

## 2.0 OUR COUNCIL

### 2.1

# MAYOR'S REPORT



On behalf of my fellow councillors, I am very pleased to present to you the Latrobe City Council Annual Report for 2013/14. The report provides a snapshot of the work Council has undertaken over the past year and highlights many of our achievements.

Over the past year, there have been a number of challenges for Council and our community. One of the most notable has been the impact of bushfires and Hazelwood Mine Fire incident.

As Mayor, I was extremely proud of the way our community pulled together through this difficult period. I firmly believe that through uniting and working together, we not only recover, but create real momentum for how we want to move forward as a community and region.

I am pleased to report that throughout 2013/14, in spite of the challenges presented by the fires, Latrobe City Council once again delivered a wide range of services that touch people of all ages in our community. This array of services included maternal and child health care, early learning and care, aged and disability care, social support, business development, tourism and events, leisure and recreation facilities, library and arts programs, waste management, civil works, infrastructure development and maintenance and a number of significant capital works projects.

Another highlight of 2013/14 was the changes made to the Council Meeting cycle. In April, Council adopted the introduction of a special session for public presentations every three weeks. This dedicated time enables community members to address Council on the matters that interest them, providing another avenue for Council to really listen to and engage with our community. After a six month trial period, we will review the meeting schedule to evaluate the effectiveness of the three weekly cycle.

As I reflect on the past year, I would like to acknowledge the hard work and commitment of Council and of our organisation's many teams who support our strategic direction. I would also like to thank our community for making Latrobe City the place that I love to call home.

A handwritten signature in black ink that reads "S. Gibson".

Cr Sharon Gibson

*Image credits: Sharon Gibson, Mayor,  
Latrobe City Council ward boundaries*

## 2.2

# ABOUT COUNCIL

## The Role of Council

Latrobe City is made up of four wards (Central, East, West, South). Elected on 27 October 2012 for a four year term, Council, consisting of nine councillors, is the formal decision-making body. Council is responsible for setting the organisation's direction and overseeing its performance on behalf of the Latrobe City community. This involves a strategic role in developing the Council Plan, annual budget, long term financial plan, strategies and plans and policy setting.

Management of the day to day operational matters is the role of the Chief Executive Officer, under delegation of the Council in accordance with the *Local Government Act 1989*.





## 2.3

# OUR COUNCILLORS

## Central Ward

MORWELL, YALLOURN NORTH & DISTRICT

### Cr Graham Middlemiss

PHONE  
0417 379 059

EMAIL  
Graham.Middlemiss@latrobe.vic.gov.au

Cr Graeme Middlemiss is a Central Ward Councillor and was first elected in 1997 during the first La Trobe Shire Council elections. He has held a position in Council for 17 years and served a term as Mayor from March 2003 to March 2004.



### Cr Christine Sindt

PHONE  
0499 981 233

EMAIL  
Christine.Sindt@latrobe.vic.gov.au

Cr Christine Sindt is a Central Ward Councillor and was first elected in October 2012.



*Image credits: Kernot Lake, inset - Latrobe City Council Service Centre, Latrobe City Council Early Learning Centre, Victory Park Traralgon, Boolarra-Mirboo North Rail Trail, Boolarra.*

## East Ward

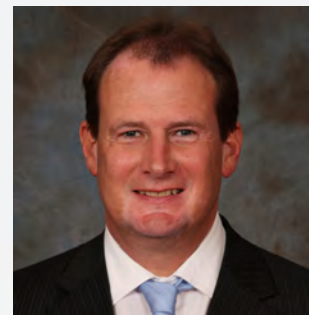
TRARALGON, TRARALGON SOUTH, TYERS, GLENGARRY & DISTRICT

### Cr Dale Harriman DEPUTY MAYOR\*

PHONE  
0419 399 093

EMAIL  
Dale.Harriman@latrobe.vic.gov.au

Cr Dale Harriman is an East Ward Councillor, currently serving a second term, and was first elected in August 2011 (following a resignation) and then again in October 2012.



### Cr Sandy Kam

PHONE  
0427 556 967

EMAIL  
Sandy.Kam@latrobe.vic.gov.au

Cr Sandy Kam is an East Ward Councillor, and was first elected in 2007 (following a resignation) and then again in 2008 and 2012. Cr Kam held a term as Mayor from November 2012 to November 2013.



### Cr Kellie O'Callaghan

PHONE  
0400 696 324

EMAIL  
Kellie.O'Callaghan@latrobe.vic.gov.au

Cr Kellie O'Callaghan is an East Ward Councillor, and was first elected in 2008, and then again in October 2012. Cr O'Callaghan held one term as Mayor from December 2009-December 2010.



### Cr Michael Rossiter

PHONE  
0499 981 242

EMAIL  
Michael.Rossiter@latrobe.vic.gov.au

Cr Michael Rossiter is an East Ward Councillor and was first elected in October 2012.





# OUR COUNCILLORS

## South Ward

CHURCHILL, BOOLARRA, YINNAR & DISTRICT

### Cr Darrell White

PHONE

0417 377 645

EMAIL

Darrell.White@latrobe.vic.gov.au

Cr Darrell White is a South Ward Councillor and was first elected in 1997 during the first La Trobe Shire Council elections. Cr White has held a position in Council for 17 years and has held the position of Mayor for three terms.



## West Ward

MOE, NEWBOROUGH & DISTRICT

### Cr Peter Gibbons

PHONE

0499 981 266

EMAIL

Peter.Gibbons@latrobe.vic.gov.au

Cr Peter Gibbons is a West Ward Councillor and was first elected in October 2012.



### Cr Sharon Gibson MAYOR\*

PHONE

0429 338 762

EMAIL

Sharon.Gibson@latrobe.vic.gov.au

Cr Sharon Gibson is a West Ward Councillor, and was first elected in December 2008 and then again in October 2012. Cr Gibson is currently Mayor after serving as Deputy Mayor three times consecutively.



\* The Mayor and Deputy Mayor were elected at the Special Council Meeting held on 11 November 2013.









# COUNCIL MEETINGS & DECISIONS

**Council Meetings are held at the Latrobe City Council Corporate Headquarters in Morwell at 6.00pm every third week. Each Council Meeting includes a public question time as a standard agenda item, designed to encourage community participation in the overall affairs of Council.**

Special Council Meetings are held as required and all Special Council Meeting dates are advertised in the Latrobe Valley Express newspaper and detailed on the Latrobe City Council website.

Councillors also meet for an Issues and Discussion Session. At these meetings, Councillors have the opportunity to discuss strategic items in relation to Council business.

Latrobe City Council is currently trialling Public Presentation sessions which are designed to allow members of the community, organisations and other stakeholders to speak to Councillors on important issues.

Council decisions are made by councillors either at an Ordinary Council Meeting or at an appropriately delegated Special Council Meeting. Meetings are open to the public, unless the Council resolves to close the meeting in accordance with guidelines of the *Local Government Act 1989*.

Council Meeting schedule, agendas and minutes are available on the website: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

## COUNCIL MEETING ATTENDANCE BY COUNCILLORS DURING 2013/14:

Councillor	Ordinary Council Meeting	Special Council Meeting
Cr Graeme Middlemiss	20	5
Cr Christine Sindt	17	3
Cr Dale Harriman	20	5
Cr Sandy Kam	17	5
Cr Kellie O'Callaghan	20	4
Cr Michael Rossiter	21	4
Cr Darrell White	21	5
Cr Peter Gibbons	20	5
Cr Sharon Gibson	19	5

*During 2013/14, there were 21 Ordinary Council Meetings and 5 Special Council Meetings held.*

## Councillor Representation on Committees

Councillors are appointed as Council representatives on a range of special interest committees. Latrobe City Council currently has three Special Committees formulated pursuant to Section 86 of the *Local Government Act 1989*. These committees must adhere to the same rules and principles governing the Council itself. Latrobe City Council also has a range of sub-committees pursuant to other legislation and a further range of advisory and community committees and working groups.

For a full list of official councillor appointments on these committees and working groups, as well as associations on which Latrobe City Council is represented, see page 40.

## Code of Conduct

Under the *Local Government Act 1989*, all councils within Victoria must ensure that they adopt a Councillor Code of Conduct.

The Code establishes the rules of ethical behaviour, relationships between councillors and staff, and dispute resolution during their term of office. The review of the Code was undertaken during 2013 and the revised Code was adopted by Council on 16 September 2013.

The Code of Conduct provides guidelines on:

- Councillor behaviours
- conflict of interest procedures, and
- dispute resolution procedures.

The Code affirms principles of behaviour requiring that councillors:

- act honestly
- exercise reasonable care and diligence
- use their position properly, and
- not make improper use of information acquired because of their position.

Latrobe City Council's Code of Conduct is available at: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

## Councillor Remuneration

From July 2013 to 23 December 2013 the Mayoral allowance was \$67,634 and the councillor allowance \$21,859 per annum, plus the equivalent of the superannuation guarantee contribution of 9.25%.

On 24 December 2013, the Department of Transport, Planning and Local Infrastructure (refer circular No.32/2013) advised all Councils that a notice was published in the Government Gazette G52 dated 24 December 2013, providing for a 2.5% adjustment to apply to all Mayoral and Councillor allowances taking effect from 24 December 2013. Under Section 73B (5) of the *Local Government Act 1989*, a Council must increase the Mayoral and councillor allowances by this 2.5% adjustment.

Consequently, from 24 December 2013 the Mayoral and councillor allowances were increased to \$69,324.85 and \$22,405.48 per annum respectively, plus the equivalent of the superannuation guarantee contribution of 9.25%.

In addition to councillor allowances, councillors also receive for Council use a mobile phone, laptop computer, iPad and printer/fax. Councillors may also claim expenses incurred while performing their duty as councillors and utilise office administration and support. The Mayor also receives a vehicle for the duration of his or her term, a dedicated office and support from an assistant.



## Council Delegations

The Council's powers under the *Local Government Act 1989* or any other Act may be delegated by an instrument of delegation to a Special Committee of Council, to the Chief Executive Officer or to an individual Council Officer. The Council generally delegates powers, duties and functions to the Chief Executive Officer who is empowered to further delegate some or all of those powers to other officers.

Delegation is a vital element in assisting Council administration to function effectively and efficiently. It is essential that the Council associated committees provide clear policy direction and Council Officers have the ability to make appropriate day-to-day decisions in accordance with that policy.

On 22 October 2013, Council delegated to the Chief Executive Officer a set of powers and duties by exception. This means the Chief Executive Officer is able to do all things on behalf of the Council, except for items listed by the Council. The purpose of this delegation is to allow the Chief Executive Officer the power and discretion to coordinate decisions of an operational nature.

The Chief Executive Officer has delegated many of those powers to individual council officers, to ensure the everyday operation of Latrobe City Council business.

The delegation document provides that only certain officers are allowed to make decisions of a financial nature and the limit of their authority is carefully dictated to ensure prudent financial management. Decisions under delegations are sometimes restricted by limitations imposed by Council or the Chief Executive Officer, including numerous requirements to report back on the decisions that have been made under that delegation. Decisions made under a delegation must always adhere to existing Council policy or directions.

## Assembly of Councillors

Any scheduled meeting between five or more councillors and one council staff member, or an Advisory Committee Meeting with one councillor present, is considered an 'Assembly of Councillors' under the *Local Government Act 1989*. A record of each 'Assembly of Councillors' is tabled at an Ordinary Council Meeting.





# OUR COMMITTEES

## Council (Special) Committees

Latrobe Regional Airport Board	Cr Middlemiss, <i>Alternative: Cr Kam</i>
The Yallourn North Community Housing Committee	Cr Middlemiss
Mayoral Sponsorship Committee	Mayor, <i>Alternative: Deputy Mayor</i>

## Operational (Works) Committees of Council

Callignee and Traralgon South Sporting and Facility User Group Committee	Cr Rossiter
Crinigan Bushland Reserve Committee of Management	Cr Middlemiss
Edward Hunter Heritage Bush Reserve Committee of Management	Cr Gibbons, Cr Gibson
Friends of the Traralgon Railway Reservoir Conservation Reserve Committee	Cr Harriman
Mathison Park Advisory Committee	Cr White
Morwell Centenary Rose Garden Advisory Committee	Cr Sindt <i>Alternative: Cr Middlemiss</i>
Ollerton Avenue Bushland Reserve Committee of Management	Cr Gibbons, Cr Gibson

## Advisory Committees

Audit Committee <i>(Pursuant to s.139 of the Local Government Act 1989)</i>	Cr White, Cr Rossiter <i>Alternative: Cr O'Callaghan</i> <i>Attendance By Invitation: All Councillors</i>
Australia Day Advisory Committee	Cr Sindt, Cr White
Braiakaulung Advisory Committee	Cr O'Callaghan, Cr White
Chief Executive Officer Performance Review Committee	Mayor, Cr Gibson, Cr White, Cr Rossiter
Churchill & District Community Hub Advisory Committee	Cr White
City Image Strategy Project Reference Group	Cr Sindt <i>Attendance By Invitation: All Councillors</i>
Coal Land Use Planning Committee	Cr Gibbons, Cr Harriman, Cr Kam, Cr Gibson, Cr Middlemiss
Community Engagement Reference Group	Cr Gibbons, Cr Kam, Cr Rossiter
Disability Reference Committee	Cr O'Callaghan <i>Alternative: Cr Gibson</i>
Early Years Reference Committee	Cr O'Callaghan, Cr Sindt

Jumbuk and Yinnar South Timber Traffic Reference Group	Cr White, Cr Kam
Latrobe City Cultural Diversity Advisory Committee	Cr Gibbons, Cr Kam
Latrobe City Hyland Highway Municipal Landfill Consultative Committee	Cr Harriman, Cr Gibbons
Latrobe City International Relations Committee	Cr Sindt, Cr White, Cr Gibbons
Latrobe Regional Gallery Advisory Committee	Cr Gibbons, Cr White
Latrobe Tourism Advisory Board	Cr Sindt, Cr White
Link Editorial Committee	Mayor, Cr Gibson, Cr Middlemiss
Morwell CBD Safety Group	Cr Sindt, Cr Middlemiss, Cr Kam
Morwell Town Common Development Plan Project Control Group	Cr Sindt, Cr Middlemiss
Municipal Emergency Management Planning Committee <i>(Pursuant to sect. 21 of the Emergency Management Act 1986)</i>	Cr Harriman, Cr Gibson <i>Alternative: Cr Sindt</i>
Oldsmobile Management Committee	Mayor
Positive Ageing Reference Group	Cr O'Callaghan, Cr Kam
Procedural Breaches Advisory Committee	Cr Kam, Cr Gibson, Cr White
Rail Freight Working Group	Cr Middlemiss, Cr Gibbons
Sale of Goods from Council Properties Committee	Cr Kam, Cr Gibson
Social Planning for Wellbeing Committee	Cr Kam
Traralgon Aquatic Facility Working Party	Cr Harriman <i>Attendance By Invitation: All Councillors</i>
Traralgon CBD Safety Committee	Cr Kam, Cr Rossiter
Traralgon East Community Centre Advisory Committee	Cr Rossiter <i>Alternative: Cr O'Callaghan</i>
Traralgon Parking Precinct Plan Working Group	Cr Harriman <i>Attendance By Invitation: All Councillors</i>
Victory Park Precinct Advisory Committee	Cr Kam, Cr Harriman
War Memorials Advisory Committee	Mayor
Warren Terrace Hazelwood North Recreation Reserve Advisory Committee	Cr Kam <i>Alternative: Cr O'Callaghan</i>



## User Groups

Latrobe City Lake Narracan User Group Committee	Cr Gibbons, Cr Gibson
Latrobe City Synthetic Sports Field User Group Committee	Cr White
Latrobe Leisure Churchill User Group	Cr White
Latrobe Leisure Moe Newborough User Group	Cr Gibbons, Cr Gibson
Latrobe Leisure Morwell User Group	Cr Sindt, Cr Middlemiss
Latrobe Leisure Traralgon Sports Stadium User Group	Cr Kam, Cr Harriman
Latrobe Regional Motorsport Complex User Group	Cr Gibson (Chair), Cr Middlemiss
Moe Southside Community Precinct User Group Committee	Cr Gibbons, Cr Gibson
Traralgon Recreation Reserve and Showgrounds User Group Committee	Cr Kam
Traralgon West Sporting Complex User Group Committee	Cr Kam

## External Committees

Alliance of Councils for Rail Freight Development	Cr Middlemiss <i>Alternative: Cr Gibbons</i>
Apprenticeships Group Australia Board	Cr White <i>Alternative: Cr Gibson</i>
Australian Paper Community Environmental Consultative Committee	Cr Middlemiss
Baw Baw Latrobe Local Learning & Employment Network Board	Cr Sindt
Gippsland Local Government Network (GLGN)	Mayor
Gippsland Regional Waste Management Group (GRWMG) Board	Cr Middlemiss <i>Alternative: Cr Gibbons</i>
Gippsland Reserve Committee of Management Inc.	By Invitation: Cr Gibbons <i>Alternative: Cr Gibson</i>
International Power Hazelwood Environmental Review Committee	Cr White
Latrobe Settlement Committee	Cr O'Callaghan, Cr Gibbons
Loy Yang Power Environmental Review Committee	Cr Sindt
Moe Yallourn Rail Trail Committee Inc.	West Ward Councillors: Cr Gibson and Cr Gibbons
Morwell River Neighbourhood Improvement Plan Steering Committee	Cr White
Municipal Association of Victoria (MAV)	Cr Harriman <i>Alternative: Cr Kam</i>
Regional Aboriginal Justice Advisory Committee (RAJAC)	Cr Gibson
Regional Cities Victoria	Mayor
Roadsafe Gippsland Community Road Safety Council	Cr Kam, Cr Gibson
South East Australian Transport Strategy (SEATS)	Cr Middlemiss <i>Alternative: Cr Gibbons</i>
Timber Towns Victoria	Cr Kam
Traralgon Creek Neighbourhood Improvement Plan Steering Committee	Cr Kam
TRU Energy Yallourn Environmental Review Committee	Cr Sindt
Victorian Local Governance Association (VLGA)	Mayor <i>Alternative: Deputy Mayor</i>
West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group (CCEAG)	Cr Kam <i>Alternative: Cr Gibson</i>



Image credit: Moe Rail Precinct Revitalisation Project concept illustration