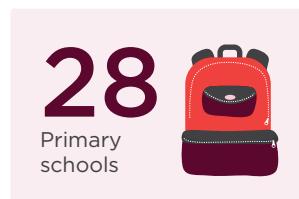
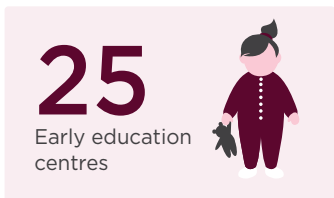
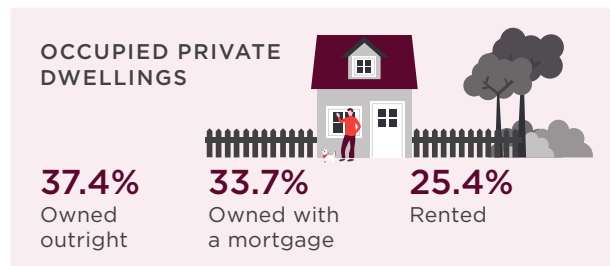
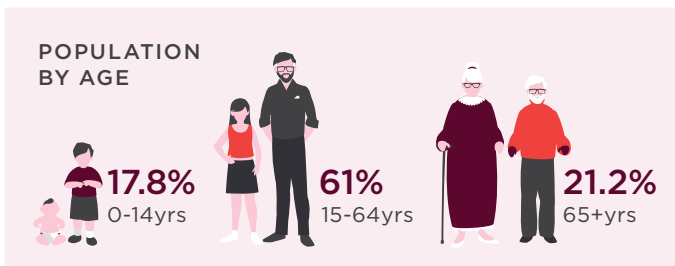
The role of a Councillor is dynamic and multifaceted. As a Councillor, you have the option to take on as many activities to suit your personal and professional commitments. You'll engage with diverse groups, from residents and businesses to state and federal government bodies. Whether it's through community 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 78,000 people with an average age of 42.

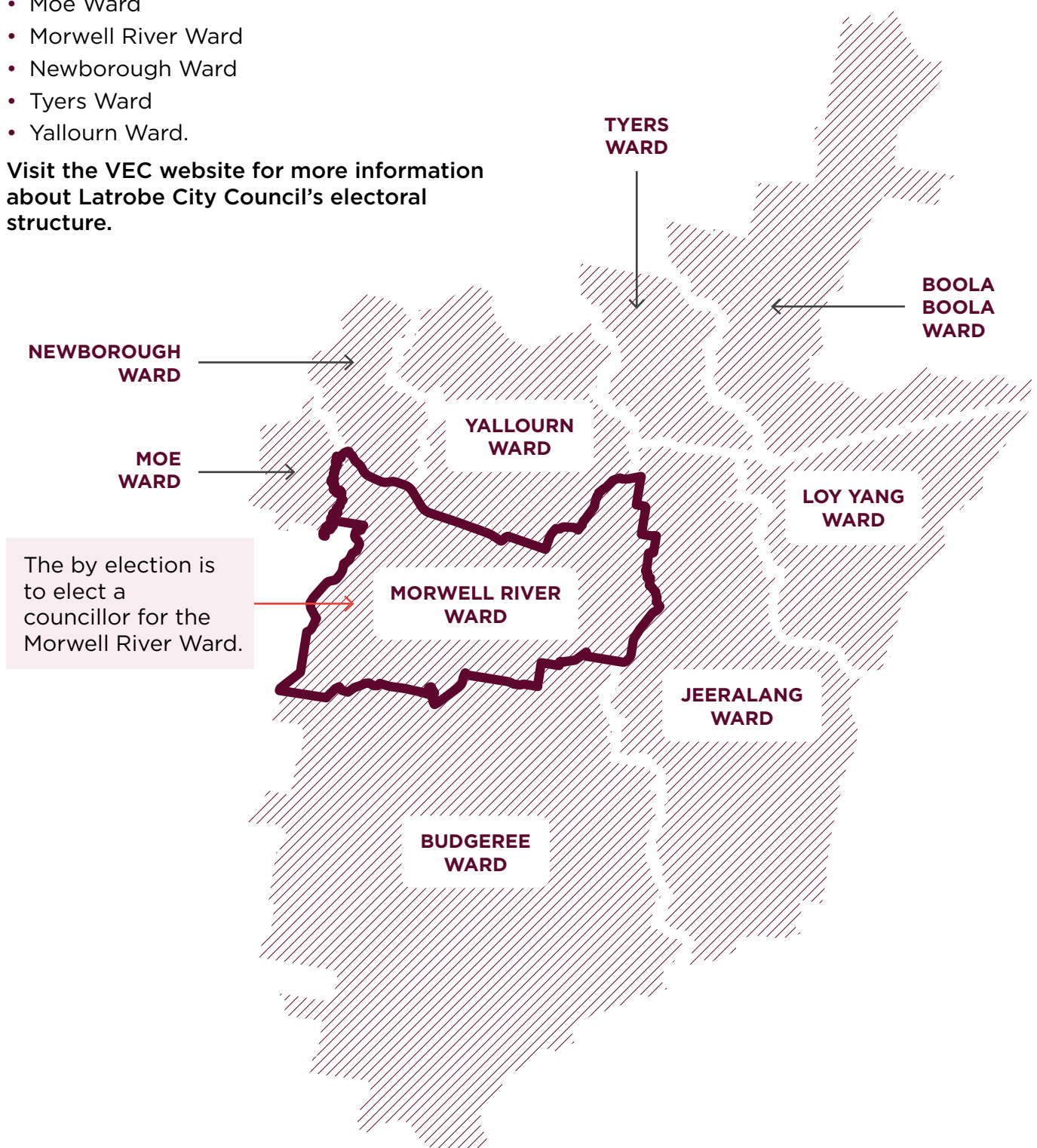


Latrobe City Council electoral wards

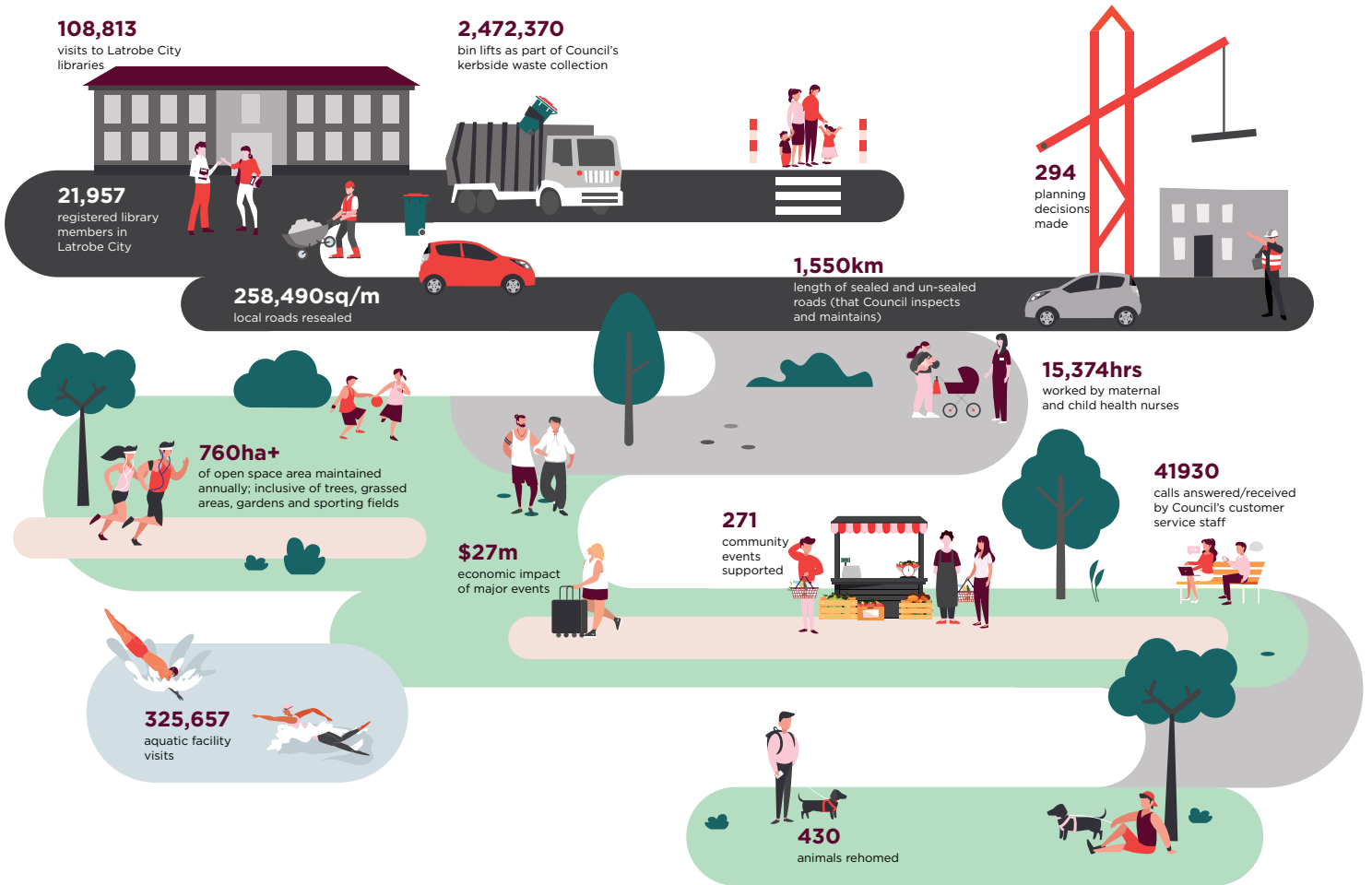
Latrobe City has nine wards with one Councillor in each ward:

- Boola Boola Ward
- Budgerie 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.

Building maintenance	Childcare services	Leisure facilities	Library services	Open space maintenance	Roads	Waste services
 <p>The provision and maintenance of 901 buildings and structures valued at \$405 million.</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>21,957 registered library members access Traralgon, Churchill, Morwell and Moe/Newborough libraries.</p>	 <p>132 playgrounds and hectares of open space across the municipality.</p>	 <p>1,550km+ 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 fourth Monday of each month at 6pm, unless it's a public holiday. Councillors attend in person.

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.

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 in which Councillors may be involved.

1. **Acknowledgement of the Traditional Owners of the Land**
Recognition and respect for the traditional custodians of the land.
2. **Moment of Reflection**
To observe a minute of silence to reflect on Council's responsibility to the community.
3. **Apologies and Leave of Absence**
Recording of any councillors absent from the meeting.
4. **Adoption of Minutes**
Confirming the minutes from the previous council meeting.
5. **Declaration of Interests**
Councillors declare any conflicts of interest related to items on the agenda.
6. **Acknowledgements**
Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.
7. **Public Participation Time**
Opportunity for the public to ask questions or make statements about items on the agenda.
8. **Notices of Motion**
Proposals by councillors for new actions or decisions to be considered by Council.
9. **Strategic Items for Decision**
 - 9.1 **Advocacy Agenda - Tiered Priorities**
Seek adoption of the advocacy priorities for the next financial year.
 - 9.2 **Red and Green Tape Fee Review and Business Friendly Council Program**
Provide an update on the review and seek approval of an improvement action plan, informed by the Review and the Business Friendly Council Program.
 - 9.3 **Precinct Structure Plan - Next Steps**
Provide an update on the process and seek adoption of the proposed next steps.

10. Statutory Planning

10.1 Use and Development of Land

Decision on a planning permit application for a new purpose and related signage.

11. Corporate Items for Decision

11.1 Quarterly Budget report

Provide Council with the financial results for the quarter in accordance with the provisions of Section 97(1) of the *Local Government Act 2020*.

11.2 Authorisation of Council Officers under the *Planning and Environment Act 1987*

To seek authorisation of officers under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*

12. Urgent Business

Council may resolve to add an urgent business item to the agenda if it relates to or arises out of a matter which has arisen since distribution of the agenda and cannot reasonably or conveniently be deferred until the next meeting.

13. Reports for Noting

13.1 Quarterly Contract Variations

Report on contract variations for the preceding quarter.

13.2 Audit and Risk Committee meeting minutes

To note the minutes from the Audit and Risk Committee's recent quarterly meeting.

14. Questions on Notice

Responses to any questions that were taken on notice during a previous Council Meeting.

15. Items for Tabling

Presentation of documents or reports to be officially recorded in the Council Meeting minutes, such as petitions.

16. Meeting Closed to the Public to Consider Confidential Information

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

Councillor briefings

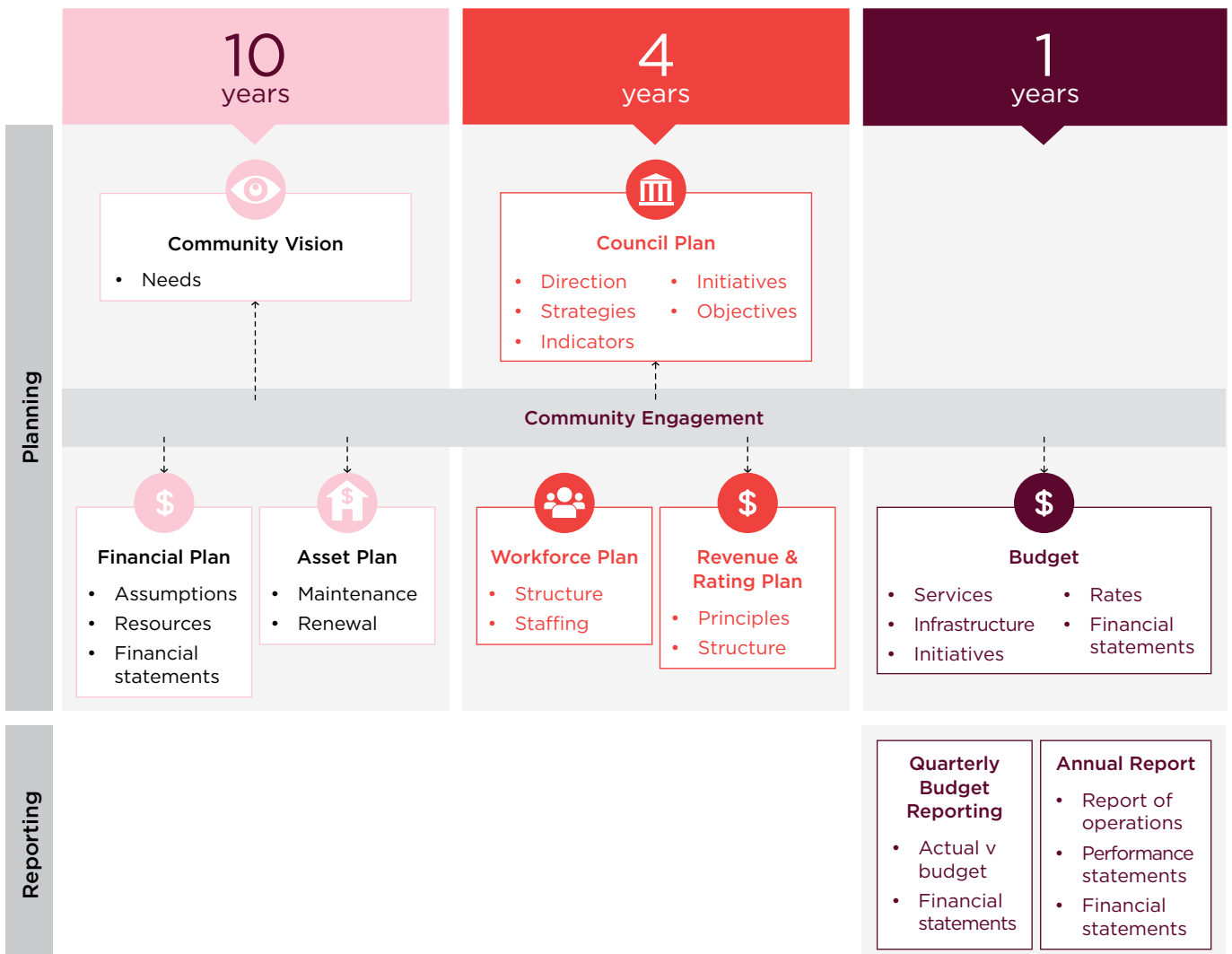
Councillors are supported in their decision-making through Councillor briefings and presentations. Briefings are scheduled for 5.30pm for up to three hours on the first and third Mondays of the month, with a 4pm start for the second of the two briefings being trialled. These sessions provide Councillors with updates on ongoing work, allow them to review upcoming Council matters, and offer an opportunity to ask questions of officers. Councillors typically attend these sessions in person.

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 2035

The Community Vision was informed by a community survey, targeted conversations, listening posts, community feedback through the public exhibition process 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 community and service priorities, as well as what people valued about Latrobe City, to identify what mattered most to residents.

In 2035, Latrobe City is a vibrant, thriving, healthy, connected and welcoming regional community where everyone feels safe and involved.

Our local businesses prosper, create diverse job opportunities, foster a highly skilled workforce and draw significant investment. Latrobe City is a hub of growth, learning, opportunity, and innovation.

We have stunning natural surroundings and outstanding creative, educational, recreational and cultural opportunities that underpin exceptional wellbeing and renowned visitor experiences.

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.





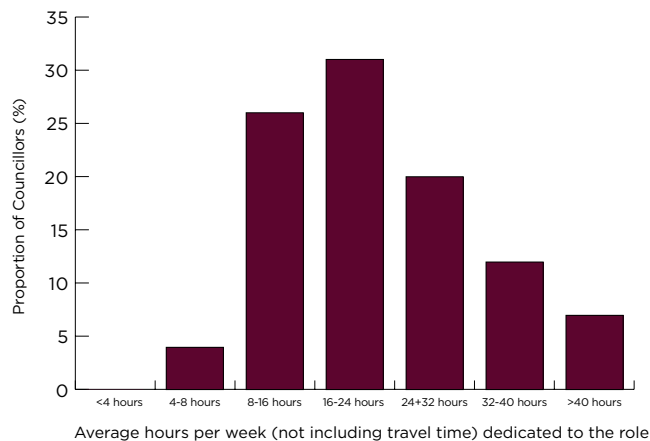
Key strategic documents

- **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. Council's Municipal Health and Wellbeing Plan is also incorporated into the Council Plan, with the two documents working in concert.
 - **Municipal Public Health & Wellbeing Plan:**
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.
- **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).
- **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.
- **Annual Budget 2025/26:** The Budget is a rolling four-year plan, published annually, that outlines the financial and non-financial resources that Council requires for the year ahead, to achieve the strategic objectives described in the Council Plan.
- **Annual Report:** Under the *Local Government Act 2020*, Council publishes a report outlining the year in review— reporting on what happened in the financial year.

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	5.30pm to 9pm Councillor briefing		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 out of session 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	3 to 4pm 3 to 4pm Councillor Professional Development session (mandatory)	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	6pm to 9pm Council meeting	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 from 2024 are required to complete an 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 within the first three months of a new Councillor's term.

The induction program will cover several parts as outlined below, to be delivered in person.

<p>Welcome and connect</p>	<p>Council's priorities</p>	<p>Councillor for Latrobe City</p>
<p>Part 1</p> <ul style="list-style-type: none"> • CEO welcome • Meet fellow Councillors • Meet Senior Officers • Oath/affirmation • Official photos • Councillor administrative set up 	<p>Part 2</p> <ul style="list-style-type: none"> • Council Plan • Budget • Organisational overview and priorities • Advocacy 	<p>Part 3</p> <ul style="list-style-type: none"> • Committees • Community engagement • Media Policy • Representing Council and official duties
<p>Councillor role and responsibilities</p>	<p>Down to business</p>	
<p>Part 4</p> <ul style="list-style-type: none"> • Roles and responsibilities • Councillor conduct • Interactions policy • Information requests 	<p>Part 5</p> <ul style="list-style-type: none"> • Governance rules • Mock Council meeting • Councillor only time 	

This is an indicative overview and is subject to change.

The parts equate to approximately five days, which may not occur across consecutive days.

Councillors must also complete mandatory annual professional development training. In 2026, it has been estimated the annual mandatory training requires a time commitment of twelve hours with the training to be held in person.

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 the role, behaviours and responsibilities of Councillors. 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 Wednesday 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 1,000 pages. Former Mayors estimate that reviewing these documents takes about seven hours each week. Councillors 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 of two current Councillors (with a third as an alternative) and a majority of non-Councillor members 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 this Committee.

Delegated Committees

Delegated Committees are appointed to make decisions on behalf of a Council, and are made, under section 63 of the Act.

Latrobe City Council currently has one Delegated Committee, the Road, Facility and Place Name Delegated Committee.

The Councillors make up the Committee membership, and the purpose is to facilitate naming of Latrobe City's roads, assets and other places without the requirement for all naming matters to go to a Council Meeting.

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, One Gippsland and Roadsafe Gippsland Community Road Safety Council.

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.

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.

VEC

Electoral office

Candidates can contact the VEC's Election Manager for Latrobe City. They will be based at the 40-50 Queens Parade, Traralgon 3844.

The office will be open business hours from 15 June to 31 July 2026. The office will have extended hours on 30 July 2026 (8pm close) and 31 July 2026 (6pm close).

Candidate Information Sessions

The VEC is holding an online information session for prospective candidates to explain the electoral laws relevant to their nominations, on Wednesday 10 June 2026 at 6pm.

Declaration of the election

The date, time and location of the election declaration will be published on the VEC website.

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 2025, 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 \$118,303, Deputy Mayor \$59,152 and Councillors \$35,049. 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.

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 **Council Support and Expenses Policy**.

Latrobe City Council overview

Organisation structure and functions



**Chief Executive
Officer**

Steven Piasente



**General Manager
Investment and
Growth**

Tim Ellis

- Marketing and Engagement
- Business and Economic Development
- Investment Attraction
- City Planning
- Strategy and Advocacy
- Events and Tourism



**General Manager
Community
Liveability**

James Rouse

- Active and Connected Communities
- Creative Venues and Libraries
- Family Services
- Safe Communities



**General Manager
Organisational
Performance**

Nathan Kearsley

- Financial Support
- People and Culture
- Business Improvement
- Governance



**General Manager
Infrastructure and
Sustainability**

Jody Riordan

- City Assets
- City Presentation
- Environment and Sustainability
- Major Projects



Office of the Chief Executive Officer

- Chief Executive Officer
- Mayoral and Councillor Support

General Manager Investment and Growth

- City Planning includes statutory planning, strategic planning and urban growth.
- Investment Attraction including new investment attraction, commercial and operations of the Latrobe Regional Airport.
- Business and Economic Development including business development, events and tourism, indigenous employments, and business concierge service.
- Marketing and Engagement which includes communications and community engagement, marketing, customer focus and headquarters management.
- Strategy and Advocacy including a focus on 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 Community Liveability

- Safe Communities including animal management services, school crossing supervision, local laws, registration and monitoring of food and beauty premises and building services.
- Family 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.
- Four indoor leisure facilities maintained all year round in Traralgon, Moe/Newborough, Churchill and Morwell.

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 information technology, corporate reporting and business transformation.
- Governance including legal, Council governance, corporate information management, and risk management.

General Manager Infrastructure and Sustainability

- Environmental Services including biodiversity protection, waste and waterway management, landfill, garbage collection, emissions reporting and emergency management which includes the development and implementation of comprehensive emergency management plans, coordination of disaster response and recovery efforts.
- Infrastructure including capital works programs, maintenance of buildings, roads and drainage, maintenance of existing infrastructure, playgrounds and open space.
- Projects delivered through the Regional Sports Infrastructure Package, which includes redevelopment and upgrades to local sporting infrastructure, as well as the 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.
- Property Operations to support the management, acquisition and/or disposal of Council's property portfolio.



Phone: 1300 367 700

Post: PO Box 264, Morwell 3840

Email: latrobe@latrobe.vic.gov.au

www.latrobe.vic.gov.au

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.