



**ORDINARY COUNCIL MEETING OF  
THE HUME CITY COUNCIL**

**MONDAY, 16 APRIL 2018**

**7.00 PM**

**COUNCIL CHAMBER, HUME GLOBAL LEARNING CENTRE,  
BROADMEADOWS**

**OUR VISION:**

*Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.*

This meeting of the Hume City Council will be recorded and published in accordance with Council's Audio Recordings of Council Meetings Policy.



# HUME CITY COUNCIL

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**Notice of an  
ORDINARY COUNCIL MEETING OF THE HUME CITY COUNCIL**  
to be held on Monday, 16 April 2018  
**at 7.00 pm**  
at the Council Chamber, Hume Global Learning Centre, Broadmeadows

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To: a: Council	Cr Geoff Porter	Mayor
	Cr Carly Moore	Deputy Mayor
	Cr Joseph Haweil	
	Cr Jodi Jackson	
	Cr Drew Jessop	
	Cr Leigh Johnson	
	Cr Naim Kurt	
	Cr Jack Medcraft	
	Cr Ann Potter	
	Cr Karen Sherry	
	Cr Jana Taylor	
b: Officers	Mr Domenic Isola	Chief Executive Officer
	Mr Peter Waite	Director Sustainable Infrastructure and Services
	Mr Daryl Whitfort	Director Corporate Services
	Ms Margarita Caddick	Director Community Services
	Mr Michael Sharp	Acting Director Planning and Development
	Ms Kylie Ezzy	Director Communications, Engagement and Advocacy

## **ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THIS LAND**

*"I would like to acknowledge that we are meeting on Gunung-Willam-Balluk land. The Gunung-Willam-Balluk of the Wurundjeri are the first and original people of this land. I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today."*

## **ORDER OF BUSINESS**

### **1. PRAYER**

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume City Inter Faith Leaders Network. In recognition of the religious diversity of residents in Hume City, Council has invited the Inter Faith Leaders Network to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Bassam Al-Attar, followed by Sheik Ali Jaber, who will recite the prayer in Arabic.

*In the name of God, the Most Gracious, the Most Merciful.*

*All praise is due to God, the Lord of the Universe;*

*The Beneficent, the Merciful;*

*Lord of the Day of Judgement.*

*You alone we worship, and to You alone we turn for help.*

*Guide us to the straight path:*

*The path of those You have blessed;*

*We gather to make decisions for our community. May we use only our best skills and judgment keeping ourselves impartial and neutral as we consider the merits and pitfalls of each matter that is placed before us and always act in accordance with what is best for our community and our fellow citizens.*

*Amin*

**NOTICE OF MEETING**

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**2. APOLOGIES**

**3. DISCLOSURE OF INTEREST**

Councillors' attention is drawn to the provisions of the Local Government Act 1989 in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

**4. CONDOLENCE MOTIONS**

**5. ASSEMBLIES OF COUNCIL**

In accordance with section 80A(2) of the Local Government Act 1989, Council is required to report, as soon as practicable, to an Ordinary Meeting of Council, a record of any assemblies of Councillors held.

**5.1 Record of Assembly of Councillors - Sustainability Taskforce - March 2018**

**1. SUMMARY OF REPORT:**

- 1.1 In accordance with section 80A(2) of the Local Government Act 1989 (the Act), Council is required to report, as soon as practicable, to an Ordinary Meeting of Council, a record of any assemblies of Councillors held.
- 1.2 Council held Assemblies of Council on the following dates:
  - 1.2.1 **Tuesday 14 November 2017** – Assembly generally known as Hume Sustainability Taskforce
  - 1.2.2 **Tuesday 13 February 2018** – Assembly generally known as Hume Sustainability Taskforce

**2. RECOMMENDATION:**

**That Council notes the Records of Assemblies for the Hume Sustainability Taskforce for 14 November 2017 and 13 February 2018.**



Record of an

**ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL**

**Assembly generally known as:** Hume Sustainability Taskforce

**Date of Assembly:** Tuesday 14 November 2017

**Time of Assembly:** 6.15pm – 8.30pm

**Place of Assembly:** Council Chambers, Hume Global Learning Centre,  
1093 Pascoe Vale Road, Broadmeadows

COUNCILLORS IN ATTENDANCE	OFFICERS IN ATTENDANCE
Cr Jackson	Bernadette Thomas (Manager, Sustainable Environment)
Cr Jessop	Liz Turner (Sustainability Engagement Officer)
	Nick Chester (Project Support officer)
TASKFORCE MEMBERS IN ATTENDANCE	
Julie Law, Kamal Khatri, Andrew Smeal, Edward Bourke, David Hitzler, Jo Russell, Peter Hansen, Graham McCusker, Ray Redford, Belinda Barrie, Leona McLaggan, Wendy Furniss, Wendy Fontana, Gursewak Singh, Ian Taylor, Robyn Smith	

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?
5.	Hume Sustainability Report 2017-2018		
6.	2015 – 2017 Taskforce update for new members		
7.	Actions from previous minutes: Electric cars, Northern Metropolitan Partnership Assembly		
7.	Other business: Serrated Tussock Working Party		
7.	Future meeting agenda items: Meadowlink, Climate Adaptation, Urban Forest, Rural HIGAP		

**Assembly Closed at: 8.30pm**

**Recorded By: Liz Turner**



Record of an

**ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL**

**Assembly generally known as:** Hume Sustainability Taskforce

**Date of Assembly:** Tuesday 13 February 2018

**Time of Assembly:** 6.15 – 8.30pm

**Place of Assembly:** Meeting Room 5, Hume Global Learning Centre,  
1093 Pascoe Vale Road, Broadmeadows

<b>COUNCILLORS IN ATTENDANCE</b>		<b>OFFICERS IN ATTENDANCE</b>	
Cr Jodi Jackson		Bernadette Thomas (Manager, Sustainable Environment)	
Cr Drew Jessop		Michelle Bennett (Coordinator, Sustainable Environment)	
		Angela Ganley (Senior Sustainability Officer)	
<b>TASKFORCE MEMBERS IN ATTENDANCE</b>			
Julie Law, Kamal Khatri, Andrew Smeal, Edward Bourke, David Hitzler, Jo Russell, Peter Hansen, Graham McCusker, Ray Redford, Belinda Barrie, Leona McLaggan, Wendy Furniss			

**MATTERS CONSIDERED:**

<b>Order</b>	<b>Description</b>	<b>Names of Councillors who disclosed conflict of interest</b>	<b>Did the Councillor leave the meeting?</b>
3.	Actions from previous minutes: Novated leases, Sustainability Report		
4.	Member updates: Spavin Lake, tree removal Mickleham Road		
5.	Integrated Water Management Plan		
6.	Greenhouse Action Plan		
7.	Planning future agenda items: Broadmeadows Activity Centre Framework, tree protection, community gardens, waste		
9.	Upcoming events and consultation: Sunbury Town Centre LATM, SV Household Waste, Hume's Budget Simulator		

**Assembly Closed at: 8.30pm**

**Recorded By: Bernadette Thomas**

**NOTICE OF MEETING**

**6. CONFIRMATION OF COUNCIL MINUTES**

Minutes of the Ordinary Council Meeting of the 13 March 2018, and Ordinary Council (Town Planning) Meeting of the 26 March 2018, including Confidential Minutes.

**RECOMMENDATION:**

**THAT the Minutes of the Ordinary Council Meeting of the 13 March 2018 and the Ordinary Council (Town Planning) Meeting of the 26 March 2018, including Confidential Minutes, be confirmed.**

**7. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED**

**7.1 Minutes of the Audit Committee Meeting of the Hume City Council held on 23 February 2018**

**1. RECOMMENDATION:**

**THAT the Minutes of the Audit Committee Meeting of the Hume City Council held on 23 February 2018 be noted.**

**8. PRESENTATION OF AWARDS**

**8.1 Residents of the Month – Ms Ayse Koksuz and Ms Aysel Buwan**

(Nominated by Cr Naim Kurt)

**8.2 Sports Aid Grants**

Hume City Council's Sports Aid Grants program aims to assist young Hume residents with competition and other event related expenses to encourage high achievements and excellence in their chosen sport.

The following recipients have been awarded a Hume City Council Sports Aid Grant to the value identified below.

<b>NAME</b>	<b>FUNDING SOUGHT FOR</b>	<b>AMOUNT</b>
Atay Ibrahim	Football Federation Australia Futsal Nationals (Interstate)	\$400.00
Jagadaswara Rao Koduru	Vic Metro U15 State Cricket Team (Interstate)	\$400.00
Hunter Kelly	U15 Victorian State Softball Team National Championships (Interstate)	\$400.00
Orlando Lopez	Football Federation Australia Futsal Nationals (Interstate)	\$400.00
Benjamin Merrigan	U15 Victorian State Softball Team National Championships (Interstate)	\$400.00
Saxon Bailey	U15 Victorian State Softball Team National Championships (Interstate)	\$400.00
Anastasia Ramel	Football Federation Victoria National Premier League	\$150.00
Leann Serna	Albury Easter Open Tennis	\$150.00
Giacomo Thomas	Calder Cannons U16 Boys Squad AFL	\$150.00

NOTICE OF MEETING

9. NOTICES OF MOTION

Nil

10. PUBLIC QUESTION TIME

11. OFFICER'S REPORTS

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper. Reports not called will be dealt with in a block resolution at the end.

**Item No**    **Title**    **Page**

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12. PETITIONS AND JOINT LETTERS

**PJL275    PJL275 Petition objecting to the proposed car park entrance to a Medical Centre on Benston Street, Craigieburn.**

A petition has been received containing 18 signatures, objecting to the proposed car park entrance to a Medical Centre on Benston Street, Craigieburn.

**RECOMMENDATION:**

**That the Petition be received, circulated to Councillors, and the first named signatory of the Petition be advised that the matter has been referred to the Manager Statutory Planning and Building Control Services for investigation.**

**PJL276    PJL276 Petition requesting for the installation of speed humps on Phillip Drive, Sunbury to reduce the speed of speeding motorists**

A petition has been received containing 17 signatures, requesting for the installation of speed humps on Phillip Drive, Sunbury to reduce the speed of speeding motorists.

**RECOMMENDATION:**

**That the Petition be received, circulated to Councillors, and the first named signatory of the Petition be advised that the matter has been referred to the Manager Assets for investigation.**



**NOTICE OF MEETING**

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**13. DEPUTATIONS**

**14. URGENT BUSINESS**

**15. DELEGATES REPORTS**

**16. GENERAL BUSINESS**

**17. CONFIDENTIAL MATTERS**

The Meeting may be closed to members of the public to consider confidential matters.

**RECOMMENDATION:**

**THAT the Council close the meeting to the public pursuant to Section 89(2) (sub sections as listed), of the Local Government Act 1989 to consider the following items, which are confidential for the reasons indicated:**

<b>Report No.</b>	<b>Title</b>	<b>Reason for Confidential</b>
COED009	Contract - Provision of Youth Services Assertive Outreach Service for Hume City Council	(d) contractual matters
COSU092	Greenvale North R1 (Mt Aitken) Development Contribution Plan - Section 173 Agreement - Works in Kind Credit	(d) contractual matters
COSU093	Contract - Somerset Road, Campbellfield - Road Reconstruction	(d) contractual matters
COGE183	Assemblies of Council - March 2018	(h) any other matter which the Council or special committee considers would prejudice the Council or any person

**18 CLOSURE OF MEETING**

**DOMENIC ISOLA  
CHIEF EXECUTIVE OFFICER**

**12/04/2018**

<b>REPORT NO:</b>	HE074
<b>REPORT TITLE:</b>	Investigation into the viability of implementing a cat curfew
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Emma Schlieff, Team Leader City Laws
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC17/795
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	2.2 Strengthen community safety and respectful behaviour.
<b>ATTACHMENTS:</b>	Nil

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**1. SUMMARY OF REPORT:**

During the preparation of the Domestic Animal Management Plan 2017-21 (DAMP), Council sought to consider a range of initiatives to address nuisance cat complaints and reduce predation of native wildlife by cats. One of these initiatives was for officers to investigate the viability of implementing a cat curfew.

**2. RECOMMENDATION:**

**2.1 That Council consider that a cat curfew would not be effective in reducing nuisance cat complaints and predation of native wildlife by feral and domestic cats.**

**2.2 That Council note the actions within the 2017-2021 Domestic Animal Management Plan that will have a positive impact on reducing nuisance cat complaints and the predation of native wildlife by feral and domestic cats. These actions being:**

**2.2.1 inviting local vets and shelters to become agents for registration**

**2.2.2 increasing the number of discounted and free de-sexing visits by the Lost Dogs Home de-sexing van**

**2.2.3 expanding the free cat trapping program for residents**

**2.2.4 promotion of the benefits of de-sexing via Councils website and social media, including the reduced registration fee for de-sexed cats.**

**3. LEGISLATIVE POWERS:**

3.1 Control of dogs and cats is regulated under the *Domestic Animals Act 1994* (the Act). The Act does not require cats to be confined to owner's premises. However, if a resident objects to a cat being on private property, the cat may be seized from the complainant's property and impounded. If the cat owner can be identified, a Notice of Objection may be served on the cat owner making it an offence for that cat to trespass on the objector's property.

3.2 Under Section 25 of the Act, councils are given the power to make orders (by a resolution of Council) relating to the control of cats. Under the Act, councils may make an order that prohibits cats from being outside the premises of the owner during the hours specified in the order. Any such order must be published in the Government Gazette and a local newspaper. This power has been used by councils to introduce "night curfews" that require cats to be confined to an owner's premises during specified times.

REPORT NO: HE074 (cont.)

**4. FINANCIAL IMPLICATIONS:**

- 4.1 In implementing the DAMP action to expand the cat trapping program, Council has purchased six additional in the current financial year, at a cost of \$870.
- 4.2 In implementing the DAMP action to increase the number of visits by the Lost Dogs Home de-sexing van, two additional de-sexing events per year have been proposed in the 2018/19 Budget at a cost of \$14,000.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability implications in respect to this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change adaptation implications in respect to this report.

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

The Charter of Human Rights and Responsibility has been considered and the recommendations of this report give no rise to any matters.

**8. COMMUNITY CONSULTATION:**

- 8.1 From February to April 2017, Council undertook a resident survey to assist in the development of the DAMP. The purpose of the survey was to gain an understanding of community sentiment, awareness and knowledge of:
- 8.1.1 Councils domestic animal management regulations and programs
  - 8.1.2 Domestic animal complaints, nuisance and resolution processes
  - 8.1.3 Domestic animal management information channels
- 8.2 As part of the survey process, respondents were asked if there were any other issues which should be considered. Eight respondents specifically mentioned roaming cats.
- 8.3 If a cat curfew was proposed by Council, further consultation would need to be carried out prior to any implementation, to gauge the views of cat owners. Restriction of the movement of cats by cat owners could be an unnecessary burden.

**9. DISCUSSION:**

9.1 The following table shows the statistics for cats impounded in Hume:

	<b>2016/17</b>
<b>Registered Cats</b>	6,497
<b>Total number of cats impounded</b>	1,962
<b>Cats released to owner</b>	40
<b>Cats rehomed</b>	296
<b>Cats euthanized (predominantly feral)</b>	1,626

**Learnings from other Councils**

9.2 The following table shows the number of impounded cats for 2016/17 compared to similar councils, and whether they have a cat curfew in place.

	Area	Population	Cats Registered	Cats impounded	Cats reclaimed		Curfew in place?
					No.	%	
<b>Hume</b>	504km	203,600	6,497	1,962	40	2%	No
<b>Whittlesea</b>	489km	211,629	4,978	1,278	92	7%	No
<b>Wyndham</b>	542km	222,656	6,050 (2015/16)	1,585 (2015/16)	142	8%	Yes

REPORT NO: HE074 (cont.)

	Area	Population	Cats Registered	Cats impounded	Cats reclaimed		Curfew in place?
					No.	%	
Melton	528km	144,457	Unknown	No figure given	Unknown	7%	No
Casey	409km	311,000	7,421	1,171	133	11%	Yes

- 9.3 City of Casey and Wyndham City Council both have curfews in place, but the curfew and enforcement vary.
- 9.4 City of Casey has had a 24 hour cat curfew since 1999. Enforcement of the curfew is done solely via cat trapping by residents. Infringements of \$76 are issued to any cat trapped off its own property.
- 9.5 Wyndham City Council had a dusk to dawn cat curfew in place from 2000-2009. In 2009, the curfew was revoked, and it was re-instated in 2014. Enforcement of the curfew is done solely via cat trapping by residents, with owners of cats caught wandering during curfew times issued a warning on the first offence and infringements on subsequent offences. Feedback from Wyndham Animal Management Officers is that it can be difficult to prove that a cat was caught during curfew times, as the officers are relying on the information provided by the person that trapped the cat.
- 9.6 Hobsons Bay City Council considered introducing a cat curfew in December 2014 and decided not to enact a curfew. The reasons why the curfew was not introduced at Hobsons Bay included:
- 9.6.1 Benchmarking information provided by councils that had introduced curfews indicated that in all cases curfews were managed by cat trap programs and loan schemes. The cost to have animal management officers rostered to work after hours to enforce the various council curfews was judged to be an inefficient use of resources. The animal management officers could only handle and transport cats if they were confined in a cage, chasing and catching cats was not practical.
- 9.6.2 The experience of other councils that had introduced a curfew showed that there were limited numbers of enforcement actions – few infringement notices had been issued following the introduction of a curfew.
- 9.6.3 The majority of cats that are trapped and impounded are not owned or released to owners. In all of those cases, there is no possibility of taking any enforcement action. The table above reflects the same situation exists at Hume.
- 9.6.4 The introduction of a cat curfew would lead to community expectations in regard to enforcement and management that could not be met.
- 9.7 The objective of a cat curfew is to reduce the amount of cats causing a nuisance in residential areas and to reduce the predation of native fauna by cats.
- 9.8 It is important to distinguish between domestic cats and feral cats within Hume, as the methods to manage them will necessarily be different.

**Domestic Cats**

- 9.9 Only 2% of cats impounded by Hume in 2016/17 were reclaimed by owners. This low reclaim rate can be attributed to the large number of unowned and feral cats caught (impounded).
- 9.10 Complaints about nuisance cats are currently dealt with by providing cat traps to complainants. A Notice of Objection may be issued to an owner of a cat identified as being a nuisance; however this is done rarely as few trapped cats are reclaimed.

REPORT NO: HE074 (cont.)

- 9.11 Enforcement of a curfew could only be accomplished by infringing owners of cats that were proven to be trapped during a time the curfew was in effect.
- 9.12 Extra patrols in the evenings would be ineffective, as cats cannot be chased and caught like dogs.
- 9.13 As enforcement of a curfew will be difficult and likely ineffective, education of cat owners may be a better option. Promoting programs such as Zoos Victoria's 'Safe cat, Safe Wildlife' campaigns could help educate owners about the benefits of keeping their cats confined to their property.
- 9.14 Enforcing a curfew may present an unjustified burden on the majority of cat owners who might be considered responsible pet owners.
- 9.15 Continuing to provide low-cost de-sexing events for cats and continuing to offer lower registration fees for de-sexed cats will encourage cats to be de-sexed. De-sexed cats are less likely to roam and cause a nuisance than entire cats.

**Feral Cats**

- 9.16 Feral cats are not owned, and a curfew will not have any effect on their roaming. The vast majority of cats impounded in Hume are feral.
- 9.17 Currently, Council provides a free cat trapping service for feral cats that are causing a nuisance in residential or industrial areas. The service involves Council lending a cat trap to a resident, who is then responsible for setting and monitoring the trap. When notified of a trapped cat, City Laws Officers attend and impound the animal.
- 9.18 A DAMP action for 2017/18 calls for the expansion of the cat trapping program, with the purchase of more traps. Six additional traps have been purchased so far this financial year, bringing the total number of traps to 25.
- 9.19 In 2016/17, as part of the Animal Shelter Contract tender, Council sought expressions of interest for a Cat Trapping Contractor. The proposed service sought to target unowned and feral cats within creek reserves and/or industrial precincts throughout Council. The tender required that the provider be responsible for setting and monitoring traps, and scanning trapped cats for microchips or identification. No bids were received for that portion of the tender.
- 9.20 In December 2017, the State Government announced that the *Catchment and Land Protection Act 1994* would be amended to classify feral cats as an established pest animal. The Government aims to amend the legislation by mid-late 2018.
- 9.21 If feral cats are declared a pest animal, public land managers (including Council) will be able to manage them in the same ways that foxes, wild dogs and rabbits are managed. This would assist in protecting fauna from feral cats.

**10. CONCLUSION:**

Cat impoundment statistics and learnings from other councils demonstrate that a cat curfew would be largely unenforceable and would not have any effect on the feral cat population, which represents the majority of cats impounded within Hume.

<b>REPORT NO:</b>	HE075
<b>REPORT TITLE:</b>	Fireworks on Council Open Space Policy (review and change of name of Policy), Turf Cricket Policy (review) and Advertising Signs on Council Sports Reserves and Facilities (new)
<b>SOURCE:</b>	Luke Maguire, Acting Manager Leisure Centres and Sports
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	-
<b>POLICY:</b>	The use of Fireworks & Pyrotechnics in Hume; Turf Cricket; Advertising Signs on Council Sports Reserves and Facilities
<b>STRATEGIC OBJECTIVE:</b>	2.1 Foster a community which is active and healthy.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Fireworks on Council Open Space Policy</i></li><li>2. <i>Fireworks Guidelines</i></li><li>3. <i>Fireworks Application form</i></li><li>4. <i>Turf Cricket Policy</i></li><li>5. <i>Advertising Signs on Council Sports Reserves and Facilities Policy</i></li></ol>

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**1. SUMMARY OF REPORT:**

This report contains a review of the following policies, Fireworks on Council Open Space (previously The Use of Fireworks and Pyrotechnics in Hume Policy) and Turf Cricket and proposes a new Policy, Advertising Signs on Council Sports Reserves and Facilities (the Policies).

**2. RECOMMENDATION:**

- 2.1 That Council endorse and place on public exhibition for a period of 28 days from 2 to 30 May 2018 the Fireworks on Council Open Space Policy, the Turf Cricket Policy and the Advertising Signs on Council Sports Reserves and Facilities Policy (the Policies) to allow for comment from the community and other stakeholders.**
- 2.2 That in accordance with Section 223 of the Local Government Act 1989, a Committee of the Whole of Council will hear submissions on Monday 4 June 2018 at 6.30pm at the Council Chamber, Hume Global Learning Centre Broadmeadows, if required.**
- 2.3 Should there no submissions received, Council revoke The Use of Fireworks and Pyrotechnics in Hume Policy (adopted 28 August 2017), and the Turf Cricket Policy (adopted 28 August 2017) and adopt the Policies.**

**3. LEGISLATIVE POWERS:**

There are no Legislative issues related to these Policies.

**4. FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of this report.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental impacts as a result of this report.

REPORT NO: HE075 (cont.)

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no impacts on Climate Change adaptation as a result of this report.

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

There are no impacts on the Charter of Human Rights as a result of this report.

**8. COMMUNITY CONSULTATION:**

8.1 It is proposed that the policies be placed on public exhibition for a period of 28 days seeking any relevant feedback and/or comments.

8.2 In accordance with Council's Community Engagement Framework, notification of the proposed Policies will be provided. Notification of the review of the Policies will be published on Council's internet site under the "Your Say" section. The community will be asked to forward all feedback and comments to the following email address:  
[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au).

8.3 Sporting clubs will also be informed of the consultation period via social media and email.

**9. DISCUSSION:**

9.1 The following notable changes (additions) have been made to the existing policies following the review.

9.2 Turf Cricket Policy

9.2.1 Cricket clubs will be responsible for the cost of the supply of maintenance equipment and the ongoing costs associated with the running of the equipment (clause 4.2).

9.2.2 Council will be responsible for the preseason turf preparation up until seven days before the 1 October of each year (clause 4.2).

9.3 The use of Fireworks and Pyrotechnics in Hume – (now named Fireworks on Council Open Space Policy)

9.3.1 Ensure that all fireworks displays held on Council owned or managed open space are safe, accessible, well planned and that any potential impact considered and managed (clause 1.1.1).

9.3.2 The applicant is in receipt of a "Notification of Intention to Display Fireworks" form issued by WorkSafe Victoria (clause 3.2.2).

9.3.3 Operators proposing to conduct fireworks/pyrotechnics displays must hold (and continue to hold during any display) public liability insurance cover of not less than twenty million dollars (\$20 million). Evidence of cover must be produced with the application (clause 3.2.5).

9.4 New Policy – Advertising Signs on Council Sports Reserves and Facilities

This Policy has been developed as a result of a number of requests from Hume based sporting clubs seeking approval to display advertising signage at their grounds. It is also required to ensure appropriate signage is displayed at the various sites.

**10. CONCLUSION:**

This report proposes the review of two existing policies and one new policy. All policies will be placed on public exhibition for a period of 28 days to seek any feedback from sporting clubs and the community.



# FIREWORKS ON COUNCIL OPEN SPACE POLICY

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<b>Policy Reference No.</b>	POL/203
<b>File No.</b>	HCC04/355
<b>Strategic Objective</b>	2.2 Strengthen community safety and respectful behaviour
<b>Adopted by Council</b>	28 November 2011
<b>Re-Adopted</b>	28 August 2017
<b>Date for Review</b>	April 2023
<b>Responsible Officer</b>	Manager Leisure Centres & Sports
<b>Department</b>	Leisure Centres & Sports



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**FIREWORKS ON COUNCIL OPEN SPACE POLICY**

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**1 POLICY STATEMENT**

Through the Fireworks on Council Open Space Policy, Council will:

- 1.1 Ensure that all fireworks displays held on Council owned or managed open space are safe, accessible, well planned and that any potential impact considered and managed.
- 1.2 Ensure the general amenity of areas adjacent to locations where fireworks/pyrotechnics displays occur.

**2 PURPOSE**

Provide a clear application process and guidelines to articulate Council's requirements which event organisers/pyrotechnicians must meet when applying for fireworks approval.

**3 SCOPE**

- 3.1 Permission must be obtained from Council if fireworks or pyrotechnic displays are to be discharged on Council owned or managed open space.
- 3.2 General conditions and guidelines to be consideration in whether to grant permission for fireworks to be discharged in public open space:
  - 3.2.1 All organisations or individuals intending to conduct a fireworks display on Council open space must first complete an 'Application to Use Fireworks on Public Open Space'. Application forms must be received by Council 14 days (as a minimum) prior the proposed fireworks display date.
  - 3.2.2 The applicant is in receipt of a "Notification of Intention to Display Fireworks" form issued by WorkSafe Victoria.
  - 3.2.3 Only Pyrotechnicians licenced with Worksafe are permitted to discharge fireworks/pyrotechnic displays within Hume. The person and/or organisation whose name appears on any fireworks/pyrotechnics approval form shall be solely responsible for any damage, littler or nuisance as a consequence of the fireworks display.
  - 3.2.4 Letterbox drop to all affected residents and businesses within 500 metres from the firing site must be undertaken at least 28 days prior to the fireworks display. The applicant must show proof of the notices to residents prior to the fireworks display being conducted.
  - 3.2.5 Operators proposing to conduct fireworks/pyrotechnics displays must hold (and continue to hold during any display) public liability insurance cover of not less than twenty million dollars (\$20 million). Evidence of cover must be produced with the application.
  - 3.2.6 Operators must supply Council a copy of their Risk Management Assessment, including a plan detailing the proposed fireworks display and charges as given to the Work Safe Authority.
  - 3.2.7 All Work Safe Authority distance and safety requirements must be adhered to.
  - 3.2.8 Advise the broader community via local newspaper advertisement no less than 7 days before the fireworks display.
  - 3.2.9 No fireworks display will be permitted to take place after 10.30pm.

<b>Policy Reference No:</b>	POL/203	<b>Responsible Officer:</b>	Manager Leisure Centres 7&Sports
<b>Date of Re/Adoption:</b>		<b>Department:</b>	Leisure Centres & Sports
<b>Review Date:</b>	April 2023		

**FIREWORKS ON COUNCIL OPEN SPACE POLICY**

- 3.2.10 No fireworks display shall occur on any day of total fire ban or EPA Smog Alert Day.
- 3.2.11 Fireworks display is to be associated with a significant event.
- 3.2.12 Recommendations from Worksafe Victoria, the relevant fire authorities and Victorian police will be taken into consideration.
- 3.2.13 Council reserves the right to approve or not approve an application taking into consideration the relevance and or type of event proposed.
- 3.3 Should the policy be inconsistent with the Local Law or any other legislation, that Local Law or legislation will override any condition or requirement detailed in this policy.
- 3.4 Withdrawal of permission and disclaimer
  - 3.4.1 Hume City Council reserves the right to withdraw permission for any fireworks or pyrotechnic display at short notice. This is in consideration of extreme climatic conditions, which Council deems has the potential to adversely affect the amenity and safety of the area.
  - 3.4.2 Hume City Council will not be held responsible for any loss of monies in the event that Council withdraws permission for the fireworks and pyrotechnic displays.

**4 OBJECTIVE**

To guide Council Officers in their discretionary powers in regards to the use of fireworks/pyrotechnic displays and ensure Council standards, the general amenity and safety of the municipality are maintained.

**5 POLICY IMPLEMENTATION**

The Leisure Centres and Sport Department will implement this policy by ensuring that staff:

- 5.1 Consult with where required:
  - a) The Victorian Work Safe Authority; and /or
  - b) The relevant fire authority (ie CFA or MFB); and/or
  - c) Any other authority/body that Council considers relevant (ie Victorian Police)
- 5.2 Are trained and competent to use procedures that support the policy.
- 5.3 Have access to the policy and supporting procedures and legislation.

**6 DEFINITIONS AND ABBREVIATIONS**

Nil

**7 RELATED DOCUMENTS**

- 7.1 Local Government Act 1989
- 7.2 Summary Offences Act 1966
- 7.3 Dangerous Goods Act 1985

<b>Date Adopted</b>	
<b>Date Re-Adopted</b>	
<b>Review Date</b>	April 2023

<b>Policy Reference No:</b>	POL/203	<b>Responsible Officer:</b>	Manager Leisure Centres 7&Sports
<b>Date of Re/Adoption:</b>		<b>Department:</b>	Leisure Centres & Sports
<b>Review Date:</b>	April 2023		

# FIREWORKS ON PUBLIC OPEN SPACE GUIDELINES



These guidelines apply to all open space areas under the control of Council at any time whether owned, operated or leased.

## 1. COMMENCEMENT OF BOOKING

No approval of any facility is authorised by Council until the applicant has:

- Completed and returned the *Application Form – Fireworks on Public Open Space*. Each section of the form must be completed and include all information and attachments where required.
- Received a confirmation letter from Council that its application has been approved: and
- Paid any applicable hire fees and/or security bond where required.

## 2. FIREWORKS DISPLAY HOURS

No fireworks display will be permitted to take place after 10.30pm.

## 3. FEES, SECURITY DEPOSIT AND CANCELLATION

- 3.1 Casual Hire fees and charges for Recreation Reserves and open space are fixed by Council. Invoices will be forwarded to the applicant following the issue of written confirmation. All invoices must be paid 10 days prior to the fireworks display. Failure to pay may result in the withdrawal of Council's approval to hire the open space.
- 3.2 A security deposit maybe payable by the applicant, and is to be held as a security against any damage or litter as a consequence of the fireworks display. A refund of the security deposit will be made within 30 days after the display. Where the amount of the security deposit is not sufficient to cover damage or litter removal, the applicant will be liable to pay the difference within 30 days of receipt of an invoice or the specified due date.
- 3.3 Where written notice of cancellation is given by the applicant before the display date, a full refund of the hire fee and security deposit (if any paid) will be made.
- 3.4 Notwithstanding any other provision of these Guidelines and regardless of whether a confirmation has been issued, Council expressly reserves the right to cancel any booking at any time or to refuse to allow the hire of a facility in circumstances where the facility is required for Council use, or where Council considers the proposed hire to be detrimental to Council or a third party, in which case a full refund of all monies paid will be made. Council also reserves the right to cancel any booking in circumstances where an applicant

has submitted false or misleading information in its Application Form – Fireworks on Public Open Space.

3.5 In addition to circumstances referred to in clause 3.4, Council may at any time withdraw from the applicant the use of the open space for the following reasons:

- Inclement weather
- The open space requires surface repairs, maintenance and/or redevelopment works; and
- Breach by the applicant of any of the *Guidelines– Fireworks on Public Open Space..*

#### **4. ESCAPING FIREWORKS DEBRIS**

The applicant will be responsible for any escaping fireworks debris from the open space, and will be liable for resulting loss or damage to any property or person. The applicant must work co-operatively with persons suffering loss or damage to ensure such loss or damage is rectified or compensated for.

#### **5. CLEANING**

The applicant is responsible to cover the costs for Council's Parks Department to undertake vacuuming/removal of fireworks debris from the open space site. The applicant will be invoiced for these works, and required to pay within 30 days of receipt of the invoice for these works.

#### **6. DAMAGE**

Other than normal wear and tear, the applicant will be responsible for all loss and damage caused to Council's property during the period of use by the applicant.

#### **7. PEGGING**

Applicants are not permitted to peg items into the open space without prior approval. Pegging may damage under surface infrastructure. Applicants that are found to have pieced the surface will be responsible for the costs of repair.

#### **8. INDEMNITY**

8.1 The applicant agrees to indemnify and to keep indemnified The Hume City Council, its officers, servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with this fireworks display.

8.1 Except for any liability that cannot be excluded by law, Hume City Council (including its officers, employees and agents) excludes all liability for any personal injury or loss or damage (including loss of opportunity) whether direct, indirect, special or consequential, arising in any way out of the promotion and or staging of this fireworks display.

**9. INSURANCE**

The applicant is to provide a copy of their Certificate of Currency for public liability insurance providing cover to a minimum sum of \$20,000,000 for the fireworks display.

**10. RISK MANAGEMENT ASSESSMENT**

The applicant is to provide a copy of a Risk Management plan addressing all risks associated with the fireworks display, and the controls that will be in place to manage these risks/hazards.

**11. SITE MEETING PARKS DEPARTMENT**

The applicant is to accompany a Council's Park Department staff member on an inspection of the open space prior to the event.

**12. WORKSAFE**

The applicant is to provide a copy of a 'Notification of Intention to Display Fireworks' form issued by Worksafe Victoria.

**13. PYROTECHNICIANS LICENCE**

The applicant is to provide a copy of their pyrotechnicians licence with Worksafe Victoria.

**14. NOTIFICATION**

The applicant is to undertake a letterbox drop to all affected residents and businesses with 500 metres from the firing site. The letter box drop is to be undertaken at least 28 days prior to the fireworks display. The applicant is required to show proof of the notices to residents prior to the fireworks display being conducted and a notification map showing the letter drop area.

**15. SITE PLAN**

The applicant is to provide a site plan, drawn to a reasonable scale showing evidence that all requirements of the Dangerous Goods (Explosives) Regulations will be complied with, in particular:

- Exclusion zones – showing the minimum safety distance from the firing points
- The ignition points
- The public viewing areas
- Surrounding properties
- Surrounding infrastructure
- Access to exits

# FIREWORKS ON PUBLIC OPEN SPACE APPLICATION FORM



To be read in conjunction with Hume City Council *Guidelines – Fireworks on Council Open Space*.

Applications must include all supporting documentation as set out in the Hume City Council *Guidelines – Fireworks on Council Open Space*.

Return completed application forms to Leisure Centres and Sport Department

Hume City Council  
PO Box 119  
Dallas 3047  
leisureservices@hume.vic.gov.au  
fax: 9309 0109

Application forms must be received by Council 14 days prior to the proposed event date.

## Privacy Statement

*Council is collecting the information on this form for the purpose of registering and administering your application for use of a Sporting Reserve and/or open space. The information may also be used to send you newsletters and other relevant Council information. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information your application may not be processed. You may access this information by contacting Council's Privacy Officer on 9205 2200.*

## Part 1: APPLICANT DETAILS

You must complete each part and include attachments where required for the application to be considered.

Name of applicant: \_\_\_\_\_

Company name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: After hours \_\_\_\_\_ Business Hours \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event contact Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Part 2: EVENT DETAILS**

Location requested for the event: \_\_\_\_\_

Date of the event: \_\_\_\_\_

Times: Bump in \_\_\_\_\_ Bump out \_\_\_\_\_

Exclusion time (area closed) \_\_\_\_\_ Fireworks display time \_\_\_\_\_

No fireworks display will be permitted to take place after 10.30pm.

Details of the event: \_\_\_\_\_

\_\_\_\_\_

**Part 3: APPLICANT REQUIREMENTS**

The applicant must complete each part of this form and include attachments where required.

**Public liability insurance:** The applicant must hold (and continue to hold during the display) public liability insurance cover of not less than \$20 million dollars. Please attach a copy of your Public Liability Certificate of Currency.

Insurance Company name: \_\_\_\_\_

Policy number: \_\_\_\_\_ Expiry number \_\_\_\_\_

Maximum insurance coverage: \_\_\_\_\_

**Pyrotechnicians Licence number:** \_\_\_\_\_ Expiry date: \_\_\_\_\_

Please attach a copy of your pyrotechnician licence.

**Notification of Intention to Discharge Fireworks:** please attach a copy of the Worksafe notification.

List other relevant authorities notified: \_\_\_\_\_

\_\_\_\_\_

**Site plan** showing evidence that all requirements of the Dangerous Goods (Explosives) Regulations will be complied with, in particular:

- Exclusion zones – showing the minimum safety distance from the firing points.
- The ignition points
- The public viewing areas
- Surrounding properties
- Surrounding infrastructure
- Access to exits

**Risk Management Assessment:** please attach a copy of a Risk Management plan addressing all risks associated with the fireworks display, and the controls that will be in place to manage these risks/hazards.

**Notification to community:** A letterbox drop to all affected residents and businesses within 500 metres from the firing site must be undertaken at least 28 days prior to the fireworks display. The letter is to include the fireworks display date, time, location and other relevant information. The applicant will be required to show proof of the notices to residents and businesses prior to the fireworks display being conducted and a notification map showing the letter drop area.

The broader community is to be advised via local newspaper advertisement no less than 7 days before the fireworks display.

**Fees:** All hire fees are required to be paid in full 7 days prior to the fireworks display.

#### **Part 4: DECLARATION**

I, the undersigned have read and understand the *Guidelines – Fireworks on Council Open Space*, and undertake to comply in all respects with such conditions should this application be successful.

I also agree to notify Hume City Council immediately that there is any change to any of the information provided in this application, at any stage prior to the date of the fireworks display.

I, \_\_\_\_\_ being the \_\_\_\_\_  
(position)  
of \_\_\_\_\_ undertake responsibility for submitting this  
(name of organisation/company)  
application.

#### **CHECKLIST SUPPORTING DOCUMENTATION**

- Public liability insurance Certificate of Currency for \$20 million
- Pyrotechnicians Licence
- Notification of Intention to Discharge Fireworks
- Site plan
- Risk Management Assessment
- Notification map – community letter drop area
- Copy of community letter





# TURF CRICKET POLICY

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<b>Policy Reference No.</b>	POL/204
<b>File No.</b>	HCC15/190
<b>Strategic Objective</b>	3.2 Enhance community pride and sense of place
<b>Adopted by Council</b>	April 2004
<b>Re-Adopted</b>	28 August 2017
<b>Date for Review</b>	September 2023
<b>Responsible Officer</b>	Manager Leisure Centres & Sports
<b>Department</b>	Leisure Centres & Sports

**POLICY TITLE**

**1 INTRODUCTION**

- 1.1 A review of the current *Turf Wicket Cricket Policy* was undertaken to ensure the policy set out clear guidelines for the establishment and maintenance of Turf cricket wicket facilities within Hume City Council boundaries.
- 1.2 Council's role in the provision of sports facilities like other Council services must be balanced against the many needs of the community.

**2 POLICY STATEMENT**

To provide a set of guidelines for the establishment, maintenance and preparation of Turf Cricket pitches.

**3 POLICY IMPLEMENTATION**

- 3.1 Any club wishing to make an application to establish a Turf Cricket wicket will need to prepare a submission that addresses all the issues included in this policy.
- 3.2 The submission will then be considered by Council against the prescribed criteria.
- 3.3 Criteria:
- 3.3.1 Effect on Junior Cricket
- a) Ability to relocate junior teams in immediate area
  - b) Documented feedback from Junior club parents (survey to be conducted by Club)
  - c) Effect on school usage in the area
- 3.3.2 Turf Cricket sites in area
- a) The number of Turf Clubs in the immediate area
  - b) The grade and level of competition to be played
- 3.3.3 Financial
- a) Clubs will be required to contribute to the cost of installation of a wicket table (50% of total costs or 100% of costs if funds are not available through Council)
  - b) Ability of the Club to meet costs managing a Turf Cricket Ground, i.e. turf installation, maintenance and renovation
  - c) Review of financial plan by Council officers
  - d) The maintenance of turf wickets will be the responsibility of individual cricket clubs. The Premier Cricket Club is exempt from this clause as the wicket preparation is the responsibility of the Council.
- 3.3.4 Impact on use of Oval
- a) Consideration of other activities on the oval and any effect on these users
  - b) Consultation with other users of the oval/reserve

<b>Policy Reference No:</b>	POL/204	<b>Responsible Officer:</b>	Manager Leisure Centres & Sport
<b>Date of Re/Adoption:</b>	28 August 2017	<b>Department:</b>	Leisure Centres & Sport
<b>Review Date:</b>	April 2023		

**POLICY TITLE**

- 3.3.5 Turf Practice Wickets
- a) Only required at District and Sub-district levels
  - b) Full funding would be required by the club for installation and ongoing maintenance
  - c) All practice wickets would need to be located off the main ground (run-ups not to be on ground)
- 3.3.6 Development
- a) Consideration of any increase in participation in Cricket by women
  - b) Identification of any activities that promote and develop the opportunities for participation in cricket

**4 OTHER**

- 4.1 Cricket clubs will be responsible for the cost of the supply of maintenance equipment and the ongoing costs associated with the running of the equipment
- 4.2 Council will be responsible for the preseason turf preparation up until seven days before 1 October each year

**5 DEFINITIONS AND ABBREVIATIONS**

Nil

**6 RELATED DOCUMENTS**

Nil

**7 RELATED DOCUMENTS**

Where appropriate, list the related documents and attach to the policy. These may include:

- 7.1 Legislative requirements
- 7.2 Procedures
- 7.3 Other supporting information

<b>Date Adopted</b>	
<b>Date Re-Adopted</b>	
<b>Review Date</b>	

<b>Policy Reference No:</b>	POL/204	<b>Responsible Officer:</b>	Manager Leisure Centres & Sport
<b>Date of Re/Adoption:</b>	28 August 2017	<b>Department:</b>	Leisure Centres & Sport
<b>Review Date:</b>	April 2023		



# ADVERTISING SIGNS ON COUNCIL SPORTS RESERVES AND FACILITIES POLICY

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<b>Policy Reference No.</b>	POL/
<b>File No.</b>	
<b>Strategic Objective Adopted by Council Re-Adopted</b>	5.2 Create a community actively involved in civic life
<b>Date for Review</b>	April 2023
<b>Responsible Officer Department</b>	Manager Leisure Centres & Sports Leisure Centres & Sports

**ADVERTISING SIGNS ON COUNCIL SPORTS RESERVES AND FACILITIES POLICY**

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**1 POLICY STATEMENT**

1.1 Through the Advertising Signs on Council Sports Reserves and Facilities Policy, Council will:

- 1.1.1 Ensure that there is a consistent approach to advertising signage on sports grounds and facilities.
- 1.1.2 Ensure that signage is safely installed, maintained and does not detract from the visual amenity of the sports reserves and facilities.

**2 PURPOSE**

Council recognises that promotion and advertising is important to clubs in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised that there is a requirement to manage and control advertising, sponsorship and promotional signs to ensure the visual integrity of sports reserves and facilities is safely maintained.

**3 SCOPE**

- 3.1 The Policy applies to all Council owned and managed reserves, and associated facilities including sports grounds, pavilions, fencing, toilets, buildings and club infrastructure (including scoreboards and coaches boxes).that are used on a formally allocated basis through a seasonal occupancy/tenancy agreement.
- 3.2 Signs will be permitted when they conform to the criteria set out in this Policy in addition to the requirements in the Hume Planning Scheme.

**4 OBJECTIVE**

- 4.1 To allow signage opportunities, where appropriate, for sporting clubs to promote their activities and help generate income from sponsorship.
- 4.2 Provide general conditions and guidelines for the consistent application of signs on sports reserves and facilities to ensure that signage is safely installed, maintained and does not detract from the visual amenity of the area.

**5 POLICY IMPLEMENTATION**

- 5.1 Approval for advertising signage on sporting reserves can be sought by contacting the Leisure Centres and Sports Department.
- 5.2 Criteria for advertising/sponsorship signage on sports reserves and facilities:
  - 5.2.1 General
    - a) Signage must be free of advertisements associated with alcohol, tobacco products, gambling, political (related to electioneering) or any form of adult entertainment. Any imaging on signs must be approved by Council.
    - b) Messages must not be offensive or discriminatory. All signage is to be removed at the end of the playing season, this is to allow the seasonal user

<b>Policy Reference No:</b>	POL/	<b>Responsible Officer:</b>	Manager Leisure Centres & Sports
<b>Date of Re/Adoption:</b>		<b>Department:</b>	Leisure Centres & Sports
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**ADVERTISING SIGNS ON COUNCIL SPORTS RESERVES AND FACILITIES POLICY**

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prime siting of their sponsors' signage (subject to agreement with the other tenant club).

- c) Where there is no shared sponsorship agreement between the seasonal tenants, signs must be taken down by the club at the end of the season, otherwise Council will arrange for removal and associated costs will be borne by the season ending user club.
- d) Sporting clubs are not entitled to enter into any agreements to alter venue names or install other signage pertaining to the naming of the reserve.
- e) Electronic signage on scoreboards will be permitted to be displayed during the game and up to 1 hour prior and 1 hour after the completions of a game.
- f) Only tenant clubs located within the Hume City are eligible to apply to erect advertising and promotional signage

**5.2.2 Location and Size**

- a) Signs must be oriented to display inward to the reserve users and not positioned to be viewed by passing traffic or people beyond the reserve.
- b) Signage placed on sports ground oval fencing must not cover more than 50% of the internal circumference and must have at least a three metre gap every 20 metres to allow pedestrian access to the oval.
- c) Signage on the external circumference of the sports ground fencing will be allowed directly in front of the pavilion and must not be visible beyond the reserve.
- d) Signage on coaches' boxes or player shelters will be permitted provided it does not cover more than 25% of the internal surface of the shelter and must not be visible beyond the reserves
- e) Signage on scoreboards will be permitted on the inward facing surface provided it does not cover more than 25% of the surface and must not be visible beyond the reserve.
- f) Signage on cricket practice nets is limited to one sign per net and to be no greater than 1 metre x 1 metre per sign. Consideration must be given to the practice net footings as signage increases the wind loading on the fencing. An engineering assessment may be required to ensure the structural integrity. Where required, the full cost of any assessment is to be borne by the user club.
- g) Signage is permitted on safety fencing behind goals provided it does not cover more than 10% of the fence surface and faces the playing surface. An engineering assessment will be required to ensure the structural integrity. The full cost of the assessment is to be borne by the user club.

<b>Policy Reference No:</b>	POL/	<b>Responsible Officer:</b>	Manager Leisure Centres & Sports
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**ADVERTISING SIGNS ON COUNCIL SPORTS RESERVES AND FACILITIES POLICY**

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- h) Signage is permitted on a building's inward facing external surface provided it does not cover more than 20% of the total inward facing surface and not visible beyond the reserve. Signs are not permitted to be painted directly onto any building or structure on the reserve.

5.2.3 Installation and Maintenance

- a) Signage must be securely and safely fixed and displayed without damaging Council's property.
- b) Finishes and materials used in the construction of all signage are to have no sharp or exposed edges and all fixing (ie. nails and screws) are to be recessed or countersunk.
- c) Signage must be professionally produced to a high standard to ensure the proposed signage does not have adverse impact on the overall amenity of the reserve.
- d) Signage must be maintained and inspected by the club on a regular basis to ensure that they are fit for a public reserve and represent no danger to the public or sports players.

5.2.4 Temporary Signage

- a) Temporary signs are permitted to promote a club's upcoming one off sporting event or activity (i.e. registration day, come and try) in accordance with the following:
- Signs comply with the requirements set in clause XX of the Hume Planning Scheme.
  - Approval for all temporary signage must be sought from Council prior to the installation.
  - The sign is to be located so as not to obstruct visibility of motorists or pedestrians access and to be located to the satisfaction of the Leisure Centres and Sport Department.
  - The sign is erected a maximum of 3 weeks prior to the event and is to be removed within 7 days of the completion of the event.
  - Commercial sponsorship/advertising on the sign is not more than 20% of the total sign area
  - Signs do not exceed 5m<sup>2</sup> (2.5m wide by 2.5m high).

5.2.5 Existing Advertising Signs

- a) Clubs are expected to meet the criteria outlined in this Policy for all signage installed after the date of adoption.
- b) Clubs will be permitted to retain existing advertising signage if it deemed not to be dangerous and complies with the criteria in this Policy.
- c) Clubs will be provided with a period of one year from receiving this advice, to ensure that all existing advertising signage complies with the criteria

<b>Policy Reference No:</b>	POL/	<b>Responsible Officer:</b>	Manager Leisure Centres & Sports
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**ADVERTISING SIGNS ON COUNCIL SPORTS RESERVES AND FACILITIES POLICY**

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outlined in this Policy. Signage that does not meet the criteria or a planning permit is required and has not been obtained maybe removed by Council. Any costs associated with the removal will be borne by the user club.

**6 DEFINITIONS AND ABBREVIATIONS**

Nil

**7 RELATED DOCUMENTS**

- 7.1 Hume City Council Local Law No.1-2013 clause 2.15 Parks, Gardens and Reserves.
- 7.2 Hume City Council Conditions of Hire – Recreation Reserves and Pavilions.

<b>Date Adopted</b>	
<b>Date Re-Adopted</b>	
<b>Review Date</b>	April 2023

<b>Policy Reference No:</b>	POL/	<b>Responsible Officer:</b>	Manager Leisure Centres & Sports
<b>Date of Re/Adoption:</b>		<b>Department:</b>	Leisure Centres & Sports
<b>Review Date:</b>	April 2023		

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<b>REPORT NO:</b>	SU286
<b>REPORT TITLE:</b>	Proposal to Rename Westmeadows Hall
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Peter Faull, Coordinator Governance & Corporate Support
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC13/146
<b>POLICY:</b>	Proposals For Memorialisation Within The Municipality of Hume
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Photograph of Foresters Hall, Westmeadows</i>

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**1. SUMMARY OF REPORT:**

- 1.1 Council, at its meeting of 11 December 2017, resolved that officers commence a process to investigate renaming the Westmeadows Hall, which is located at 107-109 Raleigh Street Westmeadows, to the Westmeadows Foresters Hall.
- 1.2 This renaming proposal can be considered by Council under its 'Proposals for Memorialisation within the Municipality of Hume' policy.

**2. RECOMMENDATION:**

- 2.1 **THAT Council approves that a public consultation process be undertaken to ascertain the level of community support to rename the Westmeadows Hall, which is located at 107-109 Raleigh Street Westmeadows, to the Foresters Hall, Westmeadows.**
- 2.2 **THAT a report is presented to Council providing a summary of the results of the public consultation process.**

**3. LEGISLATIVE POWERS:**

*Local Government Act 1989*

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Expenditure associated with this naming proposal will include administration, advertising and signage costs (if the proposal is ultimately approved). An approximate estimate of the costs associated with this proposal would be \$350 for a notice in local papers and \$500 for a new name sign to be designed, manufactured and installed.
- 4.2 All costs associated with this renaming proposal will be funded from Council's operational budget.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

Nil

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

Nil

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

The rights protected in The Charter of Human Rights and Responsibilities Act 2006 were considered and it was determined that no rights are engaged in this naming proposal.

**REPORT NO: SU286 (cont.)****8. COMMUNITY CONSULTATION:**

- 8.1 The Proposals for Memorialisation within the Municipality of Hume policy states that if a proposal is received to name or rename a Council building, Council officers should consult with user groups, clubs and/or Committees of Management that are users of or have an interest in that location. If considered appropriate, the level of public support for a proposal can also be ascertained by a public consultation process.

**Committee of Management Feedback**

- 8.2 The Westmeadows Hall Committee of Management (the Committee) held its Annual General Meeting on Thursday 15 February 2018 and the proposal to rename the hall to the Westmeadows Foresters Hall was included on the agenda for discussion by the Committee.
- 8.3 The Committee resolved that, whilst it is supportive of the proposal to rename the hall, it prefers changing the order of the words in Council's proposal to 'Foresters Hall, Westmeadows', which is reflective of the original name of the hall.
- 8.4 Whilst Council resolved that officers investigate renaming the hall to the Westmeadows Foresters Hall, the Committee's proposed name of Foresters Hall, Westmeadows is accepted by officers as a more appropriate name for Council's further consideration.

**Internal Feedback**

- 8.5 The Proposals for Memorialisation within the Municipality of Hume policy directs that internal consultation by Council officers, seeking input and feedback on memorialisation proposals from various departments within Council, is mandatory. Accordingly, internal consultation was conducted within Council on this renaming proposal, and no objections to the proposed renaming of the hall were made.
- 8.6 The internal consultation process also identified a benefit to renaming the hall, which is that it would reduce confusion with the Westmeadows Centre, which is located within 200 metres of the Westmeadows Hall.

**Public Consultation Recommendation**

- 8.7 Because of the prominent location of the hall within the suburb of Westmeadows, the hall's popularity, and the historical significance of the hall to many local residents, it is recommended that Council seeks the community's feedback on renaming the Westmeadows Hall to the Foresters Hall, Westmeadows.
- 8.8 Public consultation, which would last for a period of 30 days, would consist of placing a public notice in local newspapers and on Council's website asking for community feedback on the renaming proposal, and by promoting the consultation through Council's other information channels (both traditional and online).

**9. DISCUSSION:**

- 9.1 Council at its meeting of 11 December 2017, during its consideration of General Business, made the following resolution:

*'That Council officers commence a process to investigate renaming the Westmeadows Hall, which is at 107-109 Raleigh Street Westmeadows, to the Westmeadows Foresters Hall.'*

- 9.2 Council will be guided by the principles governing naming proposals contained within Council's Place Names Policy when considering proposals under the Proposals for Memorialisation within the Municipality of Hume policy. These principles, which are taken from the Naming Rules, are:

- (a) Principle (A) Ensuring public safety
- (b) Principle (B) Recognising the public interest
- (c) Principle (C) Linking the name to place

**REPORT NO: SU286 (cont.)**

- (d) Principle (D) Ensuring names are not duplicated
- (e) Principle (E) Names must not be discriminatory
- (f) Principle (F) Recognition and use of Aboriginal languages in naming
- (g) Principle (G) Dual names
- (h) Principle (H) Using commemorative names
- (i) Principle (I) Using commercial and business names
- (j) Principle (J) Language
- (k) Principle (K) Directional names to be avoided
- (l) Principle (L) Assigning extent to a road, feature or locality

9.3 The name that is recommended that Council endorses for public consultation, being the Foresters Hall, Westmeadows, does not breach any of the above listed principles.

9.4 In further support of the appropriateness of the proposed name of Foresters Hall, Westmeadows, please note that there are several references to this name in the publication 'Hume City Heritage Study: former Broadmeadows and Environs 2000 Volume 1 Parts 1-4 Environmental History and Heritage Conservation Plan' by Olwen Ford & Gary Vines (Melbourne's Living Museum of the West Inc.) A photograph of the hall from this publication, referring to it as the Foresters' Hall, Westmeadows, is provided as Attachment 1.

**10. CONCLUSION:**

10.1 Council officers have commenced a process to investigate renaming Westmeadows Hall to the Westmeadows Foresters Hall.

10.2 During initial consultation with the Westmeadows Hall Committee of Management, the name Foresters Hall, Westmeadows was identified as being a more appropriate name for this hall if Council was to consider renaming it. It is recommended that Council approves a public consultation process that seeks to ascertain the community's views on this name as proposed by the Committee.

Hume City Heritage Study: former Broadmeadows area & environs 2000



Figure 36: Foresters' hall, Westmeadows

At Campbellfield the local Presbyterian congregation built a new manse in 1908, in Federation style, and this still survives. The section of the church partitioned off as a hall was used for a variety of events, including a Methodist Sunday School concert. Cricket club members lobbied the Broadmeadows Shire Council, which bought eight acres of land for a recreation reserve next to the church grounds in 1909.<sup>87</sup> Pearson's general store was a popular facility, serving a large area. Two hotels were still operating in the 1940s.

Local farmers at Craigieburn worked towards the construction of a public hall in Potter Street and this opened in 1911, a substantial brick building (just outside the study area). Catholic adherents used this building for worship, before they had their own church. The Spanish-style church in Potter Street, Craigieburn, was built in 1949 and blessed and opened by Archbishop Mannix.<sup>88</sup>

The 1933 Ordnance Survey map shows a few major properties such as Arundel, Oak Bank and Aucholzie over in Tullamarine; Hillview and Argyle off the Hume Highway. By 1945, the study area was still mainly paddocks, separated by fences, with an occasional wind-break of trees and scattered farmhouses. Each of the townships of Broadmeadows, Campbellfield, Craigieburn, Kalkallo, Somerton and Tullamarine had its own post office. All, except Craigieburn, had their own State school.

<sup>87</sup> August 1997) suggests that it is possible that some of the 1927 hotel is retained within the present building.

<sup>87</sup> Lemon, *Broadmeadows*, p. 113.

<sup>88</sup> *Advocate*, 8 September 1949, p.18.

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<b>REPORT NO:</b>	SU287
<b>REPORT TITLE:</b>	Greenhouse Action Plan 2018-2022
<b>SOURCE:</b>	Michelle Bennett, Coordinator Sustainable Environment
<b>DIVISION:</b>	Sustainable Infrastructure and Services
<b>FILE NO:</b>	HCC13/289
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	4.2 Create community pride through a well-designed and maintained City.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Appendix 1: Greenhouse Action Plan 2018-2022</i></li><li>2. <i>Appendix 2: 2013-2016 Greenhouse Action Plan Review</i></li><li>3. <i>Appendix 3: Solar Installs Complete and Planned</i></li><li>4. <i>Appendix 4: Take2 Challenge Hume Actions</i></li></ol>

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**1. SUMMARY OF REPORT:**

This report seeks Council's adoption of the *Greenhouse Action Plan 2018-2022 (GAP)* (Appendix 1). The objective of the *GAP* is to reduce greenhouse gas emissions within Council operations. The *GAP* along with the *Climate Change Adaptation Plan (2013-2017)*, provides the strategic direction for Hume City Council's contribution to tackling climate change. The *GAP 2018-2022* builds on the implementation of the *Greenhouse Action Plan 2013-2016* and seeks to extend the successful energy efficiency and solar program. Expansion of actions to support the Hume community to reduce greenhouse emissions is recommended, including exploration of opportunities for improving housing ESD and energy efficiency.

**2. RECOMMENDATION:**

**That Council:**

- 2.1 adopts the *Greenhouse Action Plan 2018 - 2022***
- 2.2 refers to future budget processes for 2018/19 through to 2021/22: Capital Works budget of \$2,834,000**
- 2.3 operational budget of \$50,000 for 2018/19 (for a scoping exercise to provide recommendations to improve housing ESD and energy efficiency)**
- 2.4 endorses the proposal to join the Victorian Government's Take2 Pledge to tackle climate change**

**3. LEGISLATIVE POWERS:**

**3.1** Council has broad responsibilities around environmental management and sustainability as indicated in the *Local Government Act 1989*. Section 3 C 'Objectives of a Council' states:

- 3.1.1** The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.
- 3.1.2** In seeking to achieve its primary objective, a Council must have regard to the following facilitating objectives -
  - (a) to promote the social, economic and environmental viability and sustainability of the municipal district.

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- 3.2 Council does not have any current greenhouse reporting and carbon liability responsibilities.
- 3.3 Managing methane emissions from the Sunbury Landfill is a requirement of the license agreement with the Environment Protection Authority Victoria.

4. FINANCIAL IMPLICATIONS:

- 4.1 The GAP capital works budget for the last four financial years is shown below along with additional funding allocated to energy efficiency in Council operations through grant supported programs including Hume Lighting the Way which incorporated the street-lighting upgrade. The table shows the level of financial resourcing available for energy efficiency works in recent years.

Financial Year	Council GAP budget	External Funding	Council street lighting budget	Total funding for energy efficiency and solar per year
2013/2014	\$400,000	\$73,000 \$455,379	\$403,716	\$1,282,095
2014/2015	\$400,000	\$880,878	\$780,942	\$2,061,820
2015/2016	\$500,000	\$332,957	\$295,183	\$1,128,140
2016/2017	\$400,000			\$400,000
<b>Total</b>	<b>\$1,650,000</b>	<b>\$1,742,214</b>	<b>\$1,479,841</b>	<b>\$4,872,055</b>

- 4.2 In 2013 Council received the following grant funding totaling \$1,742,214 for energy efficiency within Council operations:
  - 4.2.1 \$73,000 from the *Local Government Energy Efficiency Program* for solar hot water upgrades in 2013/14.
  - 4.2.2 \$300,000 for energy efficiency in Council buildings and \$1,369,214 for the streetlighting upgrade from the *Community Energy Efficiency Program* which was allocated for expenditure across three financial years from 2013/14 through to 2015/2016.
- 4.3 Council also allocated \$1,479,843 to the street lighting upgrade which was additional to the GAP budget. The *Hume Lighting the Way* project came in under budget and further energy efficiency works were then undertaken with this budget as discussed in 4.5 below
- 4.4 Energy efficiency grants for Council operations have not been available from the Victorian or Australian Governments since 2013 with the general expectation that local government investment in energy efficiency is prudent, due to strong financial returns, without funding support. Some water efficiency projects have previously been funded through the Greenhouse Action Plan Capital works budget.
- 4.5 Following the successful completion of the *Hume Lighting the Way* program under budget, in September 2016, Council supported the allocation of unexpended funding to further solar and energy efficiency upgrades: solar installs at the Hume Global Learning Centres (GLC) at Broadmeadows and Craigieburn; solar installation and Environmentally Sustainable Design and Development (ESD) works at the Hume GLC Sunbury; and \$80,000 funding for solar installs at Council facilities where community organisations pay the electricity bills. The Hume GLC Broadmeadows and Craigieburn solar arrays are now operational, the ESD budget for GLC Sunbury is committed and \$80,000 of solar installs on Neighbourhood Houses will occur this financial year.

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- 4.6 Just over \$400,000 of Greenhouse Action Plan expenditure has also been carried forward into the 2017/18 financial year (see table below) for projects that are delayed due to construction / redevelopment works including large solar arrays at the Sunbury Aquatic and Leisure Centre, Broadmeadows Netball Stadium and new boilers at the Broadmeadows Aquatic and Leisure Centre.
- 4.7 Hume submitted a grant application to the Victorian Government’s Growing Suburbs fund in 2017 to install solar panels on Council facilities where community organisations are responsible for paying electricity bills. Unfortunately this grant was not successful and budget allocation for installing solar on these Council facilities is now included in the *GAP*.
- 4.8 A proposed program of solar installs and energy efficiency works for the Greenhouse Action Plan capital works budget have been developed and costed with input from expert consultants, for the next four year period. Proposed actions are itemised in Appendix 2 of the *GAP* with the following annual financial implications:

Financial Year	Amount	Status
2017/18	\$400,000	Allocated
2017/18	\$450,000	Forecast carry forward (includes CEEP grant funding allocated to Sunbury GLC)
2018/19	\$400,000	Council approval sought
2019/20	\$949,000	Council approval sought
2020/21	\$797,500	Council approval sought
2021/22	\$687,500	Council approval sought
Four year total	\$2,834,000	Council approval sought

- 4.9 Additional investment is proposed through the *GAP* and is recommended based on the strong financial and environmental outcomes. The proposed annual program of works can be accommodated within current staff time because of the completion of the grant funded *Lighting the Way* project.
- 4.10 Works contained in the *GAP* capital works budget have good financial returns on investment of generally seven years or less. Implementation of these works will also reduce Council’s exposure to future energy cost increases which are anticipated for both gas and electricity. Financial returns may in many cases also continue to improve as the cost of technologies decrease (for example LED lighting and solar PV costs) and as energy costs rise (and for Council this occurs through electricity and gas contracts).
- 4.11 The *GAP* also recommends a scoping study to explore opportunities for improving housing ESD and energy efficiency. This study will provide recommendations for programs and outreach work to assist the Hume Community to manage energy bills, access energy related support services, improve the thermal comfort of their homes and reduce greenhouse gas emissions. Low income households, culturally and linguistically diverse communities and the broader Hume community would be targeted for engagement.
- 4.12 All other actions within the *GAP* are within current budgets or are investigative only.

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**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

- 5.1 Climate change is one of the most significant threats facing humanity and our planet. The increase in greenhouse gas emissions in our atmosphere, largely due to the burning of fossil fuels and land-clearing, is resulting in changing weather patterns with a range of devastating impacts (drought, heatwaves and extreme weather events, sea-level rise and coastal inundation, impacts on food production, spread in disease and an increase in refugees). These impacts are evident now but will continue to increase in frequency and extremity over time.
- 5.2 Significantly reducing greenhouse gas emissions is a critical response to climate change and is the responsibility of all levels of government, business, communities and individuals.
- 5.3 The Paris Agreement of the *United Nations Framework Convention on Climate Change*, negotiated in December 2015 aims to hold the increase in the global average temperature to well below 2 °C above pre-industrial levels and to pursue efforts to limit the temperature increase to 1.5 °C above pre-industrial levels, recognising that this would significantly reduce the risks and impacts of climate change.
- 5.4 To limit warming below 1.5°C by 2100 requires a global reduction in greenhouse emissions of between 70-95% relative to 2010 levels by 2050 moving to zero greenhouse emissions by 2060-2080. For a 2 °C limit, a 40-70% global reduction is required by 2050 and zero by 2080-2100.
- 5.5 The Paris Agreement is a very positive step forward in global climate negotiations but the level of global reduction required demonstrates the enormity of the challenge, particularly given the rate of global population increase and the need for development and economic growth, particularly in poorer nations. This level of greenhouse reduction is technically feasible however, if political will and commitment can be harnessed and maintained.
- 5.6 The *GAP* is a key pillar of Hume's contribution to combating climate change by aiming to reduce emissions for which Council has direct responsibility. The other components of a comprehensive local government response to climate change include: climate adaptation for Council operations; climate adaptation for the Hume community; leadership and support programs for community emission reductions; and advocacy for climate change. Sections 5.8 - 5.11 below summarise Hume's current activities in relation to these components.
- 5.7 The *2018-2022 Greenhouse Action Plan* proposes to extend and expand Hume City Council's work to assist in the reduction of community greenhouse gas emissions. This is to be implemented by undertaking a scoping study to explore opportunities for improving housing ESD and energy efficiency. Depending on the outcomes of this study, further resourcing may be required. A similar initiative previously funded through a grant program demonstrated the significant potential to achieve triple bottom line outcomes, including significant greenhouse gas emission reductions for the Hume community as outlined in Section 9.3 below.

**5.8 Climate adaptation for council operations and the Hume community**

- 5.8.1 Hume's *Climate Change Adaptation Plan 2013 -2017* aims to: increase Hume City Council's resilience to climate change impacts; support the Hume community to increase resilience to climate change impacts; and support the climate resilience of the natural assets of the City of Hume. The Adaptation Plan is due for review this year.



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**5.9 Leadership and support programs for community emission reductions**

- 5.9.1 Hume's Business Efficiency Network Officer works with Hume's industrial and commercial sectors to assist them to improve business efficiency through effective resource use, waste management and water and energy efficiency. This program involves the delivery of specific energy efficiency programs such as Light\$mart (supporting a change to LED lighting) and ASPIRE (business to business waste re-purposing) and other diversion-from-landfill initiatives which promote greenhouse reductions from this sector.
- 5.9.2 The organic green waste collection service and subsidisation of compost bins, worm farms and bokashi bins helps keep organic waste out of landfills, reducing the production of landfill methane, a potent greenhouse gas.
- 5.9.3 Current actions to support households to reduce greenhouse emissions include the Hume Heatwave Help program through which the Property Maintenance Team in Health and Community Wellbeing deliver a small number (13 in 2016/17) of simple home energy efficiency retrofits annually to Home Care Clients who are vulnerable to heatwaves (and health impacts from cold weather). The *Live Green* program includes occasional energy and solar workshops including 'Bring Your Bills' days that support households having difficulty paying for energy bills.

**5.10 Advocacy for Climate Change**

- 5.10.1 Hume's membership and participation in the Northern Alliance for Greenhouse Action (NAGA) is a strong platform for climate advocacy and leadership. NAGA prepares a range of advocacy submissions and grant applications and coordinates regional projects on behalf of members.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

- 6.1 In addition to the critical urgency of greenhouse emission reductions from all sectors to avoid the worst global impacts of climate change, energy efficiency and solar installations can also be considered climate adaptation actions. They can reduce exposure to financial risk through increased energy costs anticipated as an indirect outcome of climate change (in addition to other factors that impact on energy costs including wholesale and retail charges and transmissions infrastructure upgrades etc.).

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

- 7.1 Actions contained in the *GAP* to reduce corporate emissions will have various indirect benefits for the Hume community through the improved efficiency of Council service delivery, improved service delivery in Council buildings from lighting upgrades, thermal comfort improvements etc. and enhanced community pride due to environmental building features and Council leadership.
- 7.2 If the housing ESD and energy efficiency initiatives are implemented, these will make a direct contribution to Hume households struggling to pay energy bills and other basic household needs by promoting and linking households to relevant energy services and concessions, assisting with finding the most cost effective energy contract and improving energy efficiency in the home which can both reduce costs and improve thermal comfort. The Victorian Council of Social Services (VCOSS) 2017 report *Power Struggles: Everyday Battles to Stay Connected* highlighted that households struggling to pay utility bills make trade-offs to stay connected that include restricting heating and cooling (despite health impacts); limiting cooking and food purchases and not being able to afford children's books.

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8. COMMUNITY CONSULTATION:

- 8.1 Consultation for the GAP has occurred with Councillors and key internal stakeholders.
- 8.2 A summary of the key proposed actions of the GAP was presented to the Sustainability Taskforce at the February 2018 meeting and members were asked to respond to consultation questions. A summary of feedback is included below:

<p>Should a corporate greenhouse reduction target be set?</p>	<p>Feedback from the Taskforce varied:</p> <ul style="list-style-type: none"> <li>• Set a 2030 or 2050 target and a number of action plans to progress towards this longer term target.</li> <li>• Targets not always successful in achieving/inspiring action. 2009 GAP exceeded target and this is not a good outcome – focus on actions to do as much as possible to reduce.</li> <li>• Use different / most appropriate metrics for setting targets e.g. greenhouse gas emissions/per capita or per m2 of building space.</li> <li>• Any target can be achieved if adequately resourced – what is the community prepared to pay?</li> </ul>
<p>Should Council continue to focus on corporate emissions or include community emissions?</p>	<ul style="list-style-type: none"> <li>• Corporate emissions come first but assisting the community to reduce emissions is important.</li> <li>• Solar installs on Council facilities leased by tenants – Council still benefits from greenhouse gas emissions reductions in inventory and Council is about other outcomes too – beyond financials.</li> <li>• Council’s role is to lead by example and put solar on community facilities. Showing the community how to do it – a flow on effect.</li> <li>• Discounted compost bins and worm farms - a very good program.</li> </ul>
<p>Key sectors/ Reduction Opportunities</p>	<ul style="list-style-type: none"> <li>• Street lighting emissions savings are feasible; California example of solar run street lights.</li> <li>• Virtual Power Stations (SA solar on community housing).</li> <li>• Good direction to go in to capture methane from landfill.</li> <li>• Use methane from Sunbury landfill for power generation.</li> <li>• Currently residents pay to drop off green waste and pay to collect compost – doesn’t encourage doing the right thing.</li> <li>• Further need for green waste and general waste education.</li> </ul>

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8.3 The need for community consultation and communications prior to the implementation of any solar installs and energy efficiency actions at Council facilities are discussed with Council officers or representatives of community group users who manage or use these facilities. Cross-Council consultation and collaboration will continue as part of the implementation of the actions contained in the *GAP*.

9. DISCUSSION:

9.1 Review of the Greenhouse Action Plan 2013-2016

9.1.1 Most of the Key Performance Indicators (KPIs), targets and actions of the *Greenhouse Action Plan 2013-2016* have been successfully achieved and completed. The status review is attached as Appendix 2.

9.1.2 Key achievements of the *Greenhouse Action Plan 2013-2016* include:

- (a) Successful completion of the *Hume Lighting the Way* grant (key outcomes summarised below)
- (b) Installation of 384kW of solar panels on Council facilities in 2016/2017. This increased Hume's total solar capacity from 116kW to 500kW (see Appendix 3).
- (c) Improvements in greenhouse and energy data management including the documentation of a protocol for preparing Hume's annual greenhouse inventory
- (d) Energy efficiency Key Performance Indicators exceeded at four of the six facilities where works were undertaken as per Table 1 below.

**Table 1: Results for KPI: 10% reduction in greenhouse gas emissions from six targeted facilities**

Facility	Actual % change in greenhouse emissions	Comment
Broadmeadows Aquatic and Leisure Centre	79% increase	This KPI was set for the old centre that Council has since expanded with extra facilities including a new heated 50 metre pool.  Without the energy efficiency works undertaken the increase in emissions at the redeveloped centre would be a 92% increase on the benchmark.
Craigieburn Aquatic and Leisure Centre	-1%	This data is for the whole centre not just the basketball stadium. Other changes in usage patterns in the facility have overshadowed the anticipated 14% reductions achieved through the lighting upgrade.
Sunbury Aquatic and Leisure Centre	-12%	There was a 25% decrease in gas use compared to the benchmark year; this reflects the installation of the new energy efficient gas boiler and the solar hot water system for change rooms.
Boardman Stadium Sunbury	-24%	Reflects the upgrade of highbay lighting to LEDs.
Broadmeadows Basketball	-26%	Reflects the upgrade of highbay lighting to

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Stadium		LEDs.
Broadmeadows Netball Stadium	-36%	Reflects the upgrade of highbay lighting to LEDs.

9.1.3 Hume’s *Lighting the Way* program received a total of \$1,883,519 in funding from the Department of Industry, Innovation and Science in 2013. The three year program achieved significant greenhouse reductions and cost savings for Hume City Council, particularly the upgrade of residential street lights to energy efficient T5 lighting. The three key streams and outcomes of *Hume Lighting the Way* are summarised below:

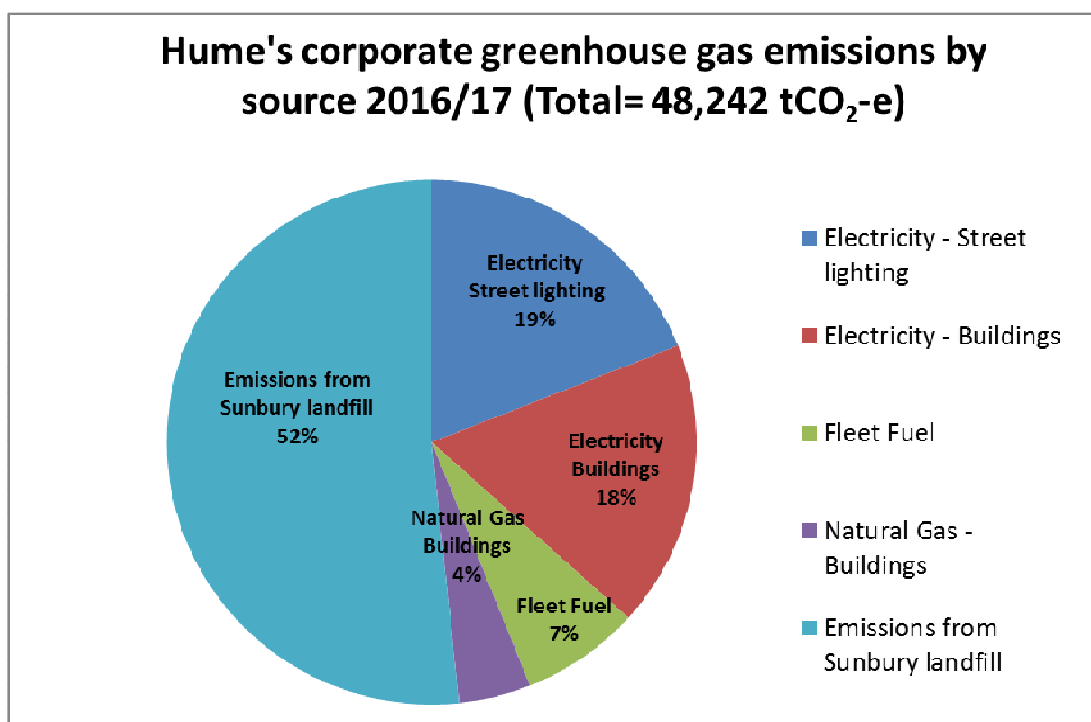
- (a) **Street lighting Upgrade:** 8,689 80W Mercury Vapour standard street lights in residential streets were upgraded to energy efficient T5 lights (28W) which use around a third of the energy. This is returning savings of 3,100 tonnes of greenhouse gas emissions a year and \$415,000 in electricity and Operations, Maintenance and Repair savings while also improving lighting outcomes and perceptions of safety.
- (b) **Energy Efficiency in Council Facilities:** energy efficiency works funded by the grant including lighting upgrades, installation of insulation, pool blankets and improved pool circulation motors with savings of more than \$87,600 and 637 tonnes of emissions per year. Lighting levels, lighting flexibility and thermal comfort were also improved.
- (c) **Community Energy Efficiency Program:** more than 3,800 Hume residents were engaged and supported to improve energy efficiency at home through the Hume Heatwave Help, Energy Smart Neighbourhoods and the Hume Energy Saver projects. Community savings of more than \$384,357 and 1,290 tonnes of greenhouse gas emissions per year were achieved through lighting upgrades in the Hume Energy Saver program alone. Home Care Clients who received Hume Heatwave Help energy efficiency retrofits reported very high levels of satisfaction with the project with 86% indicating their home was much cooler than outside during heatwaves following the project, compared with 54% in the pre project survey.

**9.2 Hume’s Greenhouse Gas Inventory**

9.2.1 The source of greenhouse gas emissions that Council is directly responsible for are shown in Figure 1 below. Hume’s inventory methodology is documented in the *Hume City Council Greenhouse Inventory Protocols Manual* which is updated annually and is based on National and International principals and methodologies outlined in a number of key documents<sup>1</sup>.

9.2.2 Waste from the Sunbury Landfill is the largest contributor making up 52% of total emissions in 2016/17. Street lights and emissions from electricity use in Council buildings contributed 19% and 18% respectively. The vehicle fleet (7%) and gas use in Council buildings (4%) accounted for smaller amounts.

<sup>1</sup> Hume’s Greenhouse Inventory Protocols Manual is based on: The National Greenhouse and Energy Reporting (NGER) Act 2007 (Australian); National Carbon Offset Standard, Carbon Neutral Program Guidelines (NCOS) (Australian); National Greenhouse Accounting Factors (Australian) ; ISO 14064-1:2006 (International) and The Greenhouse Gas (GHG) Protocol (International).



**Figure 1: Breakdown of Hume's Greenhouse Gas Emissions**

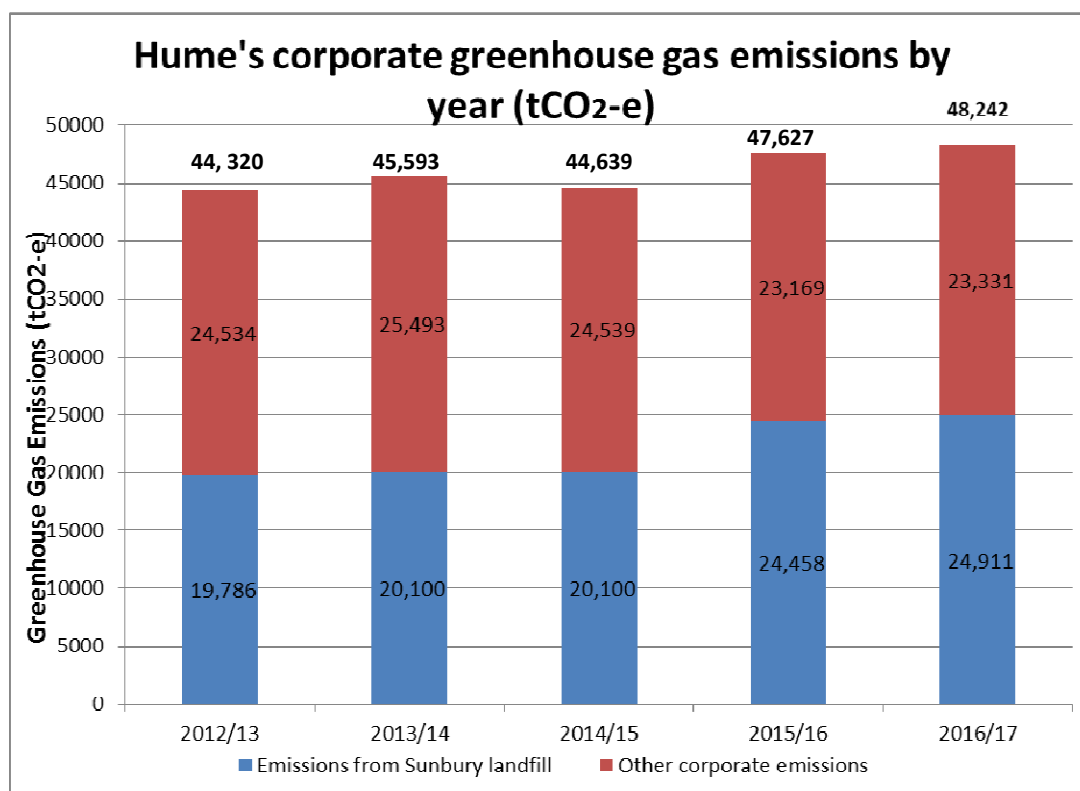
CO<sub>2</sub>-e or carbon dioxide equivalent is a standard measure of greenhouse gases. Greenhouse gases other than carbon dioxide are expressed in terms of the equivalent carbon emissions based on their relative global warming potential.

- 9.2.3 Hume's emissions have been increasing in recent years as shown in Figure 2 below. This is the usual trend for growth area Councils with expanding services and new facilities to meet the needs of a growing population.
- 9.2.4 The graph shows a significant increase in emissions from the Sunbury Landfill in 2015/16 compared to the previous year, but this is a reflection of an improved data source. From 2015/16 the Clean Energy Regulator's Solid Waste Calculator was used to calculate emissions from new waste deposited and legacy emissions from the Sunbury Landfill. In reality, emissions from the Sunbury landfill will have been increasing steadily over time.
- 9.2.5 Hume City Council's overall corporate emissions would have increased more significantly without the following actions:
- the street-lighting upgrade to energy efficient lights that is saving more than 3,000 tonnes of greenhouse gas emissions annually.
  - the energy efficiency and solar program
  - purchase of 10% GreenPower for electricity usage for Council buildings
  - a decrease in the Victorian<sup>2</sup> greenhouse coefficient for electricity<sup>2</sup>.

<sup>2</sup> The Victorian greenhouse coefficient for electricity is used to calculate greenhouse emissions from electricity use (measured in kWh). The coefficient changes from year to year depending on the makeup of overall electricity supplied in Victoria; the reduction reflects an increased proportion of renewable energy and means that for the same amount of electricity use emissions would be around 5% lower in 2014-2015 compared to the previous year.

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Figure 2: Greenhouse Emissions Sources over time.



9.3 Overview of the Greenhouse Action Plan 2018-2022

- 9.3.1 The *Greenhouse Action Plan 2018-2022* is grouped into six main areas: buildings and renewables; waste; public lighting; fleet; supporting community emission reductions and creating positive change. The proposed key initiatives will bring about greenhouse reductions, improve processes, and help embed sustainability practices across Council's services and support the community to reduce emissions while also delivering economic and social outcomes.
- 9.3.2 The *GAP* includes investigation of opportunities that could return large scale emissions reductions if viable for implementation:
- (a) the potential for gas flaring or capture and use for energy generation at the Sunbury Landfill
  - (b) investment in a large solar (or renewable energy) farm or purchase of electricity through a power purchase agreement with a renewable energy generator (with a number of different models, combinations and partnership opportunities to be investigated)
  - (c) smart controls and new technologies for street-lighting.
- 9.3.3 These investigations will assess viability, prepare business cases, identify any needs for further investigation so that Council can make well-informed decisions on how to proceed.
- 9.3.4 **Buildings:** The *GAP* proposes not just a continuation but an expansion of Hume's successful energy efficiency and solar roll-out program. Around 1,275 additional kW of solar are proposed over the four year plan bringing Hume

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City Council's total solar capacity to around 1,860kW<sup>3</sup>. This includes 17 facilities that are owned by Council and where not for profit community organisations or sporting clubs pay the bills. Planned solar capacities are estimated from a desk top review of roof space and actual capacities are determined by quotes and designs from suppliers. Solar installations have a simple payback of between three and seven years, depending on the size of the facility and anticipated increases in retail electricity prices. Appendix 3 lists current and planned solar installations at Council facilities. Due to the number of new large facilities (SPLASH, Hume Global Learning Centre Sunbury, Broadmeadows Town Hall) being commissioned in the next few years, total greenhouse emissions from Council buildings are expected to continue to increase.

**Table 3: Key Actions for Council Buildings**

Key Actions	Budget Implications	Comments
Continue to implement the solar installation and energy efficiency program	\$400,000 (18/19) \$949,000 (19/20) \$797,500 (20/21) \$687,500 (21/22)	In addition to greenhouse gas emission reductions this program returns strong financial results.  Installations on Council facilities leased to sporting clubs and not for profit organisations will assist these organisations with reduced costs and contribute to the reduction of greenhouse emissions.
Investigate the opportunity and business case for a large solar farm, or a power purchase agreement with a renewable generator to supply electricity for Council operations.	\$130,000  (in two stages: \$50,000 and \$80,000; included in above figure)	Large solar farms are an increasingly cost effective option for supply of an organisation's electricity needs as retail electricity costs increase but the cost of solar decreases. Power purchase agreements with privately owned renewable energy generators may also return positive environmental and financial results. There are a range of possible combinations, models and partnerships in this space.  A two stage investigation is proposed so that Council can decide whether more detailed investigations are warranted (stage 1: review large scale opportunities on Council owned land; stage 2: refine opportunities and prepare business case).
Maintain current GreenPower purchase of 10% of Council's electricity use in Council buildings, and investigate the costs and benefits of purchasing an increased percentage of GreenPower (and pending outcomes of solar farm investigations).	Within current electricity budgets	Continuation of the GreenPower purchase is recommended until an alternative option for purchase of renewable energy (solar farm or power purchase agreement) is taken up.  Council has elected to participate in the 'progressive purchasing' option for large electricity sites and for the GreenPower purchase to seek the best cost outcomes available.

<sup>3</sup> The actual solar capacity is determined through solar designs submitted by the successful supplier so can vary from the desk-top analysis.

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Key Actions	Budget Implications	Comments
Develop Sustainable Buildings Policy for improving Environmentally Sustainable Design and Development (ESD) outcomes in new Council facilities	Within current budget	Ensuring new Council facilities are as environmentally efficient as possible with a particular emphasis on energy efficiency makes good sense for a growth area Council and can result in significant greenhouse emissions reductions and savings in running costs for new facilities.

9.3.5 **Waste:** The Waste Department has capital works funding in 2017/18 to carry out a pilot study for landfill gas tapping and re-use/flaring at the Sunbury Landfill. Landfill gas is typically 40 - 60% methane. Methane is 21 times more potent than CO<sub>2</sub> in terms of global warming and flaring can convert 99% of methane to CO<sub>2</sub> to achieve greenhouse reductions. If gas concentrations and flow reliability enable gas capture and re-use this returns the additional benefit of using this waste product to produce energy. Implementation of a full scale treatment of greenhouse emissions at the Sunbury Landfill will be informed by the results of the pilot study and if implemented could achieve significant greenhouse emissions reductions. There is also significant opportunity to reduce both corporate (at the Sunbury landfill) and municipal greenhouse emissions through the investigation and implementation of options for reducing the amount of municipal organic green waste that goes to landfill.

9.3.6 **Street lighting:** Following the greenhouse emissions reductions achieved from the T5 upgrade, emissions from street lights will now continue to increase with the development of new residential estates. High efficiency LED lights that are smart control compatible are being installed in new estates, with minor exceptions for site specific reasons. Hume still has significant numbers of inefficient non-standard (decorative) residential street lights and main road lighting that has not yet been upgraded. Efficient technologies are not yet available for all of these lighting types and where efficient options do exist, implementation can be complex and the returns on investment therefore relatively low. The next big opportunity in street lighting is through smart control technologies that could introduce dimming or switching off of some street lighting when not required or during the quiet parts of the night. The main action recommended for street lights as indicated above is to investigate the opportunities presented by smart controls and new technologies including a trial installation if feasible.

9.3.7 **Fleet:** The review of the fleet policy creates the opportunity to increase the efficiency of the passenger vehicle fleet by reducing the CO<sub>2</sub>-e /km benchmark for passenger vehicles from 175g CO<sub>2</sub>-e /km to 150g CO<sub>2</sub>-e /km to encourage the purchase of more fuel efficient fleet vehicles. The green rate incentive for staff to contribute less to their salary package will be set at 130g CO<sub>2</sub>-e/km or below. The Fleet team will continue to proactively assess and introduce more efficient vehicles with sound business cases and are following trials of new technologies and fuel sources.



## REPORT NO: SU287 (cont.)

- 9.3.8 The *GAP* does not set a corporate greenhouse reduction target. Key Performance Indicators are identified for each key sector. Funding for consultancy work (\$30,000) is included in the proposed capital works budget so that greenhouse projections, target options and resourcing implications of achieving these targets can be investigated and documented to inform Council decision-making around target setting for the next (2023) *GAP*.
- 9.3.9 **Supporting Community Emissions Reductions:** As indicated above, a scoping study to identify opportunities to improve housing ESD and energy efficiency to reduce the impacts of increasing energy bills is recommended in the *GAP*. The officer would investigate and deliver a range of projects to support community emissions reductions, such as: household solar roll-out program for low income Hume households, energy efficiency and renewable programs that assist to increase energy literacy, reduce household energy bills, improve thermal comfort and reduce greenhouse gas emissions particularly for low income and disadvantaged households.
- 9.3.10 **Contributing to Positive Change:** The main new action proposed is for Hume to join the Victorian Government's online TAKE2 Pledge ([www.take2.vic.gov.au](http://www.take2.vic.gov.au)).
- (a) The Victorian Government has set an ambitious target to reach zero net emissions in Victoria by 2050. A series of interim targets will also be set with the first being a 15-20 per cent reduction on 2005 levels by 2020. The TAKE2 initiative is a pledge program inviting local government, businesses, educational and community organisations and individuals to publically share their commitments to take meaningful action to reduce climate change.
- (b) If Council endorses Hume's City Council's involvement in TAKE2, officers will provide a paragraph summarising the key actions in the Greenhouse Action Plan 2018 – 2022 including the solar and energy efficiency program, purchase of GreenPower and investigations into gas capture for reuse or flaring at the Sunbury landfill; renewable energy investment or purchase; and street lighting controls. Actions from ten different categories covering the spectrum of local government service delivery, are then selected with a status of 'doing', 'done' or 'will do' entered (with a target date where relevant). The categories, actions and how they relate to Hume are attached as Appendix Four. Unselected actions that Hume is not currently undertaking nor planning to undertake will not appear on the Hume entry. Some examples of actions from different categories that Hume could include are:
- (i) Feature climate change in Council publications
- (ii) Establish a community environmental advisory committee
- (iii) Educate staff to better manage waste
- (iv) Develop a biodiversity plan that considers climate change threats, impacts, opportunities, and actions
- (c) The TAKE2 Pledge is not a binding commitment, Council will not be required to achieve any specific outcomes or greenhouse reduction levels and there is no cost, no onerous participation nor mandatory reporting requirements. The aim of the site is to increase awareness that many Victorian governments, businesses, community organisations and individuals are taking action to tackle climate change. The details of Hume's pledge activities would be reviewed and updated by officers annually.

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- (d) If Council endorses Hume's involvement, participation in the TAKE2 Pledge will also be promoted to Hume staff and community members.

**10. CONCLUSION:**

10.1 Climate change is one of the most significant threats facing humanity and our planet and taking action on climate change is the responsibility of all levels of government, business, communities and individuals. Reducing greenhouse gas emissions in Council's own operations is a critical component of an integrated response to climate change. It is here that Council has the highest level of control and can gain direct financial benefits through solar installations and energy efficiency. The GAP extends work to reduce Council's corporate emissions; will investigate three opportunities for significant emission reductions; and extends support to Hume households impacted by increasing energy costs.



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## 1. INTRODUCTION

Hume City Council's Greenhouse Action Plan is a key component of Hume's response to climate change along with the Climate Change Adaptation Plan. The Greenhouse Action Plan focusses on reducing greenhouse gas emissions, primarily in Council operations, but also with the Hume community.

Council has a firm commitment to tackle climate change and reduce greenhouse gas emissions within its own operations. This commitment is reflected in the objectives and actions of the *Hume Horizons 2040*, the *Hume City Council Plan 2017-2021*, *Pathways to Sustainability: An Environmental Framework* and the previous *Greenhouse Action Plan (2013 - 2016)*.

This four year *Greenhouse Action Plan (2018 - 2022)* aims to:

- extend and expand the actions taken to reduce greenhouse gas emissions in Council operations, recognising that most of these actions have very positive financial returns
- undertake investigations for significant emission reductions and pursue these where required or where the business case is sound
- ensure that Hume City Council is well placed to set and resource an ambitious and achievable Corporate Greenhouse reduction target when the next Greenhouse Action Plan is developed
- continue and enhance Council's support for community emission reductions that return triple bottom line outcomes (economic, social and environmental) for the Hume community.

The Plan outlines the objectives, actions and resource requirements to support this commitment, under the following key themes:

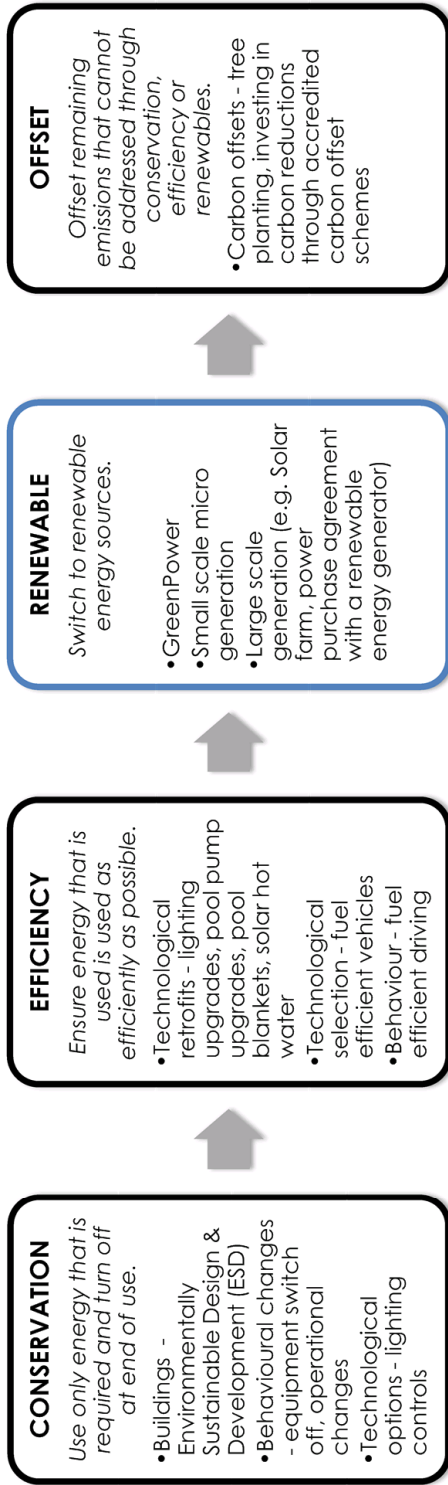
1. Buildings and Renewables
2. Waste
3. Public Lighting
4. Fleet
5. Supporting Community Emission Reductions
6. Contributing to Positive Change

There are several Council Strategies, Action Plans and programs that support climate change action both internally and externally:

<b>Council document / program</b>	<b>Aim and Target Audience</b>
Live Green Action Plan (2015-2019)	Engages and educates the Hume community on environmental sustainability.
Live Green Work Green program - the Hume Green Team	Engages and educates Hume staff on environmental sustainability.
Business Efficiency Network	Engages Hume businesses with energy efficiency and environmental practices.
Waste and Amenity Service Planning	Objectives include reducing greenhouse gas emissions associated with household waste.
Climate Change Adaptation Plan (2013-2017)	Outlines Council's approach to managing its climate change risks.
Hume Integrated Land use and Transport Strategy (HILATS) (2011-2020)	Integrates land-use and transport planning within Hume, and works to reduce reliance on the private car for residents.
Hume Integrated Water Management Plan and Action Plan (2014- 2017)	Seeks to increase use of alternative water sources, improve water efficiency in Council operations & reduce environmental impacts from storm water on Hume's creeks & waterways.
Procurement Policy	Outlines the procurement principles for Council purchasing, including environmental sustainability considerations.

These Strategies, Action Plans and programs are complementary to the Greenhouse Action Plan, which focuses on reducing greenhouse gas emissions from Council's own operations, supporting the reduction of community emissions and influencing and advocating for wider change as relevant. Supporting actions contained in these Strategies, Plans and programs are generally not replicated in this Action Plan - except where they have significant greenhouse reduction potential or where greenhouse reductions are a key objective of the program.

The energy hierarchy is a guiding principle of this Greenhouse Action Plan:



Hume is currently pursuing energy conservation, energy efficiency and renewable energy concurrently. The purchase of carbon offsets would be pursued only after emissions have been reduced and energy sources switched to renewable sources to the fullest extent practical. Energy conservation, efficiency and investment in generation of renewable energy are all cost-effective and have ongoing, additional benefits: reducing energy bills at Council facilities; reducing Hume's risk exposure to increasing energy costs; increasing user awareness; avoiding energy waste; and in many cases improving thermal comfort and service levels for facility users.

Specific KPIs & targets have been set under each key theme, focussing on what is realistic yet still challenging over the 2018-2022 timeframe.

The Greenhouse Action Plan capital works budget supports the energy efficiency and solar install activities undertaken through this Greenhouse Action Plan. As noted above in addition to reducing greenhouse gas emissions, these activities return financial benefits to Council with simple payback periods of 10 years or less years and frequently return thermal comfort and service benefits. A Greenhouse Action Plan capital works budget of \$400,000 for 2017/2018 has already been approved by Council. This plan proposes a further four year program of works for energy efficiency, solar install and investigations of large scale renewables and greenhouse reduction target options as outlined in Appendix 2. Additional sources of funding also support the actions outlined in this Greenhouse Action Plan – existing sources of funding for each action/ activity are noted as relevant.

## 2. BUILDINGS & RENEWABLES

### Goal: To Demonstrate Greenhouse Leadership by reducing greenhouse gas emissions in Council buildings

#### Key Performance Indicators (KPIs) and Targets:

**KPI 1:** Increase Solar Generation within Council facilities

**Target:** At least 1.2 MW of solar generation on Council facilities by 2021/22.

**KPI 2:** Improve energy efficiency and reduce greenhouse gas emissions from Council facilities with a particular emphasis on new buildings and the largest electricity consuming facilities.

**Target:** Greenhouse gas emissions of Council's new large facilities (at the Design stage) at least 25% below the modelled greenhouse gas emissions equivalent to compliance with Section J of the National Construction Code, with greenhouse reduction contributed from both the building fabric and services.

**Target:** Reduction in greenhouse gas emissions from four large energy using buildings (Hume Administration Building, Broadmeadows GLC, Craigieburn GLC and Broadmeadows Aquatic and Leisure Centre) by 2022 as indicated in Appendix One.

#### Objective 1: Reduce Greenhouse Gas emissions from Council's existing facilities

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Continue the roll-out of solar panels on Council facilities. Install with solar export potential to be designed as battery ready for potential future retrofits.	GAP Capital Works budget (see Appendix Two)	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Capital Works & Building Maintenance	<b>High</b> Ongoing until 2022	Solar roll-out program implemented (output). Visible demonstration of Council's sustainability leadership and solar information for community members (output). Reduced grid energy use at Council's existing facilities and greenhouse gas emissions reductions (outcome). Reduced electricity costs for



Continue to scope and implement energy efficiency opportunities with a sound financial return on investment in Council facilities (10 years or less simple payback) with a priority on large energy using buildings (where opportunities are largest).	GAP Capital Works budget (see Appendix Two)	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Capital Works & Building Maintenance. <b>Support (external):</b> Expert Consultants.	<b>High</b> Ongoing until 2022	Council at existing facilities (outcome). Energy efficiency program implemented (output). Reduced greenhouse gas emissions at Council's existing facilities (outcome). Reduced electricity and gas costs for Council at existing facilities (outcome).
Install solar panels at Council facilities that are leased or licenced to Neighbourhood Houses and the Gladstone Park Committee of Management.	Energy Efficiency Capital Works budget 2017/18 (\$80,000)	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Finance and Property Development, Community Development and Learning	<b>High</b> 2017/18	Solar roll-out program implemented (output). Visible demonstration of Council's sustainability leadership and support of community organisations (output). Reduced greenhouse gas emissions (outcome). Reduced electricity costs for Council tenants (outcome).
Support the installation of solar panels and/or lighting upgrades at Sports Facilities.	GAP Capital Works budget (Appendix Two)	<b>Lead: Sustainable Environment</b> <b>Support:</b> Leisure Centres and Sport	2019/20	Solar roll-out program implemented (output). Visible demonstration of Council's sustainability leadership and support of community organisations (output). Reduced greenhouse gas emissions (outcome). Reduced electricity costs for Council sporting clubs

Investigate the opportunity and business case for a large solar farm, or a power purchase agreement with a renewable generator to supply electricity for Council operations. A two stage investigation is proposed – 1. Review large scale opportunities, 2. Refine opportunities and prepare business case.	GAP Capital Works budget (Appendix Two) Up to \$130,000	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Finance and Property Development, Economic Development <b>Support (external):</b> Expert Consultants, Greenhouse Alliances	<b>High</b> Staged across 2018 and 2019	(outcome). Scoping and business case in two stages for further consideration (output).
Maintain current GreenPower purchase of 10% of Council's electricity use in Council buildings, and investigate the costs and benefits of purchasing an increased percentage of GreenPower (and pending outcomes of solar farm investigations).	Current 10% purchase within current electricity budgets.	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Finance and Property Development <b>Support (external):</b> Procurement Australia, AGL, GreenPower retailers	<b>Medium</b> 2018	10% GreenPower purchase for Council buildings maintained (output). Purchasing an increased percentage of GreenPower investigated, and percentage increase considered by Council (output). Proportion of energy sourced from renewables is maintained or increased (outcome). Continue to support renewable energy leadership (outcome).
Investigate the development of thermal comfort guidelines to set standard temperature ranges for heating and cooling in Council	Within Current Budget	<b>Lead:</b> Sustainable Environment <b>Support (internal):</b> Building Maintenance, Human Resources.	<b>Medium</b> 2019	Investigation, consultation and briefing note to EMT for consideration (output).

facilities.	N/A	<p><b>Lead:</b> Sustainable Environment</p> <p><b>Support (internal):</b> As required</p> <p><b>Support (external):</b> NAGA, renewable energy industry, Jemena.</p>	<p><b>Medium</b></p> <p>Ongoing</p>	Investigation and preparation of business case as appropriate (output).
Keep a watching brief on the development (technological, financial) of various renewable energy micro generation opportunities, particularly batteries for PV storage, PV cells integrated into building materials and wind. Complete investigation and prepare business cases for appropriate Council facilities if appropriate.				

Objective 2: Ensure new facilities have reduced greenhouse gas emissions, are energy efficient and have sound Environmentally Sustainable Design and Development (ESD) outcomes				
Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Develop Sustainable Buildings Policy to improve ESD outcomes in new Council facilities.	Policy development within current budgets.	<p><b>Lead:</b> Sustainable Environment</p> <p><b>Support:</b> Capital Works &amp; Building Maintenance, Community and Activity Centre Planning, other departments as needed.</p>	<p><b>High</b></p> <p>2018</p>	<p>New Policy document (output).</p> <p>Improved clarity around Council's ESD expectations (output).</p> <p>Improved Environmentally Sustainable Design and Development outcomes and minimised greenhouse gas emissions at new Council facilities (outcome).</p>
Continue to implement recommendations of the	Within Current Budgets	<b>Lead:</b> Sustainable	<b>Med</b>	Improved processes to integrate and achieve better ESD

Newbury Post Occupancy Evaluation to improve integration of ESD consideration into building project management processes.	Environment <b>Support:</b> Capital Works & Building Maintenance, Community and Activity Centre Planning, other departments as needed.	ongoing	outcomes at new Council facilities (output).
Further ESD training undertaken by relevant staff (e.g. Capital Works & Building Maintenance, Community and Activity Centre Planning, Leisure Centres and Sports, Sustainable Environment).	<b>Lead:</b> Sustainable Environment <b>Support:</b> Capital Works & Building Maintenance, Leisure Centres and Sports, Waste, Human Resources	<b>Med</b> 2018	ESD training completed by relevant staff (output). Improved knowledge and awareness of ESD opportunities (outcome).
Quarterly ESD meetings for Capital Works & Building Maintenance and Sustainable Environment Department staff to discuss and progress ESD processes and outcomes.	<b>Lead:</b> Sustainable Environment and Capital Works & Building Maintenance	<b>Medium</b> Ongoing	ESD meetings held (output). Improved knowledge, awareness and collaboration of ESD opportunities (outcome).
Continue to select and purchase new appliances (within 1 star of best available energy star rating) as practicable.	<b>Leads:</b> Building Maintenance (for existing buildings), Capital Works (for new buildings) <b>Support:</b> Sustainable Environment	<b>Medium</b> Ongoing	New Appliances purchased with high energy ratings (output).
	Within Current Budgets		
	N/A		
	Incorporated in Building Maintenance recurrent budget and Capital Works budget – with consideration given to operating savings for energy efficient appliances.		

3. WASTE

**Goal: To Demonstrate Greenhouse Leadership by reducing emissions from the Sunbury Landfill**

**Key Performance Indicator (KPI) and Targets:**

**KPI 3:** Reduce greenhouse gas emissions from Sunbury Landfill through methane capture and use for energy and/or flaring.  
**Target 1:** Use gas capture and use or flaring to treat at least 75% of the emissions from the Sunbury Landfill.

**Objective 1: Continue to manage Hume's landfill sites to reduce greenhouse gas emissions**

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Investigate and trial the best option for capturing greenhouse gas emissions from the Sunbury Landfill to meet the EPA license requirements.	\$800,000 Waste Capital Works budget	<b>Lead:</b> Waste <b>Support:</b> Finance and Property Development, Sustainable Environment	<b>High</b> 2018	Pilot study undertaken to test gas pressures and piping requirements to capture and flare or capture and use 75% of methane from Sunbury Landfill (output). Electricity generated at Hume's closed landfill sites (output).
Implement full scale treatment of greenhouse gas emissions at the Sunbury Landfill informed by the investigations / pilot study.	\$2,600,000 Waste Capital Works budget (pending Council approval)	<b>Lead:</b> Waste <b>Support:</b> Finance and Property Development, Sustainable Environment	<b>High</b> 2019 - ongoing	Council's greenhouse gas emissions from Hume's landfills reduced (outcome). Demonstrate leadership in greenhouse gas reduction at Hume landfills (outcome).
Continue to outsource the generation of electricity and reduction of greenhouse gas emissions at Hume's	N/A (Council receives an income stream of ~\$45,000-\$70,000/	<b>Lead (external):</b> EDL (Electricity generation operators, Campbellfield)	<b>Medium</b> Ongoing	

closed landfill sites (Camp Road and Bolinda Road, Campbellfield).	annum).	<b>Support:</b> Waste			As per standard practice amongst Victorian Councils Municipal Waste is not included in Hume's corporate emissions inventory but it is a large source of municipal emissions that Council can influence through service delivery and education programs. Reducing green and organic waste to landfill can achieve significant greenhouse reductions as these waste streams break down to form methane, a potent greenhouse gas. Composting treatments can reduce the production of methane.
Investigate options for reducing municipal waste to landfill particularly green waste and organics.	Within Waste budget	<b>Lead:</b> Waste <b>Support:</b> Sustainable Environment Department	<b>High</b> Ongoing		
Investigate Waste to Energy opportunities within Hume.	Within Waste budget	<b>Lead:</b> Waste <b>Support:</b> Metropolitan Waste & Resource Recovery Group	<b>High</b> 2018		
Calculate, track and report to the community on greenhouse gas emissions from municipal waste collected via Council services.	Within current budgets	<b>Lead:</b> Waste <b>Support:</b> Sustainable Environment Department	<b>Med</b> 2018		

4. PUBLIC LIGHTING

**Goal: To keep a watching brief on greenhouse reduction opportunities from Public Lighting.**

There are no KPIs for Public Lighting outlined in this plan as at the time of writing the only action was further investigation into identifying the next opportunities for public lighting upgrades.

**Objective 1: Improve the energy efficiency of street lighting within the Hume municipality**

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Investigate further energy efficiency opportunities in street lighting and public lighting including smart controls, new technologies, LED upgrades and solar powered LED. Conduct a pilot project and prepare a business case.	\$50,000  Business case opportunities for large scale implementation to be presented to Council.	<b>Lead:</b> Sustainable Environment  <b>Support (internal):</b> As required  <b>Support (external):</b> NAGA, Ironbark Sustainability and other consultants, Jemena, MAV Procurement	<b>High</b> 2019	Investigation and preparation of business case as appropriate (output).  Public Lighting Policy approved by Council (output).
Continue to ensure energy efficient street lights in new residential estates via Council's Public Lighting Policy. New LED lights installed are smart control compatible.	N/A	<b>Lead:</b> Subdivisional Development  <b>Support:</b> Sustainable Environment, Capital Works & Building Maintenance, Parks	<b>Medium</b> 2018 and ongoing	

Objective 2: Seek to improve the energy efficiency of Council's (non-street light) public lighting, including sports grounds, reserves and car parks				
Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Investigate the business case for LED lighting at Sports Grounds taking into consideration cost implications of peak kVA tariffs and fitness for purpose.	Business case from GAP budget and/or via installers quotes. Lighting installs from Leisure Centres & Sports and Capital Works budgets.	<b>Lead:</b> Leisure Centres and Sports <b>Support:</b> Sustainable Environment	<b>Medium</b> 2018	Investigation and preparation of business case (output). Implementation of LED lights where appropriate (output). Reduced greenhouse gas emissions from sports ground lighting (outcome)



**5. FLEET**

**Goal: To Demonstrate Greenhouse Leadership by reducing emissions within Council's Fleet**

**Key Performance Indicator (KPI) and Target:**

**KPI 4:** Minimise the greenhouse gas emissions of Council's fleet<sup>1</sup>.

**Target:** Increase the proportion of light fleet vehicles meeting the 150g CO<sub>2</sub>-e/km benchmark from 11% to 20% by 2020<sup>2</sup>.

**Objective 1: Reduce the greenhouse gas emissions of Council's fleet**

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Review the Fleet Policy with a view to reducing the CO <sub>2</sub> -e/km benchmark for passenger vehicles from 175g CO <sub>2</sub> -e/km to 150g CO <sub>2</sub> -e/km to further encourage the uptake of more fuel efficient vehicles. Set the green rate benefits at which reduced staff contribution is required to 130g CO <sub>2</sub> -e /km or less.	Within current Fleet budget	<b>Lead:</b> Fleet	<b>Medium</b> 2018	Fleet Policy updated as required (output). Fuel efficient fleet vehicles purchased (output). Council's greenhouse gas emissions from fleet vehicles reduced (outcome).
Continue to monitor new low greenhouse gas	N/A	<b>Lead:</b> Fleet	<b>Medium</b>	Available Fleet vehicles updated

<sup>1</sup> Currently emissions from passenger and heavy fleet vehicles and total fuel use from novated leases are included in the inventory. Fuel use by staff using their own vehicles for work purposes has not been included.

<sup>2</sup> The light fleet reduction target applies to Council owned light vehicles only not novated leases.

emission vehicles and add these to the list of approved available Fleet Cars.				Ongoing	as required (output). Fuel efficient fleet vehicles purchased (output). 'Drive Safe' program completed (output). Council fuel expenses reduced (outcome). Council's greenhouse gas emissions from fleet vehicles reduced (outcome).
Continue to select and purchase fuel efficient fleet passenger and operational vehicles, where operational requirements allow.	Incorporated into the recurrent Capital Works budget.	<b>Lead:</b> Fleet		<b>Medium</b> Ongoing	
Run 'Drive Safe' program which will support fuel efficient driving practices in addition to safety outcomes.	Within current Fleet budget	<b>Lead:</b> Fleet <b>Support:</b> Human Resources		<b>Medium</b> 2018	
Keep a watching brief on new technology and alternative fuel opportunities to improve efficiency and reduce emissions from Council's fleet. These might include biofuel if / when it becomes available again in Australia, electric vehicles and fuel cell use for heavy vehicles. Investigate and prepare business case as appropriate.	N/A – if/when good business case opportunities arise they will be presented to Council.	<b>Lead:</b> Fleet		<b>Medium</b> Ongoing	Investigation and preparation of business case as appropriate (output).

**5. SUPPORTING COMMUNITY EMISSION REDUCTIONS**

**Goal: To Demonstrate Greenhouse Leadership by Assisting the Community to Reduce Emissions**

**Key Performance Indicator (KPI):**

**KPI 5:** 500 Hume residents supported to install solar by 2022

**Objective 1:**

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
<p>Undertake a scoping study to determine resourcing requirements and opportunities to improve ESD and energy efficiency opportunities.</p> <p>Depending on the outcomes of the scoping study:</p> <ul style="list-style-type: none"> <li>investigate and deliver a range of projects to support community emissions reductions such as:                             <ul style="list-style-type: none"> <li>household solar roll-out program for low-income Hume households</li> <li>increase energy literacy</li> <li>help reduce energy bills, improve thermal comfort and reduce greenhouse gas emissions.</li> </ul> </li> </ul>	\$50,000 per annum additional operating budget required.	<p><b>Lead:</b> Sustainable Environment</p>	<p><b>High</b></p> <p>2018/19 and ongoing</p>	<p>Investigate and deliver a household solar roll-out program for low income Hume households (output).</p> <p>Pursue and deliver other energy efficiency and renewable programs that assist to increase energy literacy, reduce household energy bills, improve thermal comfort and reduce greenhouse gas emissions particularly for low income and disadvantaged households (output).</p> <p>Community greenhouse gas emission reduced (outcome).</p> <p>Improved energy literacy and thermal comfort for community participants (outcome).</p>

Continue to support energy efficiency and renewable energy use in Hume's commercial and industrial sector through the Business Efficiency Network, LightSmart and associated programs.	Within current budget	<b>Lead:</b> Economic Development	<b>High</b> Ongoing	Hume businesses made aware of energy efficiency and renewable opportunities and financial returns (output).
Continue to deliver the Green Waste collection service and promote discounted compost bins and worm farms to reduce organic waste to land fill.	Within current budget	<b>Lead:</b> Waste	<b>High</b> Ongoing	Reduced organic waste to landfill reduces methane, a potent greenhouse gas (output).
Continue to promote energy efficiency, renewable energy and energy literacy to households through the Live Green program.	Within current budget	<b>Lead:</b> Sustainable Environment	<b>Medium</b>	Improved energy understanding and energy efficiency and solar actions from Hume residents (outcome).
Roll-out the Energy Education program to one community group or organisation per year with a particular emphasis on people who speak languages other than English.	Within current budget	<b>Lead:</b> Sustainable Environment	<b>Medium</b>	Increased understanding of energy use and energy efficiency opportunities for communities who speak languages other than English (outcome).
Support and encourage Hume schools to install solar panels.	Within current budget	<b>Lead:</b> Sustainable Environment	<b>Medium</b>	Increased renewable energy generation at schools (output). Learning opportunities for Hume students (outcome).

**6. CONTRIBUTING TO POSITIVE CHANGE**

**Goal: To Demonstrate Climate Leadership, collaborate with others and advocate and facilitate further action to reduce emissions**

**Key Performance Indicator (KPI) and Target:**

**KPI 5:** Participate in joint funding applications and projects for greenhouse reductions.  
**Target:** Hume participation in at least two collaborative grant funded projects.

**Objective 1: To Demonstrate Climate Leadership, share information and facilitate further action**

Action / Activity	Budget	Responsibility	Level of Priority Action Completed	Outputs and Outcomes
Join the Victorian Government's Take 2 Pledge to voluntarily commit to tackling climate change.	N/A	<b>Lead:</b> Sustainable Environment	<b>Medium</b> 2017	Hume presence on the Take 2 website (output). Increased awareness of Hume's climate change leadership (outcome).
Investigate and pursue opportunities for improved greenhouse outcomes from procurement processes e.g. increased use of recycled materials; fuel efficiency of contractors etc.	Within current operational budgets	<b>Lead:</b> Sustainable Environment <b>Support:</b> Procurement, Assets, Capital Works & Building Maintenance	<b>Medium</b> 2019	Increased awareness and selection of environmentally preferable products (outcome). Increased awareness of opportunities for achieving environmental benefits through the contract process (outcome).
Continue to prepare an annual greenhouse inventory for Council operations. Report annually to Council on the greenhouse inventory and greenhouse reduction actions. Report the results of the greenhouse inventory publicly in the Sustainability	Within current operational budget	<b>Lead:</b> Sustainable Environment <b>Support:</b> Fleet	<b>High</b> Annually	Annual greenhouse gas emissions inventory prepared (output). Inventory protocol updated as required (output). Increased understanding by Council, staff and the Hume community regarding greenhouse gas emissions

Report.					Council is responsible for and actions undertaken to reduce emissions (outcome).
Continue to participate in the Northern Alliance for Greenhouse Action (NAGA) through information sharing, advocacy and collaborative greenhouse reduction and greenhouse adaptation projects.	~\$25,000/annum for NAGA Membership (Within current GAP operational budget)	<b>Lead:</b> Sustainable Environment <b>Support (external):</b> Other Councils, NAGA	<b>Medium</b> Ongoing		Informal conversations and formal presentations at NAGA / MAV meetings (output). Conference presentations (output). Greenhouse reduction grant applications and collaborative projects (outcome). Potential cost savings through shared resources (outcome). Improved capacity within Hume & other local Councils to pursue energy efficiency & solar panels in Council operations (outcome).
Continue to share information about Council's electricity and gas usage and expenditure and assist with improved procurement and management as appropriate.	N/A	<b>Lead:</b> Sustainable Environment <b>Support:</b> Procurement, Capital Works & Building Maintenance, Leisure Centres and Sports	<b>Medium</b> Ongoing		Utility billing inaccuracies identified (output). Utility cost savings for Council identified (outcome). Improved management of Council's energy procurement and management (outcome).
Track the annual utility cost savings to Council which have resulted from individual energy efficiency projects (including street lighting).	N/A	<b>Lead:</b> Sustainable Environment <b>Support:</b> Finance and Property Development	<b>High</b> 2018		Energy efficiency projects and utility cost saving spreadsheet set up and regularly updated as utility data is available (output). Increased understanding and appreciation by Council of direct & ongoing utility cost savings delivered by energy efficiency

projects (outcome).

**APPENDIX 1 – KPI 2 - Facilities for targeted Greenhouse Reductions**

The four facilities below are high energy users and contribute 42% of total greenhouse gas emissions from Council buildings. These four facilities were selected because of the significant opportunity for greenhouse reductions they present; solar installs are planned for three of the four and energy efficiency works planned in all four facilities. No major redevelopments of the facilities are currently planned so benchmark data for greenhouse reductions was available. Energy efficiency works and solar installs are planned for other significant Council buildings including Sunbury Aquatic and Leisure Centre, Broadmeadows Town Hall, SPLASH and Sunbury Global Learning Centre but benchmark energy use data is not available for these facilities.

Key Facility	% greenhouse reduction by 2020 (from 2016 baseline year)	Rational for inclusion	Greenhouse Reduction Opportunities (if relevant)	Facility Manager / Interested Parties
<b>Broadmeadows Leisure Centre</b>	6%	Largest energy using Council facility with good energy efficiency reduction opportunities	Commission cogeneration system (to be confirmed – still under investigation) 99kW Solar installation Roof upgrade Boiler upgrade Controls works for air-conditioning Pool blankets Double Glazing LED lighting upgrade	Michael Bzdel, Manager Broadmeadows Leisure Centre
<b>Hume Global Learning Centre - Broadmeadows</b>	18%	Large energy using Council facility with good energy efficiency reduction opportunities	99kW Solar installation (complete) LED lighting upgrade (complete) Building Management System (BMS) controls	Dana Burnett, Coordinator Community Facilities & Learning Henry Budz, Coordinator Building Maintenance Wendy Byron, Coordinator The Age Library



				optimisation	
				Install large ceiling fans for better heat circulation (in progress)	
<b>Hume Global Learning Centre - Craigieburn</b>	24%	Large energy using Council facility with good energy efficiency reduction opportunities	99kW Solar installation (complete)	Dana Burnett, Coordinator Community Facilities & Learning Henry Budz, Coordinator Building Maintenance Amanda Forde, Coordinator Craigieburn Library	
<b>Hume Administration Building</b>	3%	Large energy using Council facility with good energy efficiency reduction opportunities	BMS controls optimisation (in progress)	Henry Budz, Coordinator Building Maintenance	
			BMS controls optimisation (in progress)		
			LED lighting upgrade		

**APPENDIX 2 – Proposed Solar and Energy Efficiency Works 2017/18 – 2021/22**

Year 2017/2018	Project	Anticipated cost	Simple Payback (years)	Current Project Status	Notes
2017/2018	Broadmeadows Aquatic and Leisure Centre - pool blanket upgrade	\$80,000	<4	Indicative quote and payback assessment complete.	Further liaison with Facility Manager to ensure willingness to use blankets. Proposed before and after gas monitoring to be undertaken to demonstrate environmental and financial benefits.
2017/2018	Solar installs on medium-sized Council facilities	\$190,000	<3	Installs scoped and ready to proceed with RFQ.	Preschool centres including Steward Lane, Westmeadows, Pembroke, Bank Street, McEwen Drive, Taylor Drive, Tarcoola, and Broadmeadows Youth Centre. Gladstone Park Community Centre
2017/2018	Sunbury Aquatic and Leisure Centre - pool lighting	\$20,000	<4	Scoped and ready to proceed with RFQ pending completion of redevelopment.	Upgrade to energy efficient LED lighting.
2017/2018	Broadmeadows Aquatic and Leisure Centre - Pool Hall and Gym Lighting	\$30,000	<4	Pool Hall lighting scoped and ready to proceed with RFQ – to be timed with centre closure for roof upgrade.	Gym lighting upgrade complete. Upgrade to energy efficient LED lighting.
2017/2018	LED upgrades Hume GLC Broadmeadows	\$20,000	<5	Scoped and quote obtained. (complete)	Upgrade to energy efficient LED lighting.
2017/2018	Building Management System Optimisation – a range of sites	\$20,000	Depends on opportunities identified	To be determined – ongoing.	Significant energy savings can be achieved by ensuring Building Management Systems are turning off plant and equipment when not required.
2017/2018	10% Contingency	\$40,000			
	<b>Total 2017/2018</b>	<b>\$400,000</b>			

Year	Project	Estimated cost	Simple Payback	Current Project Status	Notes
2018/2019	Broadmeadows Aquatic and Leisure Centre (BALC)	\$120,000	<3	Initial assessment and paybacks scoped.	Various works including replace spa heater, air-conditioning controls, set point adjustments.
2018/2019	BALC - Double Glazing 25m pool and sauna	\$100,000	<9	Initial scoping, quote and payback undertaken.	Savings could be higher.
2018/2019	BALC Building Management System (BMS) upgrade	\$70,000	Depends on opportunities identified	Identified as required through boiler upgrade project.	25m Pool Hall air-conditioning integration into existing BMS system and boiler controls.
2018/2019	Large Scale renewables Scoping Study Stage 1	\$50,000	N/A	Costing based on studies conducted by other council/s.	Review large scale solar opportunities on Council land.
2019/2020	Economy cycle retrofits and passive air conditioning	\$60,000	Usually less than 8 years	N/A	Retrofit economy cycle dampers to Heating Ventilation and Cooling Systems where relevant (for use of outside air when temperatures are suitable).
	<b>Total 2018/2019</b>	<b>\$ 400,000</b>			

Year	Project	Estimated cost	Simple Payback	Current Project Status	Notes
2019/2020	Solar PV install - Broadmeadows Town Hall	\$128,000	<7	Scoped.	Planning for this project has been integrated into BTH redevelopment process including: roof type and strength; minimisation of roof plant etc.
2019/2020	Street-lighting Smart Control pilot / business case investigations	\$50,000	N/A		Officers will research opportunities on an in-house basis initially. A pilot project will be undertaken with Jemena. Further business case development may require some consultancy input.
2019/2020	Solar PV installs	\$280,000	<7	Scoped using Sunulator software - quotes to be obtained.	For Broadmeadows Aquatic and Leisure Centre (99kW), Boardman Basketball Stadium (99kW) and Sunbury Landfill (20kW)
2019/2020	Solar installs at Sporting Facilities	\$120,000		Community facility where club pays the electricity bills.	Broadmeadows Basketball Stadium.
2019/2020	LED lighting upgrade – GLC Craigieburn	\$30,000	<5	Based on other installs.	LED lights return excellent efficiency outcomes.
2019/2020	Additional BMS optimisation various sites	\$71,000	Depends on opportunities identified	N/A	To be determined.
2019/2020	Large Scale Renewables Scoping Stage 2	\$80,000		Costing based on studies conducted by other council/s.	Refinement and development of Business Case opportunity.
2019/2020	LED lighting upgrades (various facilities)	\$50,000	<5	Based on other installs.	LED lights return excellent efficiency outcomes.
2019/2020	Solar PV installs	\$140,000	<7	Scoped.	Bolinda Road Resource Recovery Centre, Gladstone Park Senior Citizens, SPLASH Aqua Park & Leisure Centre, and Gladstone Park Bowls Club (community leased facility).
	<b>Total 2019/2020</b>	<b>\$949,000</b>			

Year 2020/2021	Project	Estimated cost	Estimated Simple Payback	Current Project Status	Notes
2020/2021	Solar PV installs	\$195,000	<7	Scoped using Sunulator software - quotes to be obtained. Aitkin Hill designed in for retrofitting.	Malcolm Creek Kindergarten, Craigieburn Leisure Centre, Aitkin Hill Community Centre.
2020/2021	Voltage Optimisation Sunbury Aquatic and Leisure Centre	\$120,000	<4	Initial scoping, quote and payback undertaken.	N/A
2020/2021	Solar PV installs for leased Council owned facilities	\$160,000	TBD	Scoped using Sunulator software - quotes to be obtained.	Greenvale Recreation Reserve, John Ilhan Reserve, Hume Regional Tennis Centre, Eric Boardman Reserve, Broadmeadows Historical Society, Sunbury Men's Shed, Girl Guides Craigieburn, Connections at Craigieburn, Sunbury and Craigieburn SES, Youth Projects Uniting.
2020/2021	Lighting Upgrade Hume Administration Building	\$44,500	<5	Opportunity scoped and costed, trial and staff communications yet to occur.	Upgrade to LED lighting.
2020/2021	LED lighting upgrades (various facilities)	\$90,000	<5	Based on other installs.	LED lights return excellent efficiency outcomes.
2020/2021	Investigate and install solar batteries at appropriate Council facilities.	\$60,000	TBD	Solar installs with export capacity will be installed as 'battery ready'	Batteries are expected to be cost effective by this time and could be retrofitted to Council facilities that are exporting energy to the grid.
2020/2021	Solar PV install	\$45,000	<7	To be factored in to building design process.	Greenvale West Community Centre
2020/2021	Sunbury Aquatic and Leisure Centre - pool blankets	\$83,000	<3	Quotes received.	Replace existing pool blankets that are worn and damaged and install pool blanket for new warm water pool.
	<b>Total 2020/2021</b>	<b>\$ 797,500</b>			

Year 2021/2022	Project	Estimated cost	Estimated Simple Payback	Current Project Status	Notes
2021/2022	Solar PV installs for community leased Council owned facilities	\$145,000	<3	Scoped using Sunulator software – quotes to be obtained.	Progress Reserve, Sprint Athletics, Anderson Reserve, Donnybrook Reserve, Highgate Recreational Reserve.
2021/2022	2 Pool Blankets at SPLASH (50m and leisure pool)	\$108,000	<4	Pending completion of development.	Pool blankets were not included in the new facility but planning allowed for retrofitting of pool blanket on 50m and leisure pool.
2021/2022	Investigate and install solar batteries at appropriate Council facilities.	\$60,000	TBD	Solar installs with export capacity will be installed as 'battery ready'	Batteries are expected to be cost effective by this time and could be retrofitted to Council facilities that are exporting energy to the grid.
2021/2022	Voltage optimisation BALC.	\$120,000	<4	Initial scoping, quote and payback undertaken; requires re-scoping based on current plant and equipment required. Based on other installs.	N/A
2021/2022	LED Lighting Upgrade (various facilities).	\$90,000	<4		LED lights return excellent efficiency outcomes.
2021/2022	Install Large fans Hume Global Learning Centre - Broadmeadows - internal street.	\$75,000	TBD	Opportunity identified, scoped and quote obtained.	Installation of large fans in the internal street of the Hume Global Learning Centre - Broadmeadows would help keep conditioned air low and improve efficiency and comfort.
2021/2022	Engage consultants to review greenhouse projections and cost reduction opportunities for setting reduction target.	\$29,500	N/A	N/A	To provide input into setting an ambitious and achievable greenhouse reduction target in the following GAP.
2021/2022	Economy cycle retrofits and passive air conditioning.	\$60,000	Usually less than 8 years	N/A	Retrofit economy cycle dampers to Heating Ventilation and Cooling Systems where relevant (for use of outside air when temperatures are suitable).
	<b>Total 2021/2022</b>	<b>\$687,500</b>			

## Appendix Two: Greenhouse Action Plan (2013-2016) Review Summary

KPIs, Targets and Actions GAP 2013- 2016	Review Status
<b>Public Lighting</b>	
<p><b>KPI 1:</b> Significant improvement in the energy efficiency of Hume’s public lighting.</p> <p><b>Target 1:</b> Zero net increase in greenhouse gas emissions from Hume’s street lighting given significant projected growth (2011-12 baseline)</p> <p><b>Target 2:</b> 100% of new public lights to have energy efficient fittings (equivalent or better than T5s) for ‘P’ Category streets and relevant Council applications</p>	<ul style="list-style-type: none"> <li>Achieved. 8689 80W Mercury Vapour residential streetlights were upgraded to 2*14W T5 lights which use around a third of the energy. 109 125W Mercury Vapour lights were also changed to 2*24W T5s. The energy saving through the upgrade was 2,517.8 MWh per year. LEDs and T5s are also being used at new estates and Hume has a total of 10,513 T5 lights as of June 2016.</li> <li>Exceeded. Greenhouse Gas emissions from street-lighting decreased by almost 18% in 2015-2016 compared to the previous year. In addition to the street-light upgrade this decrease was assisted by a reduction in Victoria’s greenhouse coefficient for electricity.</li> <li>Achieved. All new public lights in residential streets are now T5 or LEDs (except in minor site specific exceptions).</li> </ul>
<p>Change all (9,120 approx.) standard 80W mercury vapour street lights to efficient T5 lighting. Purchase lights via MAV Procurement or tender; tender and appoint an installation contractor; and work with Jemena to commence the lighting upgrade roll out.</p>	<ul style="list-style-type: none"> <li>Complete. The street-lighting upgrade was completed in early 2016 and the project was acquitted with the Department of Industry, Innovation and Science in June 2016. All standard 80W MV lights were upgraded to T5s.</li> </ul>
<p>Ensure review and update of Council’s Public Lighting Policy/ies incorporate energy efficient lighting outcomes.</p>	<ul style="list-style-type: none"> <li>In progress. The draft Public Lighting Policy is planned for consideration by Council in early 2017/18. T5 or LED street lights are being approved for new estates except in minor site specific exceptions.</li> </ul>
<p>Share Hume’s own key learnings and learn from others through continuing Council’s active participation in the Northern Alliance for Greenhouse Action (NAGA) and</p>	<ul style="list-style-type: none"> <li>Ongoing. Hume worked with Jemena to set up a recycling process that included the recycling of the plastic visor from 80W MV lights (which was not previously happening). This process benefited other Council roll-outs and made a huge impact on the reduction of</li> </ul>

KPIs, Targets and Actions GAP 2013- 2016	Review Status
<p>Municipal Association of Victoria (MAV).</p> <p>Provide feedback via submissions, meetings and in collaboration with other Councils to the Victorian and Australian Governments, Distribution Businesses and MAV regarding issues impacting on street light efficiency.</p>	<p>waste to landfill.</p> <ul style="list-style-type: none"> <li>Ongoing. Hume participated in a Collaborative Councils grant with the Northern Alliance for Greenhouse Action, Ironbark Sustainability and other Councils to identify the business case for upgrading High Pressure Sodium street-lights to LEDs.</li> </ul>
<b>Buildings</b>	
<p><b>KPI 2:</b> ESD integrated into new Council buildings.</p> <p><b>Target:</b> Greenhouse gas emissions of Council's new large facilities (at the Design stage) at least 25% below the modelled greenhouse gas emissions equivalent to compliance with Section J of the National Construction Code.</p> <p><b>KPI 3:</b> Minimise energy consumption at Council facilities.</p> <p><b>Target:</b> 10% reduction in greenhouse gas emissions from six targeted facilities<sup>1</sup> (2011-12 baseline).</p>	<ul style="list-style-type: none"> <li>Ongoing. The Sustainable Environment Department aims to work closely with the Capital Works Department and Project Sponsors to integrate ESD into new facilities. Large facilities that will use more resources are prioritised and the small facilities checklist is used for sporting pavilions etc.</li> <li>Ongoing. This Target has been applied at the Splash Aquatic Centre and the Broadmeadows Town Hall redevelopment to date. Only a small proportion of an aquatic centre's energy use is picked up through section J (pool heating etc is not) and the constraints of the redevelopment and the thermal envelope of the existing Broadmeadows Town Hall mean that the full benefits of applying this target are yet to be realised. The target is also relatively easy to achieve because of improvements over Section J that can be achieved via LED lighting.</li> <li>Not achieved/ongoing. Greenhouse emissions from Council's buildings continue to increase despite a 10% purchase of GreenPower and with no large new facilities being</li> </ul>

<sup>1</sup> The six targeted facilities are the Broadmeadows Leisure Centre, Sunbury Aquatic and Leisure Centre, Broadmeadows Basketball Stadium, Broadmeadows Netball Stadium, Boardman Stadium and Craigieburn Leisure Centre Stadiums. Audits were completed at these facilities in 2013 and they were found to have good energy reduction opportunities; Council will implement energy efficiency works at these facilities under its successful Australian Government Community Energy Efficiency Program funding grant.



KPIs, Targets and Actions GAP 2013- 2016	Review Status
	<p>commissioned in 2015-2016.</p> <ul style="list-style-type: none"> <li>Partially achieved. The target of 10% reduction in greenhouse emissions was achieved and exceeded for four out of the six buildings indicated.</li> </ul>
<p>Maintain current GreenPower purchase of 10% of Council's electricity use in Council buildings, and investigate the costs and benefits of purchasing an increased percentage of GreenPower.</p>	<ul style="list-style-type: none"> <li>Ongoing. Due to an increase in GreenPower rates at the time the new Procurement Australia electricity supply with AGL was entered into, the 10% purchase for Council buildings has been maintained but not increased.</li> </ul>
<p>Finalise the Capital Works Approval Form and process to ensure ESD (and other considerations such as Maintenance and Social Justice) are integrated into Capital Works planning.</p>	<ul style="list-style-type: none"> <li>Ongoing. Hume is currently revising the Capital Works process and consideration of ESD is being integrated into this process.</li> </ul>
<p>Finalise the ESD Assessment process (for new large facilities) and ESD Checklist / Tender Schedule (for new small facilities).</p>	<ul style="list-style-type: none"> <li>Completed. A process has been outlined for ESD assessment and for working with Project Managers and Sponsors for new large facilities. The ESD Checklist has been completed and is used for small facilities.</li> </ul>
<p>ESD training undertaken by relevant staff (e.g. Capital Works, Services, Leisure and Youth Services, Environmental Sustainability).</p>	<ul style="list-style-type: none"> <li>Completed/ongoing. ESD training has been held for Capital Works staff and regular Project Sponsors.</li> </ul>
<p>Identify priority new large building projects for particular attention, including the new Craigieburn Leisure Centre and proposed Sunbury Global Learning Centre, as well as priority small building projects.</p>	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
<p>Continue to select and purchase new appliances with high energy ratings, where possible.</p>	<ul style="list-style-type: none"> <li>Completed/ ongoing. Hume's Building Maintenance and Capital Works Departments will continue to ensure the selection and purchasing of new appliances with high energy</li> </ul>

KPIs, Targets and Actions GAP 2013- 2016	Review Status
<p>Implement energy efficiency works contained in Council's successful Community Energy Efficiency Program (CEEP) submission. This includes various lighting upgrades, ceiling insulation, pool pump upgrades and pool blanket installations at Council leisure centres, sports stadiums and a community centre.</p>	<p>ratings where possible. The purchase of energy and water efficient appliances will be integrated into ESD training for Capital Works staff.</p> <ul style="list-style-type: none"> <li>Completed. The <i>Hume Lighting the Way</i> project was successfully completed to the satisfaction of the Department of Industry, Innovation and Science. The project came in under budget due to less changeable street-lights than originally anticipated and cost savings on the purchase price. The Department also agreed to contribute a higher than anticipated proportion to the project and Council committed to reinvest this funding in energy efficiency and renewable energy investment.</li> </ul>
<p>Retrofit solar hot water systems at the Broadmeadows and Sunbury Leisure Centres.</p>	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
<p>Prioritise and implement high energy saving retrofit opportunities at Council's large and small facilities as identified in recent audits.</p>	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>
<p>Integrate energy and water considerations into Council's five-yearly Building Service Audit (due 2016).</p>	<ul style="list-style-type: none"> <li>Completed and ongoing. ESD asset upgrade identifications are being integrated where practical into the 5 year Building Service Audit.</li> </ul>
<p>Participate in NAGA's Solar Scale Up initiative, which aims to catalyse a significant increase in the number of Council and residential solar photovoltaic (PV) systems across the NAGA region.</p>	<ul style="list-style-type: none"> <li>Ongoing. This is a good knowledge sharing network and will continue.</li> </ul>
<p>Keep a watching brief on the development (technological, financial) of various renewable energy micro generation opportunities, particularly solar PV and wind. Complete investigation and prepare business cases for appropriate Council facilities if appropriate.</p>	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>

KPIs, Targets and Actions GAP 2013- 2016	Review Status
Develop signage at one or more of Council's largest facilities and priority small (community) facilities outlining environmental features.	<ul style="list-style-type: none"> <li>Completed/ongoing. Signage and infographics for energy efficiency installations at the Aquatic Centres and centres with solar installations have been prepared.</li> </ul>
Share Hume's own key learnings and learn from others through continuing Council's active participation in the Northern Alliance for Greenhouse Action (NAGA) and MAV etc.	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>
<b>Waste</b>	
<p><b>KPI 4:</b> Reduce waste sent to Hume's operating landfill site.</p> <p><b>Target 1:</b> Increase (landfill) waste diversion rate to 45% (currently ~37%).</p> <p><b>Target 2:</b> 38% of Hume households have an organic waste bin (currently ~32%).</p>	<ul style="list-style-type: none"> <li>Not achieved. Waste to landfill has not declined on a per tenement basis but is relatively stable</li> <li>Not achieved. 45% waste diversion has not been achieved; increasing organics recycling is the key to this and options for increasing the uptake of organic recycling and managing contamination issues will be considered in the review of the Waste Management Plan next year.</li> <li>Not achieved. Currently around 35% of Hume tenements have the organics recycling service; the cost of the service is a key barrier especially for established households (50% of tenements taking up the service for the first time select organics). Options for increasing organic recycling will be a key focus of the waste service review.</li> </ul>
Undertake a Feasibility Study regarding greenhouse gas management (i.e. methane flaring) at Hume's operating landfill (Sunbury), and present to Council for consideration.	<ul style="list-style-type: none"> <li>Completed. Hume invited an Expression of Interest for the Provision of Landfill Gas Infrastructure and Management Services at Riddell Road Landfill, Sunbury in 2014. A response for flaring methane was received. This was reported to Council in December 2014 and no decision was taken due to uncertainty at the time around the Sunbury Out of Hume process. The proposal for a pilot of gas flaring has now been approved for the 2017/18 Capital Works Budget.</li> </ul>
Continue to outsource the generation of electricity and	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>

KPIs, Targets and Actions GAP 2013- 2016	Review Status
reduction of greenhouse gas emissions at Hume's closed landfill sites (Camp Road and Bolinda Road, Campbellfield)	
Present a Feasibility Study to Council to consider the costs and benefits of an organic waste bin for Hume households.	<ul style="list-style-type: none"> <li>In progress. As above, the feasibility for extending the current organics recycling service will be investigated as part of the Waste Management Service Review.</li> </ul>
Continue to run the worm farm and composting bins for Hume residents program (provided for 500-1,000 residents/annum) to encourage diversion of organic materials from landfill.	<ul style="list-style-type: none"> <li>Ongoing. This program is continuing and worms will also now be available through local Campbellfield business Circular Food along with free workshops.</li> </ul>
<b>Fleet</b>	
<p><b>KPI 5:</b> Minimise the greenhouse gas emissions of Council's fleet.<sup>2</sup></p> <p><b>Target:</b> 10% reduction in greenhouse gas emissions from Council's light fleet fuel consumption (2011-12 baseline).</p>	<ul style="list-style-type: none"> <li>Achieved. There has been a decrease in total fuel use (6.7%) and greenhouse emissions (14%) from the vehicle fleet in 2015/16 compared to the previous year. This was not anticipated given that Biodiesel 20 has not been available for most of this 2015/16 year. The reduction could be at least partially due to a move to a new data source which should be more reliable in the long run.</li> <li>Achieved. Emissions from Council's light fleet fuel consumption declined by 15.8% in 2015/16 compared to the 2011/12 baseline, exceeding the 10% target. This is excluding novated vehicles however. As noted above a new data set was also used in 2015/16.</li> <li>Ongoing. Most passenger vehicles listed as a fleet option are currently achieving the 175g</li> </ul>
Continue to monitor new low greenhouse emission (i.e.	

<sup>2</sup> Council's Fleet data excludes novated lease staff vehicles. Novated lease vehicles continue to increase; Council does not currently encourage fuel efficient novated vehicle selection.

KPIs, Targets and Actions GAP 2013- 2016	Review Status
no more than 175g CO <sub>2</sub> -e /km passenger vehicles and no more than 185g CO <sub>2</sub> -e /km operational vehicles) light fleet vehicle options, and update the Fleet Policy if required.	CO <sub>2</sub> -e /km benchmark.
Continue to select and purchase fuel efficient fleet passenger and operational vehicles, where operational requirements allow.	<ul style="list-style-type: none"> <li>• Ongoing. Note that there are no LPG vehicles available in Australia with the closure of Ford. Nissan Leaf are no longer being imported to Australia so full plug in electric vehicles are luxury cars only. A move to small and efficient vehicles is likely to be an ongoing trend.</li> </ul>
Run 'Fleet Respect' – a program which will support fuel efficient driving practices and safety outcomes.	<ul style="list-style-type: none"> <li>• In progress. The Fleet Respect program was not implemented. Safe driving training which will also include some smooth driving fuel efficiency benefits is still being planned.</li> </ul>
Continue to purchase and use a biodiesel blend (B20) for Council's heavy fleet.	<ul style="list-style-type: none"> <li>• Discontinued. Biodiesel is no longer available in Australia – this is thought to be due to the overall drop in conventional diesel prices, making biodiesel blends uncompetitive. There are also environmental issues with biodiesel, depending on the source of the fuel.</li> </ul>
<b>Data Management</b>	
<p><b>KPI 6:</b> Strengthen greenhouse data management and reporting processes.</p> <p><b>Target 1:</b> Energy, water and greenhouse reporting regularly sent to facility managers of key large facilities.</p>	<ul style="list-style-type: none"> <li>• Achieved. The annual greenhouse inventory has been strengthened with protocols and processes documented. Data on specific facilities has been prepared to benchmark with other facilities, assess performance and evaluate interventions.</li> <li>• Not achieved. A proposal for a data management system was not supported and this information would have to be compiled manually.</li> <li>• Achieved. Scope 3 greenhouse emissions from fuel use have been integrated.</li> </ul>

KPIs, Targets and Actions GAP 2013- 2016	Review Status
<p><b>Target 2:</b> Scope 3<sup>3</sup> greenhouse gas emissions integrated into Council's inventory for electricity, gas and fuel.</p>	
<p>Investigate updating Council's fuel consumption tracking system to incorporate estimated fuel consumption data from staff novated vehicle leases.</p>	<p>Completed. An increase in staff novated leases is one of the key reasons that emissions from Council's fleet are decreasing; there are less passenger fleet vehicles travelling less distance. Novated lease emissions were therefore included in the greenhouse inventory in 2014/2015 and 2015/2016. Private usage is currently included in this data for novated leases. Emissions from private staff vehicles used for work purposes are not currently included in the inventory.</p>
<p>Work with AGL to load additional electricity and gas site data into AGL's <i>Insight</i> online portal.</p>	<p>Completed. All facilities where Council pays the electricity and gas bills should now be on AGL's <i>Insight</i> online portal (or will be added in as gas accounts are transferred to AGL).</p>
<p>Gain access to Council's accurate and real-time electricity consumption and generation (solar PV) data via Jemena's smart meter online portal.</p>	<p>Completed. Unfortunately Jemena's online portal is not amenable for customers with multiple facilities – Hume has provided feedback to Jemena and advocated with other Councils on this issue. Hume has access to recent solar install data via the Solarweb website and new installs are specifying access through this site for consistency.</p>
<p>Continue Council's involvement in the multi-Council Utility Billing Management System (UBMS) project, to pursue the development of a Council-specific utility data management tool covering greenhouse sources including electricity, gas and fuel.</p>	<p>Completed. This project was ultimately abandoned by the cross-Council working group as cost effective solution was not proposed via the tender process.</p>
<p>Set up an Excel spreadsheet to progressively track the annual utility cost savings to Council which have resulted</p>	<p>Completed and ongoing. A spreadsheet has been developed to log cost saving estimates of energy efficiency projects. Before and after energy use is also evaluated via AGL's insight</p>

<sup>3</sup> Scope 3 greenhouse gas emissions refer to emissions that occur *indirectly* as a result of an organisation's operations. For example for electricity consumption, Scope 3 emissions would relate to fuel extraction, transmission and distribution losses. Scope 3 greenhouse gas emissions had not been included in Council's greenhouse inventory previously but this is now standard reporting practice in line with the National Greenhouse and Energy Reporting Scheme.

KPIs, Targets and Actions GAP 2013- 2016	Review Status
from individual energy efficiency projects (including street lighting).	database.
Investigate the development of a process for establishing an 'ESD Fund' – to re-invest utility cost savings from energy efficiency projects in funding further sustainability initiatives in Council facilities.	Completed. This was investigated and the Director of Corporate Services was briefed. The continuing Greenhouse Action Plan capital works budget is a streamlined way to invest in energy efficiency and solar panel.
Set up an internal dashboard reporting process, whereby facility managers of key facilities will receive regular energy, water and greenhouse performance data for their facility.	Completed. This was investigated and budget sought but not supported.
Commence a reconciliation process between Council facilities / assets, utility meters and utility invoicing, to identify cost and data anomalies and to improve the accuracy of Council's greenhouse and water reporting.	Completed. A meter reconciliation process was proposed and discussed with other internal stakeholders and not supported.
Integrate scope 3 greenhouse gas emissions for electricity, gas and fuel into Council's annual greenhouse inventory, and investigate the inclusion of other scope 3 emissions such as paper use, travel to work and corporate waste.	Completed and ongoing. Scope 3 fuel emissions have been integrated into the inventory. Additional scope 3 emissions: paper use, travel to work and corporate waste have not been incorporated due to the complexities and time required to collect this data.
Develop a Greenhouse Gas Inventory Protocols Manual, to clearly document Council's greenhouse gas inventory compilation process.	Completed and ongoing. The Manual has been completed and is used and updated annually.
Gain access to Council's electricity generation (solar PV) data via Jemena's online portal, and collate annual generation data.	Not achieved. Annual generation data is not available via Jemena's online portal as it is not amenable for customers with multiple facilities. PV generation data can be accessed via online portals for recent installs and total generation can be calculated via deemed estimates.
Collate data on the electricity generated at Council's closed landfill sites (Campbellfield).	Not completed. Data collection for electricity generation at Council's closed landfill sites has not been pursued because Council cannot claim responsibility for these greenhouse

KPIs, Targets and Actions GAP 2013- 2016	Review Status
Collate data on electricity generated by Broadmeadows Leisure Centre cogeneration unit (from end 2013).	reductions. Not completed. The Cogeneration system has not been operational since installation. Options for resolution and commissioning are still being investigated with input from internal stakeholders.
Continue to collaborate with other Councils on NAGA projects, such as Communicating Energy Use, to obtain improved access to municipal energy data via the electricity distribution businesses.	Completed and ongoing. NAGA continues to collect community emissions data and Hume continues to use the data in the Sustainability Report and provide feedback for improvements.



**Appendix Three: Installed and Planned solar installations through to 2021/22**

**Current solar installs**

<b>Name of Facility</b>	<b>Suburb</b>	<b>System size (kW)</b>
Senior Citizens Centre	Sunbury	5
Dobell Avenue Kindergarten	Sunbury	5
Jack McKenzie Reserve (Bulla Community Centre)	Bulla	5
Roxburgh Park Youth Centre	Roxburgh Park	5
Farm Ridge Kindergarten/Preschool	Gladstone Park	5
Administrative Centre Function Rooms	Craigieburn	2
Newbury Child and Community Centre	Craigieburn	2.5
Craigieburn Bowls Club	Craigieburn	2.5
Broadmeadows Community Hub	Broadmeadows	11
Lynda Blundell Senior Citizens Centre	Broadmeadows	25
Craigieburn Child and Family Centre	Craigieburn	29
Selwyn House (Craigieburn Neighbourhood House)	Craigieburn	5
Craigieburn Early Childhood Services	Craigieburn	10
Craigieburn Men's Shed	Craigieburn	4
<b>Total installs 2016 and earlier (kW)</b>		<b>116</b>
<b>2016/17 installs</b>		
Hume Global Learning Centre- Broadmeadows	Broadmeadows	99
Hume Global Learning Centre- Craigieburn	Craigieburn	99
McMahon Pavillion	Sunbury	5
Sunbury Neighbourhood House	Sunbury	37
Sunningdale Family Centre	Sunbury	28
Sunbury Depot workshop	Sunbury	6
Coolaroo Childcare and MCH	Coolaroo	31
Bluebird Way Family Centre	Roxburgh Park	21
Homestead Child and Family Centre	Roxburgh Park	29
Newbury Child and Community Centre	Craigieburn	29
<b>Total installs 2016/17 (kW)</b>		<b>384</b>
<b>2017/18 to date</b>		
Tarcoola Preschool	Meadow Heights	9
McEwen Drive Pre-School	Sunbury	6
Taylor Drive Pre-School	Tullamarine	6
West Meadows Pre-School	West Meadows	5
Pembroke Crescent Pre-school	Craigieburn	5
Bank Street Pre-school	Craigieburn	6
Stewart Lane PreSchool	Sunbury	12
Broadmeadows Youth Central	Broadmeadows	36
<b>Installs to date 17/18 (kW)</b>		<b>85</b>
<b>Total to date</b>		<b>585kW</b>

**Planned solar installs**

(shaded line items are carried forward or from budgets other than GAP capital works)

<b>Name of Facility</b>	<b>Suburb</b>	<b>Estimated size installs (to be determined via quotes)</b>	<b>Notes</b>
<b>Year 2017/2018</b>			
Broadmeadows Netball Stadium	Broadmeadows	99	Broadmeadows Netball Stadium to be progressed prior to Broadmeadows Aquatic Centre (CF from 16/17 due to BALC redevelopment works)
Sunbury Aquatic & Leisure Centre	Sunbury	99	Carry forward from 16/17 integrated with redevelopment works
Attwood House Community Centre Association Inc.	Attwood	13	From energy efficiency (CEEP) budget
Goonawarra Neighbourhood House House Inc.	Sunbury	9	
Tullamarine Community House Inc.	Tullamarine	7	
Meadow Heights Learning Shop Inc.	Meadow Heights	36	
Gladstone Park Community Centre	Gladstone Park	30	
<b>Estimated total capacity installed 2017/2018 (kW)</b>		<b>293</b>	
<b>2018/19</b>			
Bolinda Road Resource Recovery Centre	Campbellfield	25	GAP
Broadmeadows Town Hall	Broadmeadows	99	GAP
Sunbury Global Learning Centre	Sunbury	99	From energy efficiency (CEEP) Budget
Gladstone Park Senior Citizens' Centre	Gladstone Park	8	GAP
Splash	Craigieburn	59	GAP
Gladstone Park Bowls Club	Gladstone Park	10	GAP – community leased facility
<b>Estimated total capacity installed 2018/19 (kW)</b>		<b>290</b>	
<b>2019/20</b>			
Boardman Basketball Stadium	Sunbury	99	GAP
Broadmeadows Aquatic and Leisure Centre	Broadmeadows	99	GAP
Sunbury Landfill	Sunbury	20	GAP
Broadmeadows Basketball Stadium	Broadmeadows	99	GAP – community leased facility
<b>Estimated Total Capacity 2019/20 (kW)</b>		<b>317</b>	
<b>2020/21</b>			
Aitkin Hill Community Centre	Craigieburn	37	
Malcolm Creek Kinder and MCHC	Craigieburn	13	
Craigieburn Leisure Centre	Craigieburn	99	

Basketball Stadium			
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<b>2020/21 cont</b>			
Hume Tennis Centre and Sporting Facility	Craigieburn	18	GAP – community leased facility
Broadmeadows Historical Society	Broadmeadows	2	GAP – community leased facility
Sunbury Men's Shed	Sunbury	2	GAP – community leased facility
Girl Guides Victoria (Craigieburn)	Craigieburn	3	GAP – community leased facility
Connections at Craigieburn	Craigieburn	9	GAP – community leased facility
SES Sunbury	Sunbury	4	GAP – community leased facility
SES Craigieburn	Craigieburn	7	GAP – community leased facility
Youth Projects/ Uniting Care	Broadmeadows	3	GAP – community leased facility
Eric Boardman Reserve Pavillion	Sunbury	6	GAP – community leased facility
Greenvale Recreation Reserve	Greenvale	10	GAP – community leased facility
John Ilhan Reserve	Meadow Heights	25	GAP – community leased facility
<b>Estimated Total Capacity 2020/21 (kW)</b>		<b>238</b>	
<b>2021/22</b>			
Greenvale West Community Centre	Greenvale	37	
Progress Reserve Building, Coolaroo	Coolaroo	53	GAP – community leased facility
Sprint Athletics Pavilion Craigieburn	Craigieburn	4	GAP – community leased facility
Andersons Reserve	Broadmeadows	7	GAP – community leased facility
Donnybrook Reserve	Donnybrook	4	GAP – community leased facility
Highgate Recreation Reserve	Craigieburn	43	GAP – community leased facility
<b>Estimated Total Capacity 2021/22 (kW)</b>		<b>148</b>	

TAKE2 for Local Government

Signing your Council up to TAKE2 will help Victoria reach net zero emissions by 2050.

Below are TAKE2 actions your Council can take to combat climate change. This list will help you plan your greenhouse gas emissions reductions. Once you have decided what you will do, go to the TAKE2 website and select your actions. Then you will be part of the TAKE2 community and can share your climate change efforts with others.

Sector	Category	Action	Progress
Local government	Energy efficiency	Undertake an energy inventory and develop a reporting process	✓ Done
		Develop a climate policy	Done
		Set a science based emissions reduction target	
		Set minimum energy efficiency standards for constructing, renovating and maintaining Council-owned buildings	Done
		Develop and implement a program to address energy efficiency in reactive maintenance	Done
		Develop and implement a council building energy efficiency capital works program	Doing
		Ensure Council's building management systems (BMS) maximise energy performance	Doing
		Upgrade heating, ventilating and air conditioning (HVAC) in Council-owned buildings	Will do
		Change street lighting to LED (residential and council-managed roads first, then change main road LED street lighting)	Doing
		Enter into an energy performance contract (EPC)	
	Renewable energy	Establish a policy for Council's own new builds to have energy efficiency and renewable plans	Will do
		Develop a renewable energy implementation plan	
		Set a renewable energy target for Council	
		Buy renewable energy	Will do*
		Investigate microgrid opportunities	Doing
		Review renewable energy options for aquatic centres	Doing
		Install solar photovoltaic on buildings that can support the technology	Doing
		Trial or install battery storage	
		Find innovative market solutions for investment in renewable energy contracts	Will do*
			Doing
	Emissions offsets	Assess and monitor Council's carbon emissions	
		Have carbon emissions independently verified	
		Buy carbon offsets for air travel	
		Buy carbon offsets for business emissions	
		Get carbon neutral accreditation through National Carbon Offset Standard and promote through the Carbon Neutral Network	
		Work with developers to improve local development standards	
		Investigate opportunities for low carbon growth planning in new developments	
		Map climate change hazards for Council assets and the municipality	
		Develop guidelines for solar photovoltaic and solar hot water installations	
		Develop an ecologically sustainable development (ESD) policy planning amendment to the local planning scheme	
	Strategic and statutory planning	Train planning staff to effectively apply ESD principles	Doing
		Conduct on-site ESD inspections for developments once built	
		Work with other councils to adopt a standard for ESD policies in planning schemes	
		Assess planning applications with the Council Alliance for a Sustainable Built Environment's (CASBE) Built Environment Sustainable Development Scorecard	Will do
		Assess fleet management to identify fuel efficiency opportunities	Doing
		Train staff in fuel efficient driving techniques	Will do
		Encourage staff to use public transport for work-related travel by offering MYKI cards	Doing
		Provide staff facilities for active travel including cycling, running and walking	Doing
		Provide bicycles to staff for work travel	
		Build more dedicated cycling paths	Doing
	Transport and fleet	Construct more on-road cycling lanes	Doing
		Buy low emissions vehicles for Council's passenger fleet	Doing
		Investigate fuel/vehicle options for Council's heavy and commercial vehicles	Will do
		Investigate opportunities to install electric vehicle recharge infrastructure	
		Develop or update municipal waste management and resource recovery strategy	Doing
		Identify and set internal waste reduction targets	
		Educate staff to better manage waste	Doing
		Install separate bins for landfill, co-mingled, soft plastics, organics, e-waste and light globes in council-managed buildings	Doing
		Reduce contamination in kerbside waste collection	Doing
		Introduce a kerbside organic waste collection program	Done
	Waste	Introduce a recycling system for public places	Doing
		Identify opportunities to turn waste to energy	Doing
		Promote 'Detox your Home' mobile collections and permanent drop-off sites to your community	Doing
		Map local biodiversity	Doing
		Develop a biodiversity plan that considers climate change threats, impacts, opportunities, and actions	Done
		Develop an urban heat island plan	
		Develop an urban forests strategy	Will do
		Develop an integrated water cycle management plan that considers climate change threats, impacts, opportunities, and actions on biodiversity	Done
		In regional areas, investigate how climate change could impact agriculture and sustainable land use	Doing
		Develop an incentive program to encourage land owners to protect and enhance biodiversity	Done
	Natural and urban environment	Develop a tree inventory and management system to assess health, future planting options and canopy cover	Doing
		Engage the community on how climate change will affect future vegetation selection and planting in the municipality	
		Develop biolinks across the municipality	Will do
		Develop a sustainable procurement policy including guidance on environmental evaluation criteria	
		Do a spend analysis and identify opportunities for a sustainable procurement plan	
		Set targets for sustainable green spends	
		Monitor and report on targets	
		Include environmental evaluation criteria in quotes and tenders	Doing
		Encourage staff to TAKE2	Will do
		Set up an environment team to identify ways to reduce emissions at work	Done
	Purchasing and contracting	Help councillors and staff reduce emissions by providing environmental professional development	Doing
		Promote Council's environmental programs to the community	Doing
		Encourage the community to TAKE2	Will do*
		Feature climate change in Council publications	Doing
		Establish a community environmental advisory committee	Done
		Give residents guidance on environmental design and retrofits	
		Develop a rate rebate scheme for energy efficiency and solar features	
		Work with developers to support distributed renewable energy in new developments	
		Support renewable energy bulk-buys for the community	
		Establish an environmental upgrade agreement or rates payback mechanism for commercial buildings	
	Support community owned renewable energy generators and retailers		
	Culture and leadership	Encourage the community to TAKE2	Will do*
		Feature climate change in Council publications	Doing
		Establish a community environmental advisory committee	Done
		Give residents guidance on environmental design and retrofits	
		Develop a rate rebate scheme for energy efficiency and solar features	
		Work with developers to support distributed renewable energy in new developments	
		Support renewable energy bulk-buys for the community	
		Establish an environmental upgrade agreement or rates payback mechanism for commercial buildings	
		Support community owned renewable energy generators and retailers	

\* New actions proposed in the draft Greenhouse Action Plan 2017-2020

<b>REPORT NO:</b>	SU288
<b>REPORT TITLE:</b>	Planning Scheme Amendment C218 - Rezoning of Commercial 2 Land to Industrial 3 Zone
<b>SOURCE:</b>	Angela Schirripa, Strategic Planner
<b>DIVISION:</b>	Planning and Development
<b>FILE NO:</b>	HCC16/599
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	4.1 Facilitate appropriate urban development while protecting and enhancing the City's environment, natural heritage and rural spaces.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Location of Precincts</i></li><li>2. <i>Figure 2 of Clause 21.01-1</i></li><li>3. <i>Historical Zoning and Land Use Pattern</i></li><li>4. <i>Map of Zoning Change</i></li><li>5. <i>Map of Zoning Change</i></li></ol>

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**1. SUMMARY OF REPORT:**

Amendment C218 seeks to rezone employment precincts within the municipality from the Commercial 2 Zone to the Industrial 3 Zone. A Planning Panel appointed by the Minister for Planning considered submissions to the Amendment at a Panel Hearing from 16 October to 20 October 2017 and has provided Council with a report. The Panel Report recommends that Council abandon the part of the Amendment which seeks to rezone Commercial 2 land to the Industrial 3 Zone and adopts other aspects of the amendment relating to minor updates. It is recommended that Council adopts the Amendment with changes including that part of the Amendment which seeks to rezone land to the Industrial 3 Zone.

**2. RECOMMENDATION:**

**That Council having considered the Independent Planning Panel report in accordance with Section 27 of the *Planning and Environment Act 1987*:**

- 2.1** adopts Amendment C218 as exhibited in accordance with Section 29(1) of the *Planning and Environment Act 1987* with the changes as detailed in Section 10.9.3 of the report; and
- 2.2** submits the adopted Amendment C218 to the Minister for Planning for approval in accordance with Section 31(1) of the *Planning and Environment Act 1987*.

**3. LEGISLATIVE POWERS:**

*Planning and Environment Act 1987.*

**4. FINANCIAL IMPLICATIONS:**

Administrative costs associated with the preparation and exhibition of the Planning Scheme Amendment, including panel costs are provided for within the Strategic Planning budget.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

This matter does not have any direct environmental sustainability considerations.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

This matter does not have any direct climate change adaptation considerations.

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

The Planning Scheme Amendment has met the principles of Hume's Social Justice Policy by engaging the community through a formal consultation process, as discussed below.

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**8. COMMUNITY CONSULTATION:**

- 8.1 Planning Scheme Amendment C218 was placed on exhibition in accordance with the requirements of Section 19 of the *Planning and Environment Act 1987* (the Act). The formal exhibition period occurred from 9 March 2017 to 1 May 2017. In total 2,610 individual notices were sent out. Notice of the Amendment was provided as follows:
- To affected owners and occupiers within the precincts proposed to be rezoned and immediately adjoining residents.
  - To relevant referral authorities.
  - Notice to prescribed Ministers under the Act.
  - In the Hume Leader on 7 March, 28 March and 18 April 2017.
  - In the Government Gazette.
- 8.2 Section 19(4)(b) of the Act sets out a notice period of one month. A longer exhibition period was undertaken to ensure that adequate notice was provided to potentially affected residents who adjoin some of the precincts proposed to be rezoned. Additional notices were also placed in the Hume Leader.
- 8.3 A total of 21 submissions were received regarding the Amendment. Seventeen submissions were received from affected landowners and occupiers within the business precincts. Four submissions were received from the following referral authorities and government agencies:
- Department of Defence (who owns land directly affected by C218)
  - CFA
  - VicRoads
  - Brimbank City Council.
- 8.4 The majority of the submissions, sixteen did not support the Amendment. One submission requested a change to the Amendment. The four submissions received from referral authorities and government agencies did not object to the Amendment.
- 8.5 An additional four submissions were received outside the formal exhibition period. The submissions were in response to a flyer circulated to residents adjoining Precincts 4 and 5 which incorrectly stated that the Amendment was rezoning land to 'heavy industry'.
- 8.6 As the four submissions were received after the formal exhibition period had ended, and Council had considered submissions and referred the Amendment to Panel, Council was unable to formally consider these submissions. However, the Panel in its directions dated 26 September 2017, advised that it would consider these as late submissions.

**9. BACKGROUND:**

9.1 Subject Land

The land subject of the Amendment encompasses business precincts distributed throughout the municipality that are currently zoned Commercial 2 (refer to Attachment 1). These precincts were zoned Business 3 until 2013 and are described as:

1. 700 and 750 Hume Highway, and 95-135 Amaroo Road, Craigieburn (Precinct 1).
2. Land bounded by Camp Road, Upfield Railway Line, Geach Street and Dallas Drive, Broadmeadows (known as Northcorp Industry Park) (Precinct 2);
3. Land bounded by Jack Roper Reserve and Merlynston Creek, Camp Road, Upfield Railway Line, and Western Ring Road, Broadmeadows (Precinct 3);

REPORT NO: SU288 (cont.)

4. Land to the north of the Tullamarine Freeway and west of Mickleham Road (Precinct 4);
5. Land to the south of the Tullamarine Freeway and bounded by Mickleham Road, Derby Street, and Springbank Street (Precinct 5);
6. Land bounded by Melrose Drive, Post Office Street, Airport Drive, and Trade Park Reserve (Precinct 6); and
7. Land bounded by Annandale Road, Keilor Park Drive, Keilor Park Recreation Reserve, and Commonwealth land (Precinct 7).

9.2 Background

- 9.2.1 At its meeting of 24 July 2017 Council considered the submissions to Planning Scheme Amendment C218 and resolved to request the Minister for Planning appoint a Panel to consider submissions.
- 9.2.2 On 3 August 2017 a Panel was appointed by the Minister for Planning to hear and consider submissions. A Directions Hearing was held on 22 September 2017 and the Panel Hearing was held from 16 October to 20 October 2017.

**10. PANEL REPORT**

10.1 Council received the Panel Report on 5 December 2017. The Panel Report recommended that the Amendment be adopted as exhibited subject to the following:

1. Abandon the changes to Planning Scheme Maps 11, 22, 24, 25, and 26 to apply the Industrial 3 Zone in place of the Commercial 2 Zone.
2. Rezone 110-112 Western Avenue, Westmeadows to the General Residential Zone.

10.2 Planning panel reports provide advice and recommendations only. Section 27(1) of the *Planning and Environment Act 1987* requires Council as the Planning authority to consider the Panel's report before deciding whether or not to adopt the Amendment and the final decision is left to the Minister.

10.3 Panel's Recommendation

10.3.1 In considering the Amendment, the Panel's evaluation of issues did not support changing the Commercial 2 Zone to Industrial 3 Zone based on the consideration of five central issues which are discussed in turn below. The Panel also concluded that:

- (a) The Amendment is likely to reduce investment and jobs generation in Hume because it will shift the emphasis of the precincts proposed to be rezoned from 'business' to 'industrial'.
- (b) There are significant benefits to land owners in removing the need for a land use permit and that the Amendment will impose costs and restrictions on investment; and
- (c) There is no merit to suggest that discretion in regards to land use is needed to achieve policy outcomes.

10.4 No State and Local Policy support

The Panel concluded that there was no clear policy support at either a State or Local level for the rezoning of land to the Industrial 3 Zone and that it seems inconsistent with recent policy reforms under VC100.

Officer response – State and Local Policy

10.4.1 Council does not accept the assertion made by the Panel and notes that there is clear policy support for the Amendment at both a State and Local level.



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(a) *Plan Melbourne*

- Policy 1.1.5 of *Plan Melbourne* supports major transport gateways as important locations for employment and economic activity. The policy states:

*Melbourne's transport gateways and associated road and rail networks are critical to the state's economy. They provide access to local, national and international markets and are key areas for employment and economic activity.*

The policy identifies an airport corridor between Melbourne and Essendon airports that *'has the potential to become one of Australia's leading transport and logistics hubs'*. It also further stresses the importance of protecting airports, freight terminals and their surrounds from incompatible uses to *'ensure they keep generating economic activity and new jobs. Adjacent complimentary land uses and employment-generating activities will be encouraged'*.

As Precincts 4 and 5 fall within this airport corridor, Amendment C218 is needed to provide greater control over land use and ensure that this strategically located land remains available for transport, logistics and complimentary uses.

- Policy 1.1.6 of *Plan Melbourne* plans for industrial land in the right locations to support employment and investment opportunities. This policy seeks to ensure the supply of industrial land is adequate and available for development near transport gateways, particularly in outer suburban areas. It also seeks to protect significant industrial precincts from incompatible land uses to allow for their future growth.

Policy 1.1.7 seeks to plan for adequate commercial land across Melbourne.

The precincts proposed to be rezoned are located close to the transport gateways of major arterial roads (Western Ring Road and Hume Highway) and the Melbourne Airport. Therefore, the Amendment supports Policies 1.1.6 and 1.1.7. Importantly, the Amendment will also protect the precincts from inappropriate development so as to allow for continued growth in freight, logistics, and manufacturing investment.

- The Amendment will also protect Precincts 1, 2, and 3 located within the State Significant Industrial Precincts (SSIP) from inappropriate land uses and ensures this strategically located land remains available for industrial development. The Panel stated:

*The argument that some of the precincts are identified within a State Significant Industrial Precinct (SSIP) in Plan Melbourne and therefore ought to be rezoned, does not seem to recognise that they are included in the SSIP with the current zoning. The current zone is no impediment to the SSIP designation, and there is no explicit state policy that the land ought to be rezoned.*

Council considers this to be a flawed argument as the introduction of the current zoning occurred at a statewide level and indiscriminately applied the Commercial 2 Zone to all Business 3 Zone, regardless of other State or Local policy. It appears that the SSIP designation was not considered through VC100 (see further discussion below).

- Policy 1.1.2 of *Plan Melbourne* supports the development of a network of activity centres linked by (public) transport. The Amendment will restrict opportunities for retail uses outside of activity areas where they would not

## REPORT NO: SU288 (cont.)

be easily accessible by public transport and is therefore consistent with this policy.

(b) *State Planning Policy Framework*

- Clause 11.03-1 (Activity centre network) seeks to build up activity centres as a focus for high-quality development, activity and living for the whole community through the development of a network of centres. Clause 11.03-2 (Activity centre planning) encourages the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community.

The Amendment meets these objectives by rezoning the precincts to a zone which will discourage proposals for single use retail, commercial and recreation facilities outside of activity centres. It will enable Council to consider the appropriateness of such uses by activating planning permit requirements for uses such as restricted retail and offices. This will allow for decisions which take into account the impact the proposal may have on Council's identified activity centre hierarchy and existing uses in the area.

- The Amendment meets the objectives of Clause 17.01-1 (Business) and Clause 17.01-2 (Out-of-centre development). Clause 17.01-1 is:

*To encourage development which meet the communities needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.*

Clause 17.01-2 seeks to manage out-of-centre development and is supported by a suite of strategies including:

*Ensure that proposals or expansion of single use retail, commercial and recreational facilities outside activity centres are discouraged by giving preference to locations in or on the border of an activity centre.*

*Ensure that out-of-centre proposals are only considered where the proposed use or development is of net benefit to the community in the region served by the proposal or provides small scale shopping opportunities that meet the needs of local residents and workers in convenient locations.*

*Discourage large sports and entertainment facilities of metropolitan, state or national significance in out-of-centre locations unless they are on the Principal Public Transport Network and in locations that are highly accessible to their catchment of users.*

As discussed above the Amendment meets these objectives by rezoning the precincts to a zone which will discourage proposals that would fragment activity centre land uses in out-of-centre locations.

- The Amendment meets Clause 17.02-1 (Industrial land development) by protecting existing industrial land from the encroachment of unplanned commercial uses that would adversely affect industry viability and the availability of land for future industrial requirements. It will also ensure the ongoing availability and protection of land within the Northern Industrial State Significant Industrial Precinct (Precincts 1, 2 and 3) from incompatible uses in accordance with Clause 17.02-3 (State significant industrial land).

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- Further to this, the Amendment also has regard to Clause 18.04-1 (Melbourne Airport) as it seeks to safeguard the ongoing operation and curfew free status of Melbourne Airport. It will ensure that land close to the Airport continues to be utilised for uses that are compatible with the operation of the Airport such as freight and logistics.

(c) *Local Planning Policy Framework*

- Clause 21.01-1 (Locality and regional context) states that *'Hume is home to a number of employment areas including large strategic employment hubs around the Melbourne Airport and along the Hume Highway, which cater for much of the manufacturing, transport and logistics demands of Melbourne'*. Figure 2 of Clause 21.01-3 (Strategic vision) identifies the precincts as 'existing employment land'. Figure 2 is provided at Attachment 2. '
- The Amendment also supports and implements Clauses 21.02-2, 21.05-1 and 1.06-1 of the MSS. Clause 21.02-2 states that the:

*Existing employment land along the Hume Highway in Campbellfield (Precincts 2 and 3) and around the Airport (Precincts 4, 5, 6 and 7), and the existing intermodal freight terminal in Somerton continue to provide and support the growth of Hume's manufacturing, transport and logistics sectors'*

The strategic location of these precincts close to major arterial roads and Melbourne Airport means they are the prime location for such uses to establish as highlighted in the AEC *Economic Assessment for Hume Corridor within Hume City, Final Report, May 2013* (AEC Report).

The AEC Report also identifies that due to these locational attributes, the future uses for the precincts are wholesale trade, transport, postal and warehousing based including high-tech manufacturing and food manufacturing (particularly for Precinct 2 and part of Precinct 1).

The AEC Report further identifies that the transport, postal and warehousing and manufacturing sectors are expected to record the greatest share of job growth from 2012- 2046. These sectors are also identified within the AEC Report as requiring approximately 650-750ha of additional land over the 2012-2046 forecast periods, the most of any sector. Well positioned land appropriately zoned to cater for this growth is required.

- Objective 5 of Clause 21.02-2 and its corresponding strategies further reflects the strategic intent of the precincts. Objective 5 seeks to *'increase the number and diversity of jobs in the Hume Corridor'*. Strategies to achieve this include:
  - Strategy 5.1: Promote Broadmeadows and Donnybrook (Lockerbie) as Metropolitan Activity Centres and facilitate the delivery of higher order retail, commercial, health, educational, entertainment, leisure, community and cultural activities.
  - Strategy 5.2: Promote Broadmeadows as Hume's primary activity centre and the focus for new office and professional service businesses.
  - Strategy 5.3: Promote Craigieburn, Mickleham (Merrifield) and Donnybrook (Lockerbie) activity centres as important locations for office and professional service businesses.

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- Strategy 5.5: Encourage business growth around the Melbourne Airport in transport and logistics, wholesale trade and other sectors that require immediate access to the Airport.
- Strategy 5.6: Promote the employment land along the Hume Highway, Hume Freeway and Donnybrook Road as a major employment location for a range of transport and logistics and manufacturing uses.
- Strategy 5.8: Discourage the development of bulky goods retail premises in existing and future industrial areas outside of identified bulky goods centres shown in Figure 2 in Clause 21.01.

The MSS provides very clear direction around the land uses it wishes to see continue within the precincts proposed to be rezoned. The Industrial 3 Zone will ensure the employment land within the precincts continues to be primarily used for manufacturing, transport and logistics sectors. The MSS is also very clear in where other businesses, such as new office and professional services, are proposed to be located thus creating a diversity in the jobs on offer within Hume that is sought by Clause 21.02-2.

- Council also has an identified activity centre structure, including a designated Metropolitan Activity Centre (MAC) at Broadmeadows. Clause 21.05-1 (Activity Centres) of the MSS identifies *‘protecting and maintaining the hierarchy of existing activity centres’* and *‘managing demand for out-of-centre retail, health and leisure development, particularly in significant industrial areas’* as key issues facing activity centres within Hume. Clause 21.05-1 includes an objective which seeks to *‘facilitate new and expanding activity centres in the hierarchy of activity centres within Hume’*.

The retail hierarchy in Hume is at an emergent stage with the fast paced residential growth in the Hume Corridor rapidly expanding market catchments. The Commercial 2 Zone allows a number of uses, such as restricted retail, to establish as-of-right. This allows out-of-centre developments through cheaper land options and the ability to provide more parking for single purpose trips to these developments. This will impact the viability of existing centres as businesses opt for cheaper locations.

The removal of Council’s ability to also specify floor space caps for offices will further limit Council’s ability to manage growth and control the scale of development outside of designated activity centres. This will significantly undermine the delivery of the hierarchy seeking to be achieved and as a result not provide the sustainable network of centres required or sought by State and Local Planning Policies.

This issue, and in particular its effect on the interface councils (including Hume) was raised by the Reformed Zones Advisory Committee in their report into the proposed new commercial zones. The Committee recommended that the interface councils retain the ability to specify floor space caps within the Commercial Zones to help prevent *‘leakage from centres and support the establishment of a robust retail hierarchy’*. The Committee further went on to make a recommendation that mechanisms such as floorspace caps in Commercial and Industrial Zones in rural and interface municipalities should be maintained to allow for net community benefit from investment in centres (Recommendation 3).

The Committee recommended that a separate commercial zone, the Commercial 3 Zone, be created to be used primarily for restricted retail premises, trade supplies and associated uses. This was to improve clarity around the primary locations of restricted retail premises and trade

## REPORT NO: SU288 (cont.)

supplies and to maintain the vitality and efficiency of locating convenience and supermarket based retailing in existing commercial centres. In relation to the Commercial 2 Zone, the Committee recommended altering the second zone purpose to make reference to 'limited retail'.

The Amendment will protect the network of activity centres throughout Hume remain vibrant and economically viable by managing inappropriate retail and commercial uses outside of designated activity centres. The Amendment thus implements and supports the following strategies of Clause 21.05-1:

- *Strategy 1.4: Discourage retailing outside of Metropolitan Activity Centres, Major Activity Centres and identified specialized regional bulky goods centres.*
  - *Strategy 1.5: Encourage bulky goods retailing to locate in activity centres, preferably in higher density urban formats.*
  - *Strategy 1.8: Ensure that land within the Melbourne Airport Transport Gateway do not adversely impact on the viability of nearby activity centres.*
- The Amendment will also support Clause 21.05-2 (Metropolitan Activity Centres) as it relates to the Broadmeadows MAC. Objective 4 of Clause 21.05-2 seeks to 'establish Broadmeadows Metropolitan Activity Centre as a premier activity centre in the Melbourne Northern Sub Region with a diverse range of retail, commercial, educational, cultural, community and leisure facilities.' Of particular relevance is Strategy 4.5 which aims to 'facilitate the provision of office space to support the growth of jobs in government, community, and professional services'.
  - Clause 21.06-1 seeks to 'facilitate economic growth and job diversity through the continued support of existing businesses and the attraction of new businesses'. The Amendment will continue to support existing employment areas that have an identified presence as areas for light industrial, manufacturing and freight and logistics, and will discourage uses better suited to activity centres and designated bulky goods from establishing.
  - Finally, the Panel also stated that they relied on the explicit objectives and strategies within the Hume Planning Scheme as opposed to the *Hume Corridor Integrated Growth Area Plan* (HIGAP) given this is only a reference document within the Scheme. This fails to recognize that HIGAP has been embedded into the MSS as a result of Amendment C176 to the Hume Planning Scheme, which is reflected at Clause 21.02-2 of the MSS. The proposed amendment assists in the implementation of this document.

#### 10.5 Panel Report: Amendment would wind back VC100

- 10.5.1 The Panel determined that *'the Amendment would actually increase 'red tape' and not achieve the intended purposes [of VC100].'*

##### *Officer Response – VC100*

- 10.5.2 Amendment VC100 was approved by the State Government in 2013, replacing the existing business zones with two new commercial zones as well as making a number of changes to the existing industrial zones.
- 10.5.3 Amendment VC100 was applied Statewide without site specific consideration and only minor variations for regional Victoria. This process did not allow

## REPORT NO: SU288 (cont.)

councils to assist the State Government to determine whether the new Commercial 2 Zone was appropriate in all cases at a local level.

- 10.5.4 The Panel determined that the amendment winds back VC100 and is inconsistent with what VC100 sought to achieve. In this regard the Panel's view is that VC100 sought to reduce red tape and comprehensively apply the Commercial 2 Zone in place of the Business 3 Zone throughout the State.
- 10.5.5 The VC100 process was undertaken with knowledge that there would be 'fix up' amendments. This is one. An ability to review the changes introduced by VC100 is appropriate and considered necessary for the precincts affected by C218. The Panel considering Greater Geelong Amendment C347 was faced with a similar issue that varied the implications of a statewide amendment. In that case, the City of Greater Geelong proposed policy changes that some submitters considered *effectively 'turn back the clock and undo the work of VC103;* (that introduced the new format Rural Zones in 2013). The Panel found:

*The Panel does not accept that the Amendment is undoing changes introduced by Amendment VC103. When the State Government changed state provisions in the Farming Zone and Rural Conservation Zone, it did not provide Council with the ability to reintroduce the former provisions in a schedule to each Zone. Policy changes proposed by Amendment C347 cannot possibly be compared with planning provision changes introduced through Amendment VC103.*

*State planning provisions are deleted or changed when the State Government considers that they are not appropriate on a state-wide basis. It does not prohibit a planning policy that may be contradicting the direction of these changes from being applied at a regional or local basis.*

- 10.5.6 Like Greater Geelong C347, Hume C218 is a legitimate variation to the outcomes of a VC amendment necessitated by local conditions and the former scheme provisions. VC100 has had the effect of altering the strategic direction for the C218 precincts and allowing new uses or reducing discretion for others that could affect negative change in the precincts. Accordingly the Amendment is a reasonable solution to appropriately apply the reformed industrial zone 'at a local basis'.
- 10.5.7 In addition, the proposed Industrial 3 Zone comes from the VC100 suite of zones and compared to the former Business 3 zone has fewer permit triggers. Given this, C218 would still reduce the 'red tape' requirements predating VC100.
- 10.5.8 In applying the amended Industrial 3 Zone the Amendment clearly enshrines the spirit and intent of VC100 by utilizing the most appropriate of the VC100 zones for the precincts.
- 10.6 Panel Report – Shifting Emphasis of Precincts from 'Commercial' to 'Industrial'
- 10.6.1 The Panel concluded that it *'cannot accept that the best interests of the Hume community, or wider Melbourne, is to say that these areas should stop having a 'commercial' focus as that is now understood, and start having an 'industrial' focus'.*

*Officer Response*

- 10.6.2 Council disagrees with the assertion that the precincts have a 'commercial' focus and that the Amendment will shift this focus to 'industrial'. Council provided to the Panel clear background to the historical zoning of the precincts and the types of land uses occurring in the precincts which demonstrates that the precincts have had an industrial focus for decades.

## REPORT NO: SU288 (cont.)

- 10.6.3 Attachment 3 outlines the historical zoning of the precincts prior to the new format planning scheme, through the application of zones such as the Reserved Light Industrial Zone (IN3C), the Reserved General Industrial Zone (Broadmeadows, IN6C), etc. The former zoning demonstrates the planning intent for these areas has supported industrial uses.
- 10.6.4 Accordingly, the resulting land use pattern, dominated by transport, logistic, warehouse and other manufacturing uses (refer to Attachment 3), is clearly more akin to an industrial focus rather than a commercial one. The commercial office uses are ancillary to the industrial focus of these areas and not a stand-alone use. These uses correspond with the activities suitable for the application of the Industrial 3 Zone, i.e. in areas comprising a mix of manufacturing industries, associated office and limited retailing.
- 10.6.5 It is important to highlight the strategic way in which the Business 3 Zone was applied in the City of Hume. The Business 3 Zone was utilised in new and existing business areas as an alternative to the Industrial 1 Zone. It responded to an emerging trend for major businesses to consolidate production and administration functions on a single site. The Business 3 Zone also allowed a larger office component than the alternative industrial zone options.
- 10.6.6 Further, the existing industrial nature of the precincts is highlighted in previous panel reports that considered rezoning land within the precincts to the Business 3 Zone:
1. The Panel for Amendment C31, which considered rezoning of land within Precinct 4 to Business 3 in 2004, stated:

*In the view of the Panel the use of the land for industrial or business purposes is most consistent with the provisions of the LPPF. The Panel finds the most appropriate of the available zonings is the Business 3 Zone because it is the zone most compatible with the adjoining residential zone in encouraging uses that will have the least amenity impact.*
  2. Similarly, in the further rezoning of land within Precinct 4, the Panel for Amendment C93 to the Hume Planning Scheme in 2009, considered the most appropriate use of the land on the south side of Western Avenue is for industrial or business purposes.
  3. In relation to Precinct 2 and 3, the Panel considered in Amendment C47 to the Hume Planning Scheme in 2003 that:

*The Amendment will have positive social and economic effects by encouraging an integration of office, manufacturing and industrial employment opportunities within an existing Broadmeadows business park precinct.*
  4. The Panel for Amendment C51, which considered rezoning of land in Precinct 2, stated:

*Rezoning of land to Business 3 will allow development of the site as a result of the wider range of business and light industrial uses that will be able to occur, therefore enhancing employment opportunities in Hume.*
- 10.6.7 Thus the Amendment does not seek to transform the precincts from commercial areas to industrial areas but to maintain the current mix of land uses. It is considered that the Industrial 3 Zone is best placed to achieve this given the purpose and expanded range of as-of-right-uses under the Commercial 2 Zone.

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10.7 Panel Report – Land use permits

10.7.1 The Panel concluded that the Amendment would impose costs and restrictions on investment and that there are significant benefits to land owners in removing the need for a land use permit. The Panel stated the costs and time implications in obtaining planning permits for discretionary uses was a 'critical issue' and that *'if there were no implications of a use becoming discretionary there would be fewer arguments against the Amendment'*.

*Officer Response*

10.7.2 Council disagrees that the cost of permits is a 'critical issue'. Whilst it appreciates that the permit approval process incurs time and cost, these factors should not be the basis on which land use zoning is determined.

10.7.3 The planning system is predicated on establishing an appropriate level of discretion in order that policy outcomes can be achieved. For the reasons discussed earlier, the proposed Industrial 3 Zone better supports policy than the current Commercial 2 Zone. The discretion created by the Industrial 3 zone will ensure that:

- (a) land use capitalizes on the strategic benefits of the precincts (such as airport and freeway access);
- (b) land use conflict within the precincts and on adjoining residential areas is managed;
- (c) out-of-centre land uses do not establish and undermine the activity centre hierarchy.

10.7.4 These issues of merits are the appropriate basis to determine the zoning and not the potential inconveniences of an approval process.

10.8 Panel Report – The Need for Discretion

10.8.1 The Panel concluded that there is no merit to suggest that discretion is needed to achieve policy outcomes. The Panel stated that *'Council should not be concerned about the loss of discretion in relation to uses that no longer require a permit, as this is the way that the VPPs are intended to operate'*.

10.8.2 The Panel also stated that *'making something as-of-right is a policy decision: the State Government made a policy decision that if land was suitable for the Business 3 Zone, then it was suitable for the Commercial 2 Zone'*.

*Officer Response*

10.8.3 VC100 directly translated the existing business zones into the new Commercial Zones. Council did not have the opportunity to determine whether the new Commercial 2 Zone was appropriate in the precincts now proposed to be rezoned.

10.8.4 The Panel also concluded that *'there is no clear case made that there are specific uses in the precincts that require protection from encroachment by other uses'*. Attachment 3 highlights that the precincts, whilst containing a variety of light industrial type uses, have a predominance in manufacturing type uses, freight and logistics. Precincts 2 and 3 are particularly dominated by food and other goods manufacturing whereas freight and logistics are predominantly seen in Precincts 4, 5, 6 and 7 given their proximity to Melbourne Airport.

10.8.5 Appropriately, Amendment C218 is proposed to protect these uses from incompatible land uses and inter-industry conflict. It is considered that uses allowed under the Commercial 2 Zone, such as restricted retail, offices and hotels, have the potential to cause land use conflicts and erode the business



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base that currently exists within the precincts. The Industrial 3 Zone would either prohibit or allow the discretion of an approval process to consider the impact such uses would have on the surrounding established businesses and the activity centre hierarchy.

- 10.8.6 The potential for land use conflicts as a result of the Commercial 2 Zone was acknowledged in a recent decision by the Victorian Civil and Administrative Tribunal for a site in Precinct 4 (Western Avenue Pty Ltd v Hume CC). The Tribunal concluded that *'allowing a large scale hotel to establish within this area has the potential to lead to land use conflicts which could discourage the continued use and growth of the employment area by those businesses'*. In reaching this decision, the Tribunal Member considered Clause 21.06 of the MSS which seeks to support existing employment areas with a large number of businesses in similar sectors, noting that *'the employment area around the site contains a number of light industrial/warehouse/logistics uses'*.
- 10.8.7 The Tribunal Member also commented that it was not satisfied that the proposal required a similar access to the airport and noted that Clause 21.02 seeks to *'promote business growth around the airport in transport, logistics, wholesale trade and other sectors that require immediate access to the airport'*.
- 10.8.8 Amendment C218 restores an appropriate level of discretion to land use change and development in areas established for business and industrial activity.

10.9 Changes Proposed to the Amendment

- 10.9.1 The Panel Report did not provide any direction on how to deal with individual sites within the precinct, particularly the sites that formed much of the submissions heard at Panel. In light of the lack of direction and advice from the Panel, Council officers have reconsidered a number of sites to determine whether they should be removed from the Amendment and retain the Commercial 2 zoning.
- 10.9.2 It is considered that the changes proposed below will not affect the intent or integrity of the Amendment or impact on the outcomes the Amendment seeks for the precincts as a whole.
- 10.9.3 If the Amendment is approved this will not preclude individual landowners in the areas where no changes are proposed from submitting an individual request to have their land rezoned.
- 10.9.4 The following changes are proposed:
- (a) *110 – 112 Western Avenue, Westmeadows*
- Rezone 110-112 Western Avenue, Westmeadows to the General Residential Zone (refer to Attachment 4). This modification was adopted at the Council meeting of 24 July 2017 and was also supported by Panel.
- (b) *700 and 750 Hume Highway, Craigieburn*
- Remove 700 and 750 Hume Highway, Craigieburn (located within Precinct 1) from the Amendment and retain the Commercial 2 Zone (refer to Attachment 5). The land is designated as a bulky goods node within HIGAP and the Commercial 2 Zone is considered appropriate.
  - It should be noted that it is not proposed to remove the remaining parcel of land within Precinct 1 land (known as 95 -135 Amaroo

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Road, Craigieburn) from the Amendment. This is a large area of land that is identified as future employment land at Clause 21.01-3 of the MSS and is within the Northern Industrial State Significant Industrial Precinct. Whilst the site is affected by a Development Plan, this was drafted in the context of the former B3Z. The B3Z at this time did not consider the range of uses that the C2Z now allows either as-of-right or as a permit required. It also did not anticipate a different purpose to the zone that places a stronger emphasis on retail.

- Given that the site remains undeveloped, the extra level of discretion provided by the IN3Z is warranted to ensure the mix of land uses is consistent with the approved Development Plan.

(c) *1-3 Freight Road, Tullamarine*

- Remove 1-3 Freight Road, Tullamarine from the Amendment and retain the Commercial 2 Zone (refer to Attachment 4). Since the Amendment was placed on exhibition, a hotel was approved by Council on the site. This is subject to an appeal at the Victorian Civil and Administrative Tribunal (VCAT) and as the application is still to be determined at VCAT it is considered appropriate to remove the site from the Amendment.

(d) *2 and 4 Trade Park Drive, Tullamarine*

- Remove 2 and 4 Trade Park Drive, Tullamarine from the Amendment and retain the Commercial 2 Zone (refer to Attachment 4). The sites are currently occupied by the Mantra Hotel and associated multi-level carpark. It is considered appropriate to remove the sites from the Amendment given the synergies the sites have with Melbourne Airport and the ability for any further expansion of accommodation uses in the area to leverage off existing infrastructure.

10.9.5 *Sites not proposed to be removed from the Amendment*

- (a) It is noted that a portion of land within Precinct 2 (known as 86-88 Camp Road, Broadmeadows) is identified within the *Greater Broadmeadows Framework Plan* (December 2017) as 'future industrial and commercial growth'.
- (b) It is also acknowledged that both the Framework Plan and HIGAP recommend a Structure Plan be prepared for the area. HIGAP and the Framework Plan recommend a Structure Plan be prepared for the Campbellfield Activity Centre. This work has not commenced. HIGAP also recommends a Structure Plan be prepared for the land immediately to the east and west of the Upfield train line and this is likely to be initiated when the future location of a new train station has been determined by State Government.
- (c) It is considered that the IN3Z, with its level of discretion, will enable Council to properly consider any future applications for the site that may arise prior to the structure planning process being undertaken and will help to ensure that the outcomes of either Structure Plan are not prejudiced or how the site may integrate with any future potential train

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station until such further work is done. This is particularly pertinent given the awkward location and access arrangements for the site.

- (d) It is also acknowledged that the future use of land along Mickleham Road (within Precinct 4), particularly opposite the Gladstone Park Activity Centre, could change over time and that the IN3Z is not the preferred 'end' zone for these sites. However, until Council undertakes the work of a Structure Plan for the Gladstone Park Activity Centre, the land on the west side of Mickleham Road is best placed in a zone that seeks to achieve and protect the strategic outcomes Council has long sought for the Precinct. This is best achieved through the IN3Z given the changes brought about by the C2Z.
- (e) The IN3Z will enable Council to consider in a measured manner any discretionary uses such as offices and restricted retail and their impact on the Gladstone Park Activity Centre until more detailed work is undertaken on the Activity Centre. If the C2Z is to remain this could jeopardise any future strategic direction Council may seek for the Activity Centre through a Structure Plan process.

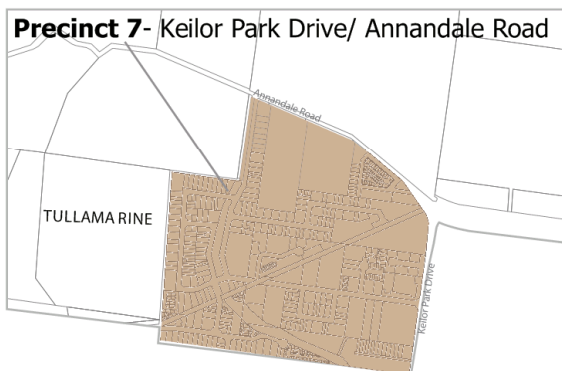
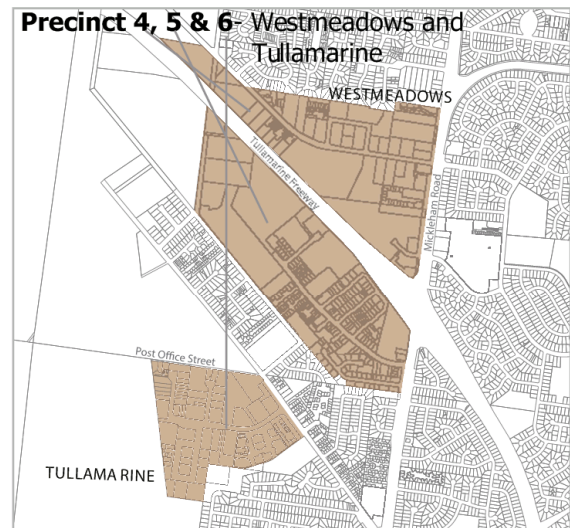
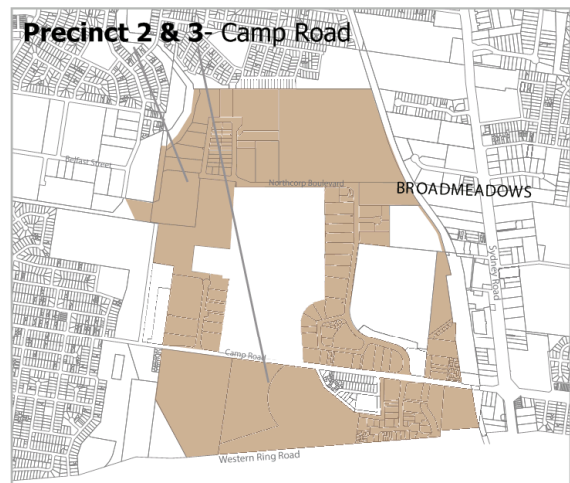
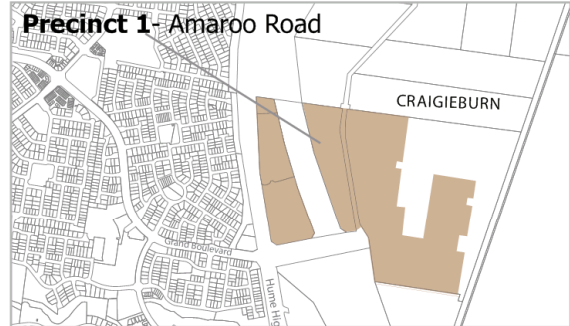
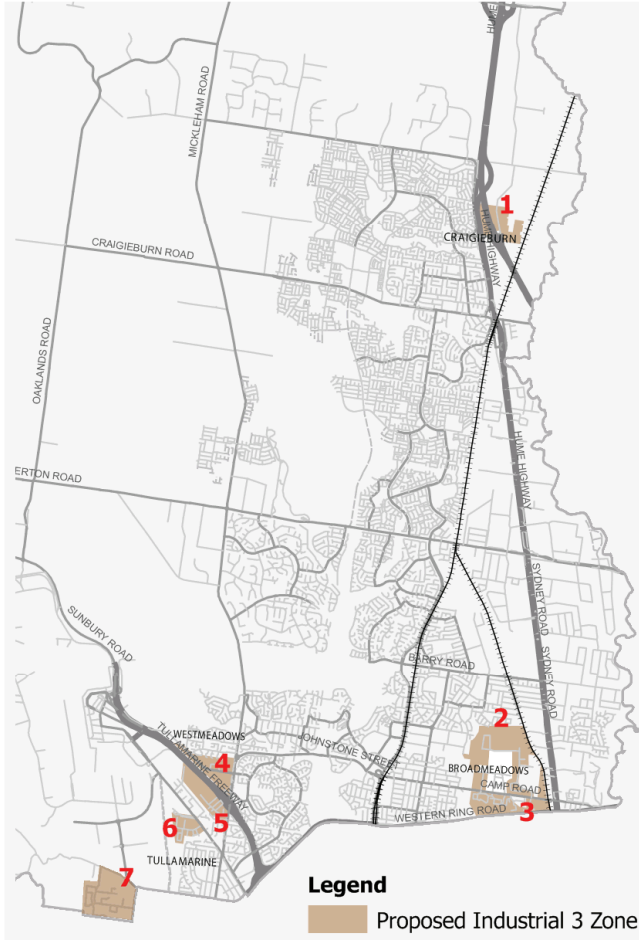
#### 10.10 Options

- 10.10.1 Section 27(1) of the *Planning and Environment Act* 1987 requires Council as the Planning authority to consider the Panel's report before deciding whether or not to adopt the Amendment.
- 10.10.2 Based on the recommendations of the Panel Report to C218, Council has the options of:
  - (a) Adopting the Amendment, with or without further changes, or
  - (b) Abandoning the Amendment.
- 10.10.3 The Amendment is strongly supported by State and Local policy. The strategic merit of the Amendment was also considered by the Minister for Planning in authorizing the Amendment for public exhibition which is an essential first step in the Amendment process to identify whether an Amendment is consistent with State Policy.
- 10.10.4 As such, it is recommended that Council adopts Amendment C218 to the Hume Planning Scheme as exhibited with the changes outlined in Section 10.9.3 above.

#### 11. CONCLUSION:

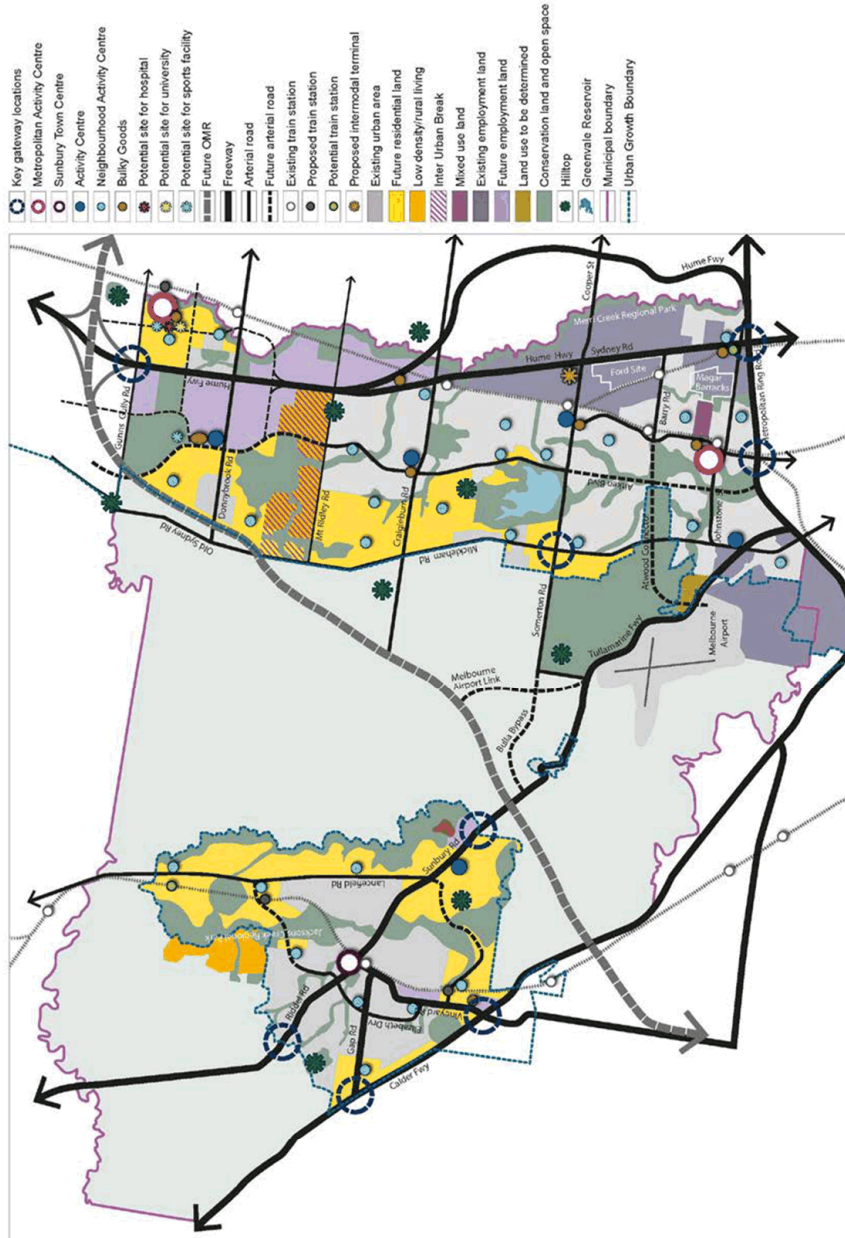
It is considered that Council adopts Amendment C218 as exhibited with the changes as outlined above in 10.9.3 of the report and submit the documents for Ministerial consideration under Section 31(1) of the *Planning and Environment Act* 1987.

**Location of Precincts**



HUME PLANNING SCHEME

Figure 2: Strategic Framework Plan



**REPORTS – SUSTAINABILITY AND ENVIRONMENT**

**16 APRIL 2018**

Attachment 3 - Historical Zoning and Land Use Pattern

**ORDINARY COUNCIL MEETING OF COUNCIL**

Precinct Number	Locality Discretion	Zone prior to New Format Planning Scheme	Zone at New Format Planning Scheme	Existing Land Use Pattern
1	700 and 750 Hume Highway, and 95-135 Amaroo Road, Craigieburn	Rural Use Zone (RUZ)	Farming Zone (FZ)	Bunnings warehouse (700 Hume Highway) and vacant land.
2	Land bounded by Camp Road, Upfield Railway Line, Geach Street and Dallas Drive, Broadmeadows (known as Northcorp Industry Park)	Business 3 Zone (B3Z), Extractive Industrial Zone (86-88 Camp Rd) and Commonwealth land	B3Z, Business 5 Zone (B5Z) and former Commonwealth land	<p>Office/warehouses, light industry, and transport and storage are located centrally within the precinct, with more commercial type uses located along Camp Road. Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ Woolworths Distribution Centre.</li> <li>▪ Lago Quality Smallgoods (smallgoods manufacturer).</li> <li>▪ Modern Baking Company (developer and manufacturer of biscuits and baked goods).</li> <li>▪ Ralph’s Meat Company (processor and distributor of beef products).</li> <li>▪ Colonial Farms (manufacturer of frozen meal and snack products).</li> <li>▪ Davies Bakery (commercial bakery).</li> <li>▪ McConnell Seats Australia (largest designer and manufacturer of transport seating in Australia).</li> <li>▪ Rollease Acmeda (Head office for Australia division, manufacturer window furnishings).</li> </ul>
3	Land bounded by Jack Roper Reserve and Merlynston Creek, Camp Road, Upfield Railway Line, and Western Ring Road, Broadmeadows (Precinct 3);	IN1Z (Light Industrial) and Commonwealth land	B3Z and former Commonwealth land	<p>An established business/industrial area containing a range of uses with developed buildings typically containing an office component to the front and warehouses to the rear. Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ CSL Behring.</li> <li>▪ Powermove Distribution Pty Ltd (major distributor of</li> </ul>

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Attachment 3 - Historical Zoning and Land Use Pattern

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				<p>audio products).</p> <ul style="list-style-type: none"> <li>▪ United Refrigeration (manufacturer and installer of refrigeration equipment).</li> <li>▪ Drillcut (market-leading supplier of plumbing and electrical products).</li> <li>▪ DIY Auto Parts (car yard selling recycled car parts).</li> </ul>
4	<p>Land to the north of the Tullamarine Freeway and west of Mickleham Road (Precinct 4; known as Global Business Park);</p>	<p>C1Z (Corridor A) 83B5 (Broadmeadows Freight Business); IN3Z (Reserved Light Industrial Broadmeadows); IN6CZ (Reserved General Industrial Broadmeadows); Business 2 Zone (B2Z)</p>	<p>B2Z, B3Z, Residential 1 Zone (R1Z), RUZ</p>	<p>An established business/industrial park containing a range of uses including freight and logistics, warehouse/distribution, customs/forwarding, wholesale, automotive and long-term airport car parking. Retail uses, primarily comprising convenience restaurant, are located along the Mickleham Road frontage. Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ Zagame Automotive (importation and distribution centre, wholesale and retail sale of motor vehicles, panel beating and motor repair).</li> <li>▪ Specific Freight (freight and logistics).</li> <li>▪ EB Transport (provides freight movements, warehousing and transport related services).</li> <li>▪ Elite Parking (long-term airport car parking).</li> <li>▪ A1 Airport Parking (long-term airport car parking).</li> </ul>
5	<p>Land to the south of the Tullamarine Freeway and bounded by Mickleham Road, Derby Street, and Springbank Street (Precinct 5);</p>	<p>IN4Z (General Industrial) and part Commonwealth land</p>	<p>B3Z</p>	<p>An established business/industrial area containing warehouses/factories utilized for a range of uses, with a high occurrence of automotive related uses (such as panel beaters and car rentals) as well as airport related businesses (such as long-term airport car parking and freight and logistics). Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ Ansett Aviation Training (training centre for aviation personnel).</li> <li>▪ Pickles Auctions (auction centre for recreational, marine, general goods and IT goods).</li> <li>▪ Mainfreight/Prestige Foods (warehousing and</li> </ul>

**REPORTS – SUSTAINABILITY AND ENVIRONMENT**

**16 APRIL 2018**

Attachment 3 - Historical Zoning and Land Use Pattern

**ORDINARY COUNCIL MEETING OF COUNCIL**

				<p>international and domestic freight forwarding and food and resort supplies exporter).</p> <ul style="list-style-type: none"> <li>▪ Alpha Flight Services (provider of inflight catering and inflight retail operations).</li> <li>▪ ANZ Data Centre.</li> </ul>
6	Land bounded by Melrose Drive, Post Office Street, Airport Drive, and Trade Park Reserve (Precinct 6); and	IN15Z (Airport Industrial)	B3Z	<p>An established business/industrial area containing warehouses/factories with freight/logistics and other airport related business dominant. Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ Mode Logistics (food freight forwarding service).</li> <li>▪ AGS World Transport (international and national freight forwarder).</li> <li>▪ Hitech Asia Pacific (freight forwarder specializing in high value, sensitive freight).</li> <li>▪ Expeditors International Pty Ltd (freight forwarding service).</li> <li>▪ AG Group Australia (importer and wholesaler of car products).</li> <li>▪ Le Roi Homestyle Cookies (biscuit manufacturer).</li> <li>▪ Mantra Hotel.</li> </ul>
7	Land bounded by Annandale Road, Keilor Park Drive, Keilor Park Recreation Reserve, and Commonwealth land (Precinct 7).	IN15Z (Airport Industrial)	B3Z	<p>An established business/industrial area containing warehouses/factories that are primarily utilized for freight and logistics, courier services, car parking and car hiring. Notable businesses established in the precinct include:</p> <ul style="list-style-type: none"> <li>▪ Sadlers Global Logistics (logistics and packaging provider).</li> <li>▪ ADM Global (freight forwarding).</li> <li>▪ Star Track Express (freight and logistics).</li> <li>▪ Qantas Staff Car parking</li> </ul>



**REPORTS – SUSTAINABILITY AND ENVIRONMENT**

**16 APRIL 2018**

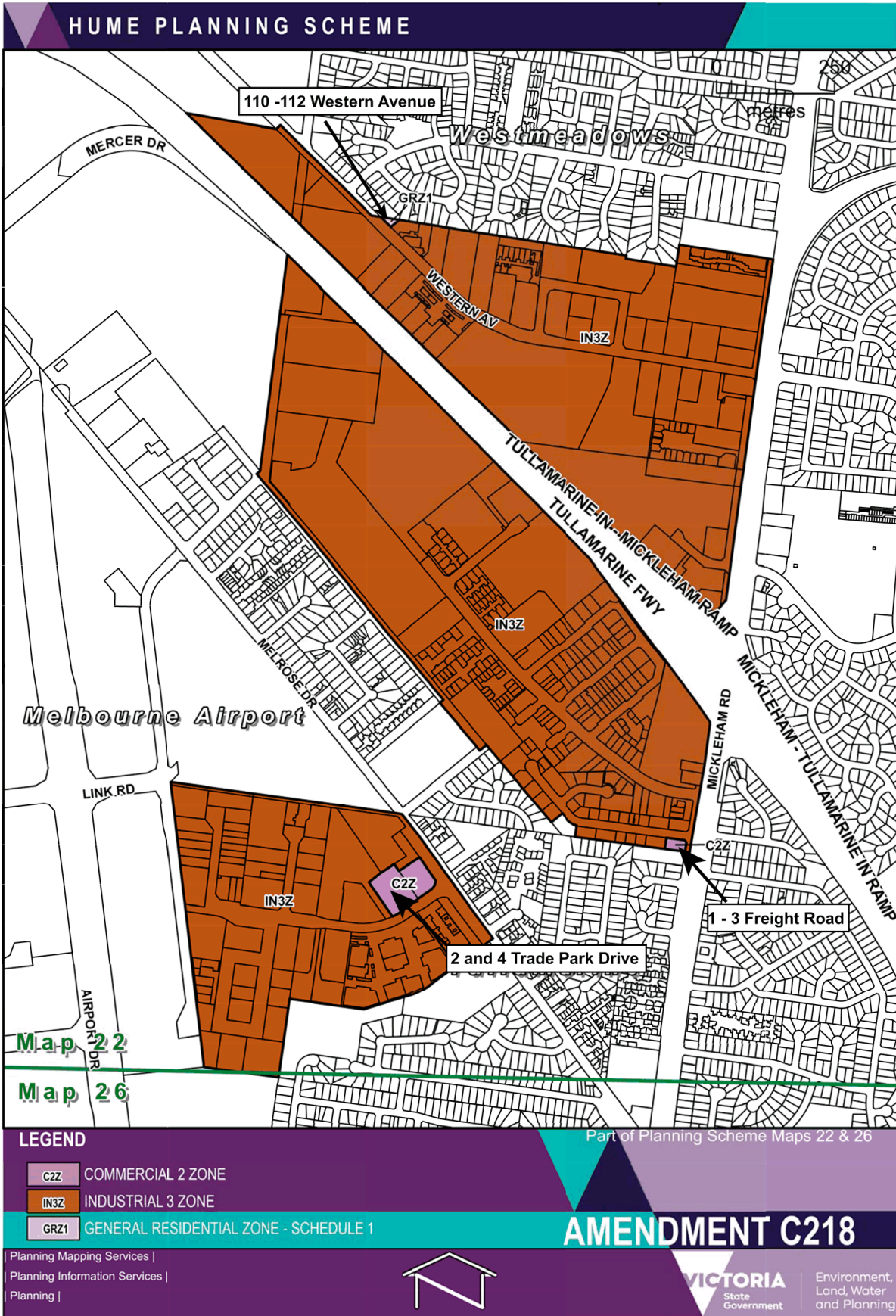
Attachment 3 - Historical Zoning and Land Use Pattern

**ORDINARY COUNCIL MEETING OF COUNCIL**

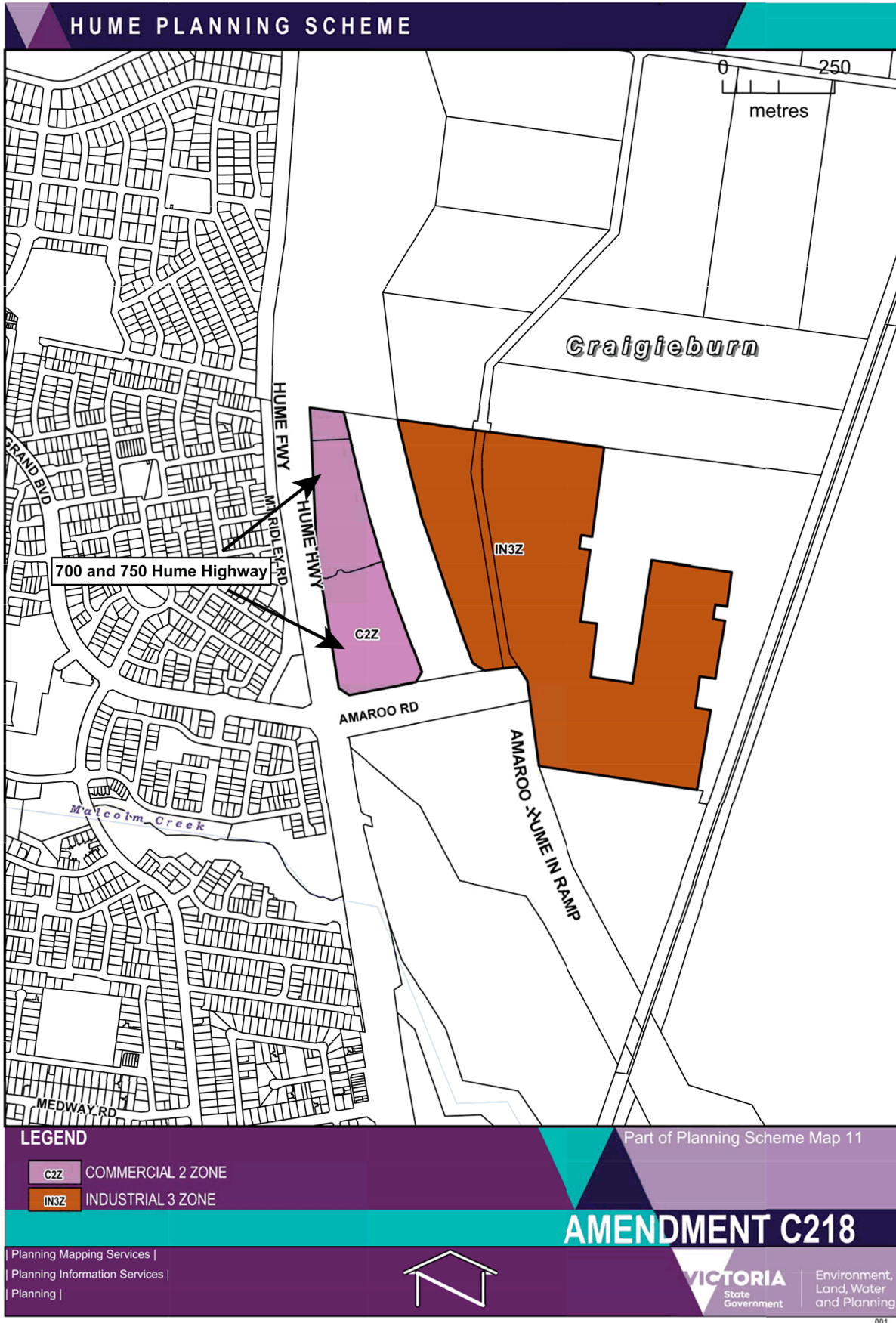
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				<ul style="list-style-type: none"><li>▪ UPS-SCS Australia Pty Ltd (freight and logistics).</li><li>▪ Apollo Motorhome Holidays (Campervan and Motorhome hire).</li></ul>
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Attachment 4 - Map of Zoning Change



Attachment 5 - Map of Zoning Change



<b>REPORT NO:</b>	GE257
<b>REPORT TITLE:</b>	Leave of Absence - Cr Joseph Haweil
<b>SOURCE:</b>	Brad Mathieson, Senior Governance Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC12/403
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENTS:</b>	Nil

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**1. SUMMARY OF REPORT:**

- 1.1 Cr Haweil has advised that he will be travelling overseas from 14 May – 10 June 2018 and requested a leave of absence from Council.

The Local Government Act 1989 provides that a councillor cannot be absent from four consecutive ordinary meetings of the Council without leave obtained from the Council. Cr Haweil is not legislatively required to request leave of Council as he will not miss four consecutive ordinary meetings of the Council. However, Cr Haweil has requested that he wishes to maintain contact with constituents and Council whilst overseas, and requests that consideration be given to him retaining the Councillor equipment provided during his Leave of Absence.

**2. RECOMMENDATION:**

**That Cr Haweil be approved a Leave of Absence from Council for the period 14 May 2018 to 10 June 2018 (inclusive).**

**3. LEGISLATIVE POWERS:**

Section 66B(1) of the *Local Government Act 1989*

**4. DISCUSSION:**

- 4.1 Under the *Local Government Act 1989* (the Act), Section 69 (1)(g) a Councillor ceases to hold the office of Councillor if they “are absent from 4 consecutive ordinary meetings of the Council without leave obtained from the Council”. Section 69 (2) states that “the Council must not reasonably refuse to grant leave.”
- 4.2 Cr Haweil has applied for a leave of absence from 14 May – 10 June 2018 (inclusive) in order to travel overseas.
- 4.3 In considering Cr Haweil’s application for a Leave of Absence, Council is guided by Section 66 B(1) of the Act.

**“66B Leave of absence of Councillor**

(1) If a Councillor is required to take leave of absence under this Act, the Councillor—

- (a) may continue to be a Councillor but must not perform the duties or functions of a Councillor during the period of leave;
- (b) remains entitled to receive a Councillor allowance unless this Act otherwise provides;

**REPORT NO: GE257 (cont.)**

- (c) is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
- (d) must return all Council equipment and materials to the Council for the period of leave if the Council requires.”

- 4.4 Whilst a leave of absence is not legislatively required for this absence, Cr Haweil is mindful of Section 66B(1)(d) of the Act.
- 4.5 In addition to deciding whether to approve Cr Haweil’s application for Leave of Absence (which must not unreasonably be refused), Council can under Section 66B (1)(d) of the Act, make a determination requiring the return of the equipment and materials provided to Cr Haweil as a Councillor.
- 4.6 Cr Haweil advises that he wishes to maintain contact with constituents and Council whilst overseas, and requests that consideration be given to him retaining the Councillor equipment provided during his Leave of Absence.
- 4.7 It is therefore recommended that Cr Haweil not be required to return the Council issued materials and equipment during his Leave of Absence.

**5. CONCLUSION:**

Given that Council is obliged to not unreasonably refuse a Councillor’s application for Leave of Absence, and there being no reason to not approve Cr Haweil’s application, it is recommended that the Leave of Absence request be approved.

<b>REPORT NO:</b>	GE258
<b>REPORT TITLE:</b>	General Valuation 2019
<b>SOURCE:</b>	Fadi Srour, Manager Finance and Property Development
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC15/93
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Statutory Declaration 2019</i>

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**1. SUMMARY OF REPORT:**

This report recommends that Council formally resolve to conduct the 2019 General Valuation (Revaluation) of all rateable properties in accordance with Section 11 of the *Valuation of Land Act 1960* (the Act).

**2. RECOMMENDATION:**

**That Council:**

- 2.1 in accordance with Section 11 of the *Valuation of Land Act 1960* (the Act) resolves to conduct a General Valuation of all rateable and leviable properties to be returned on or before 30 April 2019.**
- 2.2 gives notice of this resolution to the Valuer-General and to every other rating authority interested in the General Valuation as required by Section 6 of the Act.**
- 2.3 in accordance with Section 13 DA(1) of the Act appoint Mr Bill Katsianis, Council's Senior Valuer who is a Certified Practising Valuer and Associate of the Australian Property Institute, Member No 62961, to return the General Valuation.**
- 2.4 notes the making of the statutory declaration by Mr Bill Katsianis for the purposes of Section 13 DH (2).**

**3. LEGISLATIVE POWERS:**

- 3.1 The power to conduct a General Valuation is provided in Section 6 of the Act.
- 3.2 Mr Bill Katsianis is appointed under Section 13DA of the Act to make and return the valuations.
- 3.3 A statutory declaration is required under Section 13DH(2) of the Act.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 The effect of the General Valuation will be the redistribution of the amount paid in rates by Council's ratepayers in a fair and equitable manner by using current valuations.
- 4.2 In addition to the redistribution of Council rates, the General Valuation data is also purchased by the State Revenue Office to assess land tax. Revenue from the State Revenue Office for the 2019 General Valuation will be received in the 2019/20 financial year.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

Environmental Sustainability has been considered and the recommendations of this report give no rise to any matters.

**REPORT NO: GE258 (cont.)**

**6. CHARTER OF HUMAN RIGHTS APPLICATION:**

The Charter of Human Rights and Responsibility has been considered and the recommendations of this report give no rise to any matters.

**7. COMMUNITY CONSULTATION:**

7.1 Ratepayers will be advised of the General Valuation through articles published in the local papers and on Council’s website early in 2019.

7.2 Further information regarding general trends and shifts in property values across the municipality will be presented in a report to Council in mid-2019.

**8. DISCUSSION:**

8.1 In accordance with the legislative requirements of the Act, Council is required to return a General Valuation of all rateable properties within the municipality by 30 April 2019. The Valuer General has also advised that 1 January 2019 will be the date for the General Valuation for all properties within Hume.

8.2 Before any General Valuation and return is made, the person appointed to make the return must make a declaration that the valuation and return will be impartial and true to the best of that person’s judgement.

8.3 A copy of the statutory declaration made by Mr Bill Katsianis is attached. Mr Bill Katsianis is a qualified valuer and holds the qualifications and experience specified in the Act.

8.4 The below indicative timetable is outlined in the Valuer General’s Best Practice Specification Guidelines:

<b>Stage</b>	<b>Key Task</b>	<b>Completion Date</b>
	Notification to adjoining Councils of pending General Valuation for 2019	April 2018
1	General preparation and preparation for the 2019 revaluation	31/07/2018
2	Analysis – Inspections, Data Accumulation, Sales Analysis and Modelling	31/12/2018
3	Application – Apply and confirm valuations to all properties	28/02/2019
4	Valuation Return, Valuer’s Final Report and provision of database	30/04/2019

**9. CONCLUSION:**

In accordance with the Act, this report recommends that Council resolves to conduct a General Valuation of all rateable and leviable properties. This is to be returned to Council by 30 April 2019 with the relevant date being 1 January 2019.



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BROADMEADOWS  
VICTORIA 3047

Postal Address:  
PO BOX 119  
DALLAS 3047

Telephone: 03 9205 2200  
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www.hume.vic.gov.au

**STATUTORY DECLARATION**

I, Bill Katsianis, of Hume City Council, 1079 Pascoe Vale Rd, Broadmeadows, Victoria and holding the position of Senior Valuer for Hume City Council, do solemnly and sincerely declare pursuant to Section 13DH(2) of the *Valuation of Land Act 1960* that the valuation and return I make on behalf of Hume City Council will be impartial and true to the best of my judgement.

AND I make this solemn declaration believing the same to be true and by virtue of the provisions of an Act of Parliament of Victoria rendering persons making false declarations punishable for wilful and corrupt perjury.

DECLARED at Hume City Council  
Municipal Offices, Broadmeadows  
In the State of Victoria this 21<sup>st</sup>  
day of March, 2018

)   
)  
)  
)

Before me



FADI SROUR  
A senior officer of Council as defined in the  
*Local Government Act 1989*



<b>REPORT NO:</b>	GE259
<b>REPORT TITLE:</b>	Infringement Management Policy Review
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Peter Faull, Coordinator Governance & Corporate Support
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC13/492
<b>POLICY:</b>	Infringement Management Policy
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Infringement Management Policy</i>

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**1. SUMMARY OF REPORT:**

- 1.1 Council's Infringement Management Policy was reviewed and re-adopted in September 2017 to reflect amendments made to the *Infringement Acts* 2006, and to incorporate new statutory requirements resulting from the early commencement on 1 July 2017 of certain initiatives contained with the *Fines Reform Act* 2014.
- 1.2 The Infringement Management Policy has been reviewed again to ensure that it complies with the full introduction on 31 December 2017 of the *Fines Reform Act* 2014, and it is presented to Council for consideration and adoption as Attachment 1 to this report.

**2. RECOMMENDATION:**

- 2.1 **THAT Council revokes the Infringement Management Policy that was adopted by Council on 11 September 2017.**
- 2.2 **THAT Council adopts the Infringement Management Policy provided as Attachment 1 to this report.**

**3. LEGISLATIVE POWERS:**

- 3.1 *Infringements Act* 2006
- 3.2 *Fines Reform Act* 2014

**4. FINANCIAL IMPLICATIONS:**

New initiatives introduced under the *Fines Reform Act* 2014 may have a minimal impact on revenue collected as payment for infringements.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability implications in respect to this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change adaptation implications in respect to this report.

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

The rights protected in *The Charter of Human Rights and Responsibilities Act* 2006 were considered and it was determined that Council has acted compatibly with these rights when conducting this policy review.

REPORT NO: GE259 (cont.)

**8. COMMUNITY CONSULTATION:**

Community consultation is not required because the updates recommended to the Infringement Management Policy:

- (a) reflect legislative changes that commenced on 1 December 2017, and which are mandatory for all enforcement agencies to comply with;
- (b) give greater clarity to individuals who are considering applying for the review of the issuing of a parking infringement on the basis of clause 6.4.10 of the policy.

**9. DISCUSSION:**

9.1 Following Council's review of its Infringement Management Policy in September 2017, a date of June 2018 was set for a further review to incorporate any changes that may have been required to ensure that the policy complied with the full introduction on 31 December 2017 of the *Fines Reform Act 2014*.

9.2 As of 31 December 2017, being the date of full commencement of the *Fines Reform Act 2014*, the following initiatives commenced:

- (a) establishment of Fines Victoria;
- (b) appointment of the Director, Fines Victoria;
- (c) shorter collection and enforcement timeframes for infringement fines;
- (d) the replacement of the current revocation process by an administrative enforcement review process;
- (e) more effective powers and sanctions to enforce unpaid fines;
- (f) consolidation of fines into a single payment arrangement;
- (g) collection and enforcement of court fines by the Director.

9.3 Changes that are proposed to the Infringement Management Policy are:

- (a) Reference is now made to the ability for individuals or companies to enter into a Payment Arrangement directly with Fines Victoria (clauses 6.3.8 to 6.3.10 of the policy);
- (b) General information is provided on the Family Violence Scheme, which is a new customised scheme to assist victim survivors of family violence within the fines system by allowing them to apply to have their infringement fines withdrawn if their experience of family violence contributed to the offence or it is not safe for them to nominate the responsible person (clause 6.11.1 to 6.11.4 and Attachment 3 of the policy). Please note that fines for offences against local council laws (other than parking fines) are excluded from the Family Violence Scheme.

**Other Recommended Changes to Policy**

9.4 In September 2017 Council included the following clause, being clause 6.4.10, in the adopted Infringements Management Policy:

- (a) *'6.4.10 - Any person who receives an infringement for parking, with the exception of parking in a designated disable bay, will be entitled, on request for a review, and subject to that review, to have that infringement withdrawn and instead be issued with a warning. This review ground only applies to that person's first offence within the municipality of Hume.'*

9.5 To give more clarity to individuals who are considering requesting that the issuing of a parking infringement to them is reviewed on the grounds that they have not previously

**REPORT NO: GE259 (cont.)**

been issued with any infringement for parking within Council's municipal district, it is recommended that this clause be amended to read as follows:

- (a) *'6.4.10 - Where a person receives an infringement for parking and they submit a written request to have the issuing of that infringement reviewed, and that person's request for review indicates they have not previously been issued with any infringement for parking within Council's municipal district, the person conducting the review will take that into account, along with other relevant circumstances such as the nature and extent of the offence and whether the safety of other road users was significantly compromised.'*

**10. CONCLUSION:**

It is recommended that Council adopts the attached Infringement Management Policy, which has been reviewed and updated, to:

- (a) reflect legislative changes that took effect on 1 December 2017;
- (b) amend clause 6.4.10 to give more clarity to individuals who are considering using this clause as the basis to request a review of the issuing of a parking infringement.



# INFRINGEMENT MANAGEMENT POLICY

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<b>Policy Reference No.</b>	POL/176
<b>File No.</b>	HCC13/492
<b>Strategic Objective</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs
<b>Adopted by Council</b>	27 April 2015
<b>Re-Adopted</b>	16 April 2017
<b>Date for Review</b>	April 2022
<b>Responsible Officer</b>	Manager Governance
<b>Department</b>	Governance

**INFRINGEMENT MANAGEMENT POLICY**

**1 POLICY STATEMENT**

- 1.1 This Infringement Management Policy (the Policy) defines the standards and expectations set by Council, for the exercise of all duties, functions and responsibilities involved in carrying out any enforcement of Legislation in the Hume City Council.
- 1.2 Council is committed to ensure enforcement is carried out in the public interest and is transparent, fair, efficient and consistent.

**2 PURPOSE**

- 2.1 The aim of this Policy is to:
  - 2.1.1 Document Council’s approach to the management of infringements issued by Council’s authorised officers; and
  - 2.1.2 To ensure that regulatory functions are exercised consistently and without bias and in accordance with Council’s obligations under the Local Government Act.
- 2.2 The management of infringements will be auditable and transparent and in accordance with the requirements of the *Infringements Act 2006* which establishes a standard framework for issuing and enforcing infringement notices.

**3 SCOPE**

- 3.1 The Local Government Act 1989 empowers Local Government Authorities (LGA) to administer any delegated State Government Act and Local Law as listed in Section 8 of this Policy.
- 3.2 The Infringements Act 2006 and Fines Reform Act 2014 provide the legislative framework for the administration of infringements in Victoria.
- 3.3 The Act is supported by the Infringements Regulations 2016. There are currently over 50 legislative instruments in Victoria containing infringement offences.
- 3.4 This Policy is to be applied for infringement management in the Statutory Planning and Building Control Services, Assets, Waste, City Laws, Sustainable Environment, Public Health and any other applicable departments of Council.

**4 OBJECTIVE**

The objective of this Policy is to provide a consistent, accountable and transparent process for infringement management.

**5 POLICY IMPLEMENTATION**

- 5.1 This Policy provides standards and direction to ensure that all regulatory functions undertaken on behalf of Council are undertaken in a manner that reflects Council’s Corporate Values, whilst complying with Council’s Employee Code of Conduct.
- 5.2 This Policy establishes clear and lawful guidelines when exercising regulatory functions by providing:
  - 5.2.1 Enforcement options which ensure a consistent, impartial and fair application of the law.

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<b>Date of Re/Adoption:</b>	16 April 2017	<b>Department:</b>	Governance
<b>Review Date:</b>	April 2022		

**INFRINGEMENT MANAGEMENT POLICY**

- 5.2.2 Guidance for Authorised Officers in their use of discretion.
- 5.2.3 Clear and concise guidelines, which are consistent with guidelines issued by the Attorney General.
- 5.2.4 Ensuring that all warnings, infringement notices, notices and reports are correctly recorded within Council's systems and contain all the necessary elements to establish the alleged offence.
- 5.3 The Departments responsible for authorised officers will implement this Policy by ensuring their staff:
  - 5.3.1 Are trained and competent to use procedures that support the Policy.
  - 5.3.2 Have access to this Policy and supporting procedures and legislation.
- 5.4 Reporting to the Department of Justice and Regulation:
  - 5.4.1 Under the Infringements Act 2006 and regulations, an enforcement agency must provide prescribed information to the Department of Justice and Regulation every six months in relation to each category of infringement offences as follows:
    - (a) The number of official warnings;
    - (b) The number of official warnings withdrawn;
    - (c) The number of infringement notices issued;
    - (d) The number of infringement notices withdrawn;
    - (e) The number of persons served with an infringement notice who elect to have the matter heard and determined in court, or in the case of a child, the Children's Court;
    - (f) The number of applications for internal review under each of the grounds and the number of applications for internal review decided;
    - (g) The number of applications for payment plans received by the enforcement agency and as far as practicable:
      - The total number of payment plans offered.
      - The total number of payment plans commenced.
      - In relation to commenced payment plans, the number defaulted.
    - (h) The number of applications for review under Special Circumstances – Family Violence.

**6 POLICY STATEMENTS**

6.1 GENERAL

- 6.1.1 Policy Statements will be presented in the order of the Infringement Management process i.e.
  - Issue of Infringements
  - Payment of Infringements

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**INFRINGEMENT MANAGEMENT POLICY**

- Infringement Review
- Consideration of Special Circumstances and Exceptional Circumstances
- Financial Hardship
- Infringement Recovery
- Work And Development Scheme
- Prosecutions

6.1.2 The Chief Executive Officer (CEO) or Councillors are not to become involved in reviews of infringement notices and will not hear deputations regarding individual Infringement notices. Where an appeal is not confirmed the next course of review is an appeal through the Courts.

6.1.3 If the CEO or Councillors receive an application to review an infringement the application should be forwarded to Council’s Executive Officer or another staff member so that it is recorded in Council’s Record Management System and forwarded to the Infringement Management Unit where policy, guidelines and processes will be followed.

**6.2 ISSUE OF INFRINGEMENTS**

6.2.1 Authorised Officers have a statutory obligation to enforce the legislation conferred upon Council. Such enforcement actions may include verbal or written warnings and directions, the issue of infringement notices for certain offences or undertaking further legal action for serious and recalcitrant breaches of law

6.2.2 Infringements must be issued in accordance with the Policy for any sighted contravention of the Local Law or any State Legislation that Council is authorised to enforce.

6.2.3 All infringements must be recorded and monitored on Councils CI Property and Rating Infringement Module or other database as approved by the CEO.

6.2.4 Information regarding the Infringements Management process shall be available in plain English and able to be accessed by the community either through [www.hume.vic.gov.au](http://www.hume.vic.gov.au) or in hard copy from the Council Customer Service Centres.

6.2.5 If at any point an authorised officer suspects that a procedural error may have occurred, the matter should be referred for review immediately and without the necessity for an application for review. A hold will be placed on the Infringement notice so as not to incur late fees until the matter is reviewed and response provided.

**6.3 PAYMENT OF INFRINGEMENTS**

6.3.1 All infringements must be paid by the due date on the infringement notice.

6.3.2 Infringements may be paid by installments or by negotiating an extension on the due date from the time it is first issued to avoid extra fees being accrued (where applicable) i.e. a payment plan.

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**INFRINGEMENT MANAGEMENT POLICY**

- 6.3.3 Payment plans (instalments) are to be available as per the criteria listed below to any person (not a company) who is able to prove financial hardship:
- (a) Payment plans are only available on 2 occasions (not on an ongoing basis). This includes instalment plans, extensions of time to pay or a combination of both;
  - (b) If a person defaults by not making a payment within 14 days of the due date, as per the payment plan conditions, the plan will be considered to be in default;
  - (c) A default letter will be sent advising payment is required within 7 days and if this payment is not received the payment plan will be cancelled and the matter will proceed to the next stage in the infringement lifecycle, which may include Court.
- 6.3.4 A person who receives one of the following benefits is eligible for payment plans as of right:
- Centrelink Health Care Card;
  - Pensioner Concession Card;
  - Department of Veterans' Affairs Concession Card.
- 6.3.5 The minimum amount accepted per fortnight for a payment plan is to be based on the total amount of the accumulated penalty amounts to be paid within a 12 month period (i.e. total dollar value divided by 26 fortnights). The minimum payment amount is not to be less than \$20.00, or in the case of extreme financial hardship, \$10.00, per fortnight. Persons suffering extreme financial hardship will be dealt with on a case by case basis, however full payment is never to exceed a 24 month term.
- 6.3.6 Extensions of the time to pay infringements in full will be considered (2 to 8 weeks depending on the amount of the infringement) without penalty.
- 6.3.7 A company is not eligible to be offered a payment plan (instalment) arrangement but may be offered up to two 8 week extensions of time to pay an infringement.
- 6.3.8 The *Fines Reform Act* 2014 provides for a person or company to apply to the Director, Fines Victoria for a payment arrangement to pay a fine or multiple fines. A payment arrangement may include fines from different enforcement agencies, fines at different stages of enforcement and court fines. A payment arrangement can allow a person or company to pay by instalments or it can provide an extension of time to pay.
- 6.3.9 A person or company will have the option to request that an enforcement agency (of which Hume City Council is one) refer a fine to the Director, Fines Victoria to manage as part of a payment arrangement.
- 6.3.10 For more information on Payment Arrangements go to [www.online.fines.vic.gov.au](http://www.online.fines.vic.gov.au)

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**INFRINGEMENT MANAGEMENT POLICY**

6.4 INFRINGEMENT REVIEW

- 6.4.1 Council acknowledges the right of people issued with infringement notices to seek a review of the circumstances of the notice before further legal action is taken under various Acts and Regulations. All such reviews will be dealt with fairly, impartially and consistently.
- 6.4.2 When applying for review of an infringement, the applicant must:
- (a) Complete the form “Application to Review an Infringement” (Attachment 1), or submit a written request for a review, either in person or by mail or by e-mail to [contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au). A person may also submit an application for review online on Council’s website.
  - (b) Set out the circumstances and basis for disputing the alleged offence and the grounds on which the decision should be reviewed:
    - was contrary to law;
    - involved a mistake of identity;
    - that special circumstances apply to the person;
    - the conduct for which the infringement notice was served should be excused having regard to any exceptional circumstances relating to the infringement offence;
    - Person unaware of infringement.
  - (c) Include any documentary evidence or information supporting their application (please note, for all incidents where a person is relying on evidentiary circumstances, they will be required to declare the information on a statutory declaration in the first instance).
  - (d) State the applicant’s current address for service of the outcome of the decision.
  - (e) A request for review of a parking infringement may also be lodged directly with Council’s Parking Services Contractor.
- 6.4.3 The “Application to Review an Infringement” application form may change from time to time.
- 6.4.4 A request for a review may only be made once in relation to any one infringement offence in respect of the applicant.
- 6.4.5 If a review is requested and the decision to issue the infringement is upheld, the time to pay the fine will be extended by either 2 weeks from date of the response letter or 1 week from the due date of the infringement, whichever is the greater time period.
- 6.4.6 A person issued with an infringement notice may elect to have the matter referred to Open Court at any time.
- 6.4.7 Infringement Reviews must be conducted in accordance with the confidential guidelines as approved by the CEO.

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6.4.8 The outcome of the review is to be forwarded to the applicant in writing within 21 days of Council making a decision on the review.

6.4.9 Infringement Notices that are not withdrawn by a review panel and are referred to Court will be processed in accordance with the procedure outlined in the Magistrates' Court Act 1989.

6.4.10 Where a person receives an infringement for parking and they submit a written request to have the issuing of that infringement reviewed, and that person's request for review indicates they have not previously been issued with any infringement for parking within Council's municipal district, the person conducting the review will take that into account, along with other relevant circumstances such as the nature and extent of the offence and whether the safety of other road users was significantly compromised.

**6.5 REVIEW GROUND - SPECIAL CIRCUMSTANCES**

6.5.1 A person in receipt of an infringement may also apply for a review of the infringement if there are special circumstances.

6.5.2 Special circumstances include:

- a mental or intellectual disability or disorder, disease or illness;
- a serious addiction to drugs, or alcohol or a volatile substance, that resulted in the person being unable to understand or control the behaviour that resulted in an offence;
- homelessness resulting in an inability to control the behaviour constituting the offence;
- is a victim of family violence.

6.5.3 Note:

(a) Homelessness is defined in Regulation 7 of the Infringement (General) Regulations as:

- the person is living in crisis accommodation;
- the person is living in transitional accommodation;
- the person is living in any other accommodation provided under the *Supported Accommodation Assistance Act 1994* of the Commonwealth;
- the person has inadequate access to safe and secure housing as defined in section 4 of the *Supported Accommodation Assistance Act 1994* of the Commonwealth.

(b) Family violence is defined as a behaviour by a person towards a family member of that person if that behaviour:

- is physically or sexually abusive; or
- is emotionally or psychologically abusive; or
- is economically abusive; or
- is threatening; or
- is coercive; or

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- in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or
- behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above.

6.5.4 Applications for review under the special circumstances clause must be supported with documentation or proof of the circumstances.

**6.6 REVIEW GROUND - EXCEPTIONAL CIRCUMSTANCES**

6.6.1 A person in receipt of an infringement may apply for a review of the infringement if there are exceptional circumstances.

6.6.2 Exceptional circumstances are not specifically defined and hence the applicant will be required to explain the circumstances and have supporting material as evidence to back up their case (e.g. a doctor's letter).

6.6.3 The Guide provided as Attachment 2 is from the Department of Justice and Regulation website and provides some assistance with applications that cite Exceptional and Special Circumstances.

**6.7 FINANCIAL HARDSHIP**

6.7.1 Whilst financial hardship is not a ground for review, Council may consider such applications under the exceptional circumstances ground.

6.7.2 Alternatively, where a person is experiencing financial hardship and is unable to pay their outstanding fines, Council should assist the applicant, where appropriate, to negotiate a payment plan.

**6.8 INFRINGEMENT RECOVERY**

6.8.1 The Infringement Recovery Process shall be in accordance with this Policy.

6.8.2 Within 30 days of the expiry of the due date for payment of the Penalty Reminder Notice, recovery of the infringement and related costs (where applicable) of the infringement will commence via either Council solicitor letter or a Recovery Agency.

6.8.3 The Recovery Agency or solicitor will attempt to recover the outstanding infringement amount and where necessary have any directions or breaches on the notice complied with (using appropriate measures) over a 90 day period.

6.8.4 The use of a Recovery Agency will require reports to be forwarded of unpaid infringements for review with regard to issuing summons on a monthly basis.

6.8.5 If a notice is not paid, even after a reminder (with late fee added) has been sent, the matter can be referred to Court.

6.8.6 Infringement notices issued under the Environment Protections Act 1970 are to be referred to Court after the Penalty Reminder Notice stage so that if another person is identified as the offender during the Court process, this person can be charged with the offence.

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**INFRINGEMENT MANAGEMENT POLICY**

6.9 WORKING AND DEVELOPMENT SCHEME (WDP)

6.9.1 The WDP scheme is a new initiative to help vulnerable and disadvantaged people who cannot pay their fines due to acute financial hardship.

6.9.2 If a person is eligible for a WDP, their sponsor (who is accredited by the Secretary, Department of Justice and Regulation) will be able to apply to the Secretary for a WDP which will enable the eligible person to clear an unpaid fine by participating in approved activities supervised by their sponsor.

6.9.3 To be eligible for a WDP, a person will need to have, or be experiencing, any one of the following:

- a mental or intellectual disability, disorder or illness;
- an addiction to drugs, alcohol or a volatile substance;
- homelessness;
- family violence;
- acute financial hardship.

6.9.4 Approved WDP activities under the supervision of a sponsor may include:

- Drug and alcohol counselling;
- Unpaid / voluntary work;
- Courses included educational, vocation or life skills;
- Medical or mental health treatment provided by a doctor, nurse or psychologist;
- Mentoring programs (for people under the age of 25 years).

6.10 PROSECUTIONS

6.10.1 Following the expiry of the recovery period, proceedings may be instigated through the Magistrates Court or any other applicable Court.

6.10.2 The following factors may indicate that it is in the Public Interest to commence or continue a prosecution:

- The need to maintain the rule of law (for example, an offence which is a community safety issue such as illegal parking near schools, a health or building offence etc).
- The need for deterrence, (for example, an offence that represents a negative impact on the environment and/or appearance of the city such as an unsightly premise, an asset protection issue or any other planning infringement).
- The need to maintain public confidence in Council acting in the interest of the community and as a regulator.
- There is a total value of infringement and costs exceeding \$200.
- That a person has incurred 3 or more infringements.

6.10.3 The following factors may indicate that it is not in the Public Interest to pursue a prosecution:

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- The youth, age, physical or mental health or special infirmity of the alleged offender or of a witness.
- The triviality of the offence i.e. the infringement value is under \$75.
- The availability of alternatives to prosecution.
- The financial capacity or insolvency of the offender.
- The offender rectifies the act or omission which led to the charge.
- The likely length of the hearing or the expense of pursuing the prosecution.
- The likely outcome in the event of a finding of guilt having regard to the punishment.

6.10.4 Should Council's Prosecutions and Compliance Officer, or any other appropriately authorised/delegated officer become aware that an error has been made or of new circumstances, the matter must be reviewed internally, and if appropriate, must not proceed to Court. No request in writing is required on such occasions.

6.10.5 Unpaid Infringements that are considered unrecoverable will be written off.

**6.11 FAMILY VIOLENCE SCHEME**

6.11.1 The Family Violence Scheme is a customised scheme to support people affected by family violence within the fines system.

6.11.2 The scheme allows people to apply to have their infringement fines withdrawn if their experience of family violence contributed to the offence or it is not safe for them to nominate the responsible person.

6.11.3 Fines for offences against local council laws (other than parking fines) are excluded from the Family Violence Scheme.

6.11.4 More information can be found in Attachment 3 of this policy, or by visiting [www.justice.vic.gov.au](http://www.justice.vic.gov.au)

**7 DEFINITIONS AND ABBREVIATIONS**

7.1 The following definitions are applicable within this Policy:

7.1.1 Act - The Infringements Act 2006.

7.1.2 Council - means Hume City Council.

7.1.3 Authorised Officer - means an Officer granted appropriate delegated authority under the Local Government Act 1993 and other legislation for which the Council is responsible.

7.1.4 Recovery Agency - a company endorsed by Council to collect outstanding monies owed.

7.1.5 Manager is a person appointed as a Manager at Council.

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**8 RELATED DOCUMENTS LEGISLATION / GUIDELINES**

8.1 This Policy Document relies on the provisions contained by not limited to the following Acts, Regulations and Guidelines:

8.1.1 Hume City Council’s General Local Law 1

8.1.2 State Legislation

- Local Government Act 1989
- Road Safety Act 1986
- Metropolitan Fire Brigades Act 1958
- Country Fire Authority Act 1958
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Fines Reform Act 2014
- Infringements Act 2006
- Tobacco Act 1987
- Magistrates’ Court Act 1989
- Impoundment of Livestock Act
- Prevention of Cruelty to Animals Act 1986
- Summary Offences Act 1966
- Magistrates Court Act 1989
- Evidence Act 2008
- Victorian Civil and Administrative Tribunal Act 1998
- Building Act 1993
- Planning and Environment Act 1987 [s147(4)]
- Road Management Act 2004
- Food Act 1984
- Acts and regulations including Part 14 of residential Tenancies Act 1997
- Any Regulations made and in-force under the above listed Acts

8.1.3 This Policy relates to the following Council policies, plans or manuals:

- Employee Code Of Conduct;
- Council’s applicable Complaints Handling Policy/s;
- Department’s individual applicable procedures, work instructions and guidelines;
- Infringement Management Guidelines.

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INFRINGEMENT MANAGEMENT POLICY

Attachment 1

# Application for Internal Review (Infringements Only)

1. Please complete all sections below to have your infringement reviewed. Please complete the white sections, print clearly in ink using BLOCK letters, cross where applicable and then sign below.
2. Only one Internal Review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the ground of Person Unaware of Fine.
3. Internal reviews are not permitted for an alleged drink-driving, driving under the influence of drugs, or excessive speed infringements that result in a loss of licence.

**Applicant details**

Who is applying (confirm who is making the application):

Person named on the infringement notice     Other person with consent (You must also complete the 'Consent for Internal Review' on reverse side of this page)     Authorised company representative

**Your personal details**

Surname / Company Name

First name / Company ACN

Address of person / Company

State    Postcode

Email

**Infringement details**

Your infringement number    Vehicle registration number

**Grounds for application**

Descriptions are located on the reverse side of this page.

Exceptional Circumstances See description 1     Contrary to Law See description 2     Special Circumstances See description 3     Mistaken Identity See description 4

Person Unaware of Fine See description 5     Penalty Reminder Notice/ Fee Waiver Request See description 5

I have attached an explanation of my circumstances and ground(s) in support of my application

**Declaration details**

I understand that this is the only Internal Review for this infringement that I am able to submit pursuant to s.22 (2) of the Infringements Act 2006.

I declare that the information that I have supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge.

I understand that by making a false or misleading statement in support of this claim, I may be prosecuted.

Signature of Applicant

Date

DD / MM / YYYY

AR/WDF/V18/12/18



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**INFRINGEMENT MANAGEMENT POLICY**

**Description of relevant grounds for internal review appeal**

- 1 **Exceptional Circumstances**  
Please provide details of the exceptional circumstances (where you have committed the offence due to unforeseen or unpreventable circumstances, e.g. medical emergencies).
- 2 **Contrary to Law**  
Please provide the reasons why you consider the decision to issue you with an Infringement was unlawful (e.g. the Infringement was not valid).
- 3 **Special Circumstances**  
Special circumstances includes:
  - a mental or intellectual disability, disorder, disease or illness
  - a serious addiction to drugs, alcohol or volatile substance
  - homelessness, or
  - family violence within the meaning of the Family Violence Protection Act 2008.
 You must provide evidence (e.g. letter, report, statement) from one of the following parties to support you application.
  - a case worker, case manager or social worker
  - a general practitioner, psychiatrist or psychologist, or
  - an accredited drug treatment agency.
 Evidence (e.g. letter, statement or a report) from practitioner or case work should include the following information:
  - the practitioner/case worker's qualification and relationship with you, including the period of engagement
  - the nature, severity and duration of your condition or your circumstances:
    - a) whether you were suffering from the relevant condition or circumstances at the time the offence was committed, and
    - b) whether, in the opinion of the practitioner/case worker, it is more likely than not that your condition/ circumstances resulted in your inability to understand or control the conduct constituting the offence.
 The practitioner or agency report must show that because of your condition/situation you could not understand or control constituting the offence.
- 4 **Mistaken Identity**  
Please provide an explanation of why you rely on the ground of mistake of identity (including evidence e.g. copy of your driver's licence, in support).
- 5 **Person Unaware of Fine**  
An application made on the ground of 'person unaware' must:
  - be made within 14 days of you becoming aware of the infringement notice (You may evidence the date that you became aware of the infringement notice by executing a statutory declaration)
  - state the grounds on which the decision should be reviewed, and
  - provide your current address for service.
- 6 **Penalty Reminder Notice Fee Waiver Request**  
Please provide the reason(s) why you believe the Penalty Reminder Notice Fee should be waived.  
Note: The original penalty amount is still applicable under this request.

**Applicants please note:**

If you do not provide sufficient information, the enforcement agency may request further information. If you do not provide this further information within 28 days of the date of request, the enforcement agency may determine the application without further information. Internal reviews are not permitted for an alleged drink-driving, driving under the influence of drugs, or excessive speed infringements that result in a loss of licence.

**Consent for internal review**

To be completed if another person is acting on your behalf.

I (person named in the infringement) \_\_\_\_\_,  
of (address of person named on the infringement) \_\_\_\_\_, give my  
consent to (name of person making the application on your behalf) \_\_\_\_\_, to apply  
for an Internal Review on my behalf to Infringement Number \_\_\_\_\_.

Signature of person named on the infringement  
  
 Date  

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Signature of other person with consent  
  
 Date  

D	D	/	M	M	/	Y	Y	Y	Y
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**INFRINGEMENT MANAGEMENT POLICY**

**Attachment 2 :**

Detailed Practitioner’s Reports: Instructions for Practitioners

**A Guide to Special and Exceptional Circumstances Applications**  
 For health practitioners, case workers and support agencies

DEPARTMENT OF JUSTICE  
 INFRINGEMENTS SYSTEM OVERSIGHT UNIT  
 Victoria

**What Is a Practitioner's Report?**

Practitioners may be asked to provide a report to support a patient's application for review of the issue of an Infringement Notice under the *Infringements Act 2006* (the "Act"). A person may apply for a review in one of two ways:

- Every person who receives an Infringement Notice is entitled to an internal review of the decision to issue the notice. This review is undertaken by the enforcement agency that issued the notice, under section 22 of the Act.
- Similarly, under section 65 of the Act, if the Infringements Court has issued an Enforcement Order in respect of an outstanding infringement, that person may apply for the withdrawal or cancellation of the Order (called a 'revocation' of the Order).

A practitioner may be asked to provide a **'Detailed Practitioner's Report'** where a patient applies because of 'special circumstances' or 'exceptional circumstances'.

There is no restriction on the format of a detailed practitioner's report; however, a practitioner should address the questions contained in this pamphlet.

The purpose of the detailed practitioner's report is to set out details of the client's condition and treatment, in support of their claim of special or exceptional circumstances. Without these details, their claim may fail.

**What are 'special circumstances'?**

A 'special circumstances' application must meet two tests.

Firstly, a person must suffer from one of the following three types of conditions:

- a mental or intellectual disability, disorder, disease or illness; or
- a serious addiction to drugs, alcohol or volatile substance; or
- homelessness.

Secondly, if a person claims that they are suffering from a serious drug, alcohol or volatile substance addiction, or some form of mental disability, illness or disorder, they must show:

- that because of this condition, they could not understand the behaviour was against the law; or
- that because of this condition, they could not control the conduct for which they received the infringement.

If a person claims they are experiencing homelessness, they must show that because of this condition, they could not control the conduct for which they received the infringement.

**What are 'exceptional circumstances'?**

Applications may be made on the basis of 'exceptional circumstances'. This term is not defined in the Act and applications may be made on any basis.

If a person wishes to claim exceptional circumstances on the basis of medical or health reasons, they will require supporting evidence from their practitioner to show that because of particular circumstances they should be excused from liability to pay the infringement.

*"...your assistance helps create a fairer justice system, addressing those in need..."*

**Detailed Practitioner's Reports: Instructions for Practitioners**  
 Infringements System Oversight Unit

DEPARTMENT OF JUSTICE  
 Victoria

Practitioners may be asked to provide a report to support a patient's application for review of the issue of an Infringement Notice under the *Infringements Act 2006*. Reports should address the questions below:

**Who may provide a 'Detailed Practitioner's Report'?**

Reports can be accepted from:

- In the case of an application based on a mental or intellectual disability, disorder, disease or illness - a general practitioner, psychiatrist or psychologist;
- In the case of an application based on a serious alcohol or drug dependency condition - a general practitioner, psychiatrist, psychologist or an accredited drug treatment agency;
- In the case of an application based on homelessness - a case worker, case manager, social worker, agency funded under the *Supported Accommodation Assistance Act 1994*, or other health service provider.

A practitioner should state:

- the practitioner's qualifications; and
- position in their employer organisation (if applicable); and
- how many occasions they have seen/treated the patient.

Generally, a practitioner's report will be regarded as current if dated within 12 months of the date of the client's request for review. In some circumstances, reports may be accepted outside this timeframe.

**Reports relating to a client claiming an addiction to a mental or intellectual disorder**

The practitioner needs to include the following:

1. **What is the diagnosis?**
  - What is the nature and severity of the illness or condition?
  - How long has the person had the illness or condition? Please specify dates if possible.
2. **Has the illness, condition or addiction resulted in the person being unable to either understand or control the conduct that constitutes the offence?**
  - Was the person suffering and/or diagnosed with the illness or condition at the time of committing the offences?
  - If so, how did the illness or condition contribute to the offence?
  - Is the person taking medication, or undergoing any treatment or rehabilitation?
3. **Is there any other relevant information?**

**Reports relating to a client claiming homelessness**

The practitioner needs to include the following:

1. **What are the person's current living arrangements?**
  - How long has the person been homeless?
  - Was the person homeless at the time of the offence?
2. **Has homelessness resulted in the person being unable to control the conduct that constitutes the offence?**
  - If so, how did the homelessness contribute to the offences?
  - Does (or did) the person suffer from any other illnesses which may be relevant in determining whether the person was able to control or prevent the conduct for which the Infringement Notice was issued?
  - If so, is the person taking medication, undergoing any treatment or rehabilitation?
3. **Is there any other relevant information?**

*"...your assistance helps create a fairer justice system, addressing those in need..."*

[http://www.justice.vic.gov.au/resources/ae90b54d-0d7c-404a-a070-4527653b6cec/infringement\\_notice\\_special\\_circumstances.pdf](http://www.justice.vic.gov.au/resources/ae90b54d-0d7c-404a-a070-4527653b6cec/infringement_notice_special_circumstances.pdf)

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**INFRINGEMENT MANAGEMENT POLICY**

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<b>Date Adopted</b>	27 April 2015
<b>Date Re-Adopted</b>	16 April 2018
<b>Review Date</b>	April 2022

<b>Policy Reference No:</b>	POL/176	<b>Responsible Officer:</b>	Manager Governance
<b>Date of Re/Adoption:</b>	16 April 2017	<b>Department:</b>	Governance
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<b>REPORT NO:</b>	GE260
<b>REPORT TITLE:</b>	Leasing and Licensing Policy Review
<b>SOURCE:</b>	Fadi Srour, Manager Finance and Property Development
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC13/226
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Lease and Licence Policy Review 2018</i>

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**1. SUMMARY OF REPORT:**

- 1.1 The Lease and License Policy (Policy) was adopted in August 2014 and establishes the terms and conditions that Council will use as the basis for negotiating leases and licences over Council Property.
- 1.2 This report provides an update to the Policy following an internal review process and is attached (Attachment 1) for Council's consideration and endorsement for public exhibition.

**2. RECOMMENDATION:**

- 2.1 That Council endorses the Lease and Licence Policy (Policy 2018) and places the Policy 2018 on exhibition for a period of 28 days from 2 to 30 May 2018 to allow for comment from the community and other stakeholders.
- 2.2 That in accordance with Section 223 of the Local Government Act 1989, a Committee of the Whole of Council will hear submissions on Monday 4 June 2018 at 6:30pm at the Council Chamber, Hume Global Learning Centre, Broadmeadows, if required.
- 2.3 Should there be no submissions received, Council revokes the Lease and Licence Policy adopted 25 August 2014 and adopts the Policy 2018.
- 2.4 That Council notes that the attached Policy outlines the framework to establish the terms and conditions that Council will apply when negotiating new lease or licence agreements.

**3. LEGISLATIVE POWERS:**

*Local Government Act 1989*

**4. FINANCIAL IMPLICATIONS:**

The Investment Policy adopted in December 2010 was developed to guide and determine investments. The Policy objective covers several classes of investments with each having its own set of objectives. Some of the objectives outlined in the Investment policy which the Policy can influence include:

- 4.1 Ensure all of Council's assets are being used to their maximum and best use.
- 4.2 Protect Council's assets.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

Environmental Sustainability has been considered through the feedback obtained during the internal referral process and applicable recommendations have been incorporated into the Policy 2018.

REPORT NO: GE260 (cont.)

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

Climate Change Adaption has been considered and the recommendations of this report give no rise to any matters.

**7. CHARTER OF HUMAN RIGHTS APPLICATION:**

The Charter of Human Rights and responsibility has been considered and the recommendations of this report give no rise to any matters.

**8. COMMUNITY CONSULTATION:**

8.1 The content within the Policy 2018 was developed by the Property and Development department and distributed internally for feedback. These comments were considered and changes were made to the Policy 2018 accordingly.

8.2 In accordance with Council's Community Engagement framework, notification of the proposed Policy will be provided. Notification of the review of the Policy 2018 will be published on Council's internet site under the "Your Say" section. The community will be asked to forward all feedback and comments to the following email address:  
[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)

8.3 Once the Policy 2018 is uploaded onto the website, letters will be sent to existing tenants that have a current lease or licence to inform them of the consultation period.

**9. DISCUSSION:**

9.1 The Property and Development department has been using established principles and procedures to ensure that when dealing with Leases and Licenses on Council Property it has ensured a transparent, equitable and consistent outcome.

9.2 The Policy 2018 incorporates the following key amendments:

9.2.1 The objective of the Policy 2018 now incorporates that the Council Property being maintained, upgraded and occupied responsibly, also having regard to '*Environmental Sustainable Design and Development Principles*'.

9.3 The *Retail Leases Act 2003* (Vic) (RLA) previously provided an exemption for community, cultural, sporting or recreational use from the RLA. Should an annual rental fee exceed \$10,000 then the RLA will apply.

(a) Category Assessments table:

(i) The discount for the Group Two categories rent has been amended from 70% to 80% of the commercial rent. This change will allow greater flexibility to accommodate the broader range of Community, Clubs and Organisations which are facing greater economic challenges with increasing costs;

(ii) Rent Reviews for Group Two categories will now be included.

9.4 Through the implementation of the Policy 2018, Council continues to aim to maximise the benefit arising from the use of Council Property and ensure responsible and consistent management of assets and accountability to the Hume community.

9.5 Proposed implementation

9.5.1 Following the community consultation process and if approved by Council, the Policy 2018 will be available to the public via the Council website.

9.5.2 The Policy 2018 does not apply to occasional or seasonal hire of Council facilities.

9.5.3 Lease and Licence Agreements that are required for the purpose of communication equipment on Council Property are subject to the previously adopted '*Communication Equipment on Council Property Policy*' which was approved in June 2017.

**REPORT NO: GE260 (cont.)**

**10. CONCLUSION:**

- 10.1 The Policy 2018 will continue to provide guidelines for the development of lease and licence agreements which will clearly define the roles and responsibilities of Council, tenants and occupants.
- 10.2 The Policy 2018 will continue to ensure a transparent and consistent process is undertaken when negotiating and entering into leases and licenses.
- 10.3 It is recommended that Council place the Policy 2018 on exhibition for a period of 28 days for comment from the community and other stakeholders.



# Lease and Licence Policy

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<b>Policy Reference No.</b>	POL/177
<b>File No.</b>	HCC13/226
<b>Strategic Objective</b>	Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>Adopted by Council</b>	
<b>Re-Adopted</b>	
<b>Date for Review</b>	September 2022
<b>Responsible Officer</b>	Manager Finance and Property Development
<b>Department</b>	Finance and Property Development

**Lease and Licence Policy**

**1. POLICY STATEMENT**

- 1.1 Council will lease and licence Council Property and this Policy establishes the terms and conditions which will form the basis for negotiations. The Policy also seeks to maximise the community benefit arising from the use of Council Property and will ensure responsible management whilst minimising the risk to Council.
- 1.2 This Policy will categorise Tenants into three groups which will determine the amount of rent and outgoings payable, maintenance obligations, lease term and legal fees. It also provides assessment criteria to determine the suitability of the Tenant. This will enable the establishment and management of Council Property ensuring an equitable agreement is reached. These principles are shown in Attachment 1.
- 1.3 This Policy will apply to all new applications including any existing agreements that require renewal from 1 July 2018.

**2 PURPOSE**

- 2.1 This Policy will ensure that when considering the leasing or licensing of Council Property, Council explores all possible lease options for the use of the Council Property through its internal procedures, applies processes that are demonstrably equitable, consistent and transparent, complies with appropriate legislative requirements and approved Delegations of Authority and obtains the best outcome for the Hume Community.
- 2.2 Through implementation of this Policy, Council will ensure sound financial management and effective administration of Council Property.

**3 SCOPE**

- 3.1 This policy specifically deals with all of Council's buildings and land including, roads, road reserves and unmade roads, owned by or under Council's management and which are available to be leased or licensed to third parties due to having been identified as surplus to Council's operational requirements, however for strategic or other reasons Council has decided to maintain ownership.
- 3.2 The principles of this policy will be applied to:
  - New leases and licences; and
  - To those leases and licences which have expired and where renewal is pending.
  - The policy should be read in conjunction with the:
    - *Local Government Act 1989* (the Act).
    - Hume City Council policies (various).
    - Committee of Management responsibilities under the *Crown Land (Reserves) Act 1978*.
    - Council will only grant a lease or licence to a person or entity which meets the definition of a Tenant as defined in Section 5 of this Policy.
    - A Lease or Licence can only be made with a legal entity. This Policy does not apply to leases for telecommunication facilities on Council Property, occasional hire arrangements and seasonal tenancies on Council's reserves and community halls.

**4 OBJECTIVE**

The objectives of this Policy are to:

- 4.1 Ensure a transparent and consistent process is undertaken when negotiating and entering into leases or licences.
- 4.2 Establish clear assessment criteria to determine the suitability of the Tenant.

<b>Policy Reference No:</b>	POL/177	<b>Responsible Officer:</b>	Manager Finance & Property Development
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**Lease and Licence Policy**

- 4.3 Ensure compliance with the Local Government Act 1989.
- 4.4 Ensure sound financial management and adequacy of records management processes to ensure the completeness of the Council Lease and Licence register.
- 4.5 Ensure all Tenants pay fair and reasonable rentals based on clear eligibility criteria and calculation methodologies.
- 4.6 Establish an effective reporting mechanism for periodic leasing and licensing requirements and obligations including but not limited to insurance, financial statements, renewals or extensions, utility use, inspection processes such as Essential Service Maintenance (ESM) and building management.
- 4.7 Ensure that Council Property is maintained, upgraded and occupied responsibly, having regard to Environmentally Sustainable Design and Development principles and the best outcome and interests of the Hume Community.
- 4.8 Ensure that Council’s Properties are leased or licensed in a way that is consistent with the objectives of the Council Plan and maximises the use of community assets in a responsible way.
- 4.9 Augment and lessen the burden on rate revenue.
- 4.10 Protect Council’s Property and manage risk exposure.
- 4.11 Enhance Council’s long-term sustainability.

**5 POLICY IMPLEMENTATION**

- 5.1 This Policy will be the responsibility of Council’s Manager Finance and Property Development and will be administered by the Property and Development team in conjunction with the various relevant internal departments.
- 5.2 Each lease or licence may be subject to three separate review processes; internal referral, Council approval including relevant statutory permits where applicable and the statutory obligations under the Act (Refer to flowchart - Attachment 2).
  - a. The internal referral investigations process will provide relevant departments within Council an opportunity to comment and provide any additional information relating to the proposed lease or licence.
  - b. Where a proposed lease receives support from internal departments through the internal referral process, a report may be required to seek Council approval.
  - c. Where required, the proposal will also be subject to the statutory obligations under Sections 190 and 223 of the Act. Section 223 will allow for persons to make a submission in relation to the proposed lease or licence.
  - d. Where the proposed licence receives support from internal departments through the internal referral process, a report may be required to seek Council approval or alternatively a delegate of Council may commence negotiations and approve the licence.

**6 DEFINITIONS AND ABBREVIATIONS**

In this Policy, the following definitions apply:

**The Act**

Means the *Local Government Act 1989* (Vic).

<b>Policy Reference No:</b>	POL/177	<b>Responsible Officer:</b>	Manager Finance & Property Development
<b>Date of Re/Adoption:</b>		<b>Department:</b>	Finance and Property Development
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**Lease and Licence Policy**

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**Common Areas**

Common Areas are the parts of the Council Property provided by Council for common use, including access and egress roads, driveways and car parks within the property, entrances, exits and corridors and shared areas within the building/s

**Council Property**

Council owned or managed land and buildings including roads.

**Lease**

A Lease grants a tenant exclusive possession of a Council Property and gives the tenant a proprietary interest in the Council Property which is binding on third parties.

Under a Lease a tenant is able to assign or transfer its interest to a third party as the lease runs with the land.

**Licence**

A Licence gives a licensee a non-exclusive contractual right to occupy the licensed area and does not give a licensee an interest in the licensed area but a right enforceable in contract only.

Under a Licence the licensee cannot assign or transfer to a third party. A licence is applicable and specific to the Licensee named on the Licence Agreement only.

**Market Rent**

Is the rental income that a property would command in the open market. The figure is derived by recent lease transactions for a comparable space by Council's Valuer.

**Outgoings**

Means water usage charges, electricity, gas and telecommunications assessed in connection with the Council Property.

**Rates and Taxes**

Means any government rates and charges, taxes and levies including the Fire Services Levy.

**RLA**

Means the *Retail Leases Act 2003* (Vic).

This Act controls leases of premises that are used wholly or predominantly for retail provision of goods or services. This applies to most of Council's commercial leases. The Act requires Council to provide a disclosure statement and an annual statement of costs to the tenant.

**Tenant**

An authorised person or incorporated body that has entered into or is proposing to enter into either a lease or licence with Council for the use of Council Property.

Council will only grant a lease or licence to specific persons, incorporated bodies, (that is, organisations that are incorporated under the *Associations Incorporation Act 1981*) or bodies corporate (as defined under the *Corporations Act 2001* (Cth)) and successor legislation. This means a lease or licence agreement cannot be made with people representing a group e.g. committees or partnerships.

**Group One Tenant – Commercial**

Group One Tenants occupy the Council Property on a commercial basis.

Examples of these Tenants are commercial organisations which have a commercial (business oriented) profit objective and Government organisations.

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**Group Two Tenant – Community, Clubs and Organisations**

Group Two Tenants include recreational or community groups that service the community and are readily available to Hume residents. These Tenants include member based fee-paying clubs, groups that charge for services and organisations that have the capacity to generate revenue from use of the Council Property or other activities consistent with the organisational purpose (but do not operate to make a commercial profit). Some examples include Sporting Clubs, Non- Government Organisations and Service Providers.

**Group Three Tenant – Not-for-Profit Community Groups (peppercorn)**

Group Three Tenants include incorporated community groups that service the community and are not categorised as a Group One or Group Two Tenant. These Tenants do not have the capacity to generate a significant amount of income and operate on a not for profit basis. Some examples include Toy Libraries, Scout Groups and Historical Societies.

**7 PROCEDURAL / OTHER**

**7.1 Expression of Interest (EOI)**

Council may decide to conduct an EOI process to determine a suitable tenant. The decision to conduct an EOI process for a Council Property will be based on factors including the following:

- The size of the Council Property
- The location of the Council Property
- The value of the Council Property
- The expected rental return
- The likelihood of multiple interested applicants and users
- To ensure the Tenant delivers specific services
- To allow for innovative or flexible solutions for the Council Property

**7.2 Rent payable**

Rent will be required to be paid in advance either annually, quarterly or monthly. Payment must be paid within 14 days of receipt of invoice or as requested by Council.

**7.3 Gross Rental**

Council may determine that a gross rent will be applied based on the type of facility, proposed use and the category of Tenant. The gross rent will comprise a rental amount that may include, but is not limited to a contribution towards Outgoings and Rates and Taxes, consumables and the shared use of the Common Areas within the Council Property.

**7.4 Security deposit**

The Tenant must pay to Council a security deposit in a form acceptable to Council. The amount required will at a minimum be equivalent to two month’s rent exclusive of GST.

Council may call on the security deposit if the Tenant or Licensee does not comply with any of its obligations under the Lease or Licence.

**7.5 GST**

All Tenants must pay GST and is payable in addition to the rent or licence fee calculated. (A New Tax system Act 1999).

**7.6 Market Rent Review**

All rental reviews will be determined by Council’s Valuer and will take into consideration the category assessment of the Tenant.

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**7.7 Annual Reporting**

All Tenants must provide Council with the following upon request:

- 7.7.1 Annual reports or financial statements
- 7.7.2 Details of membership.
- 7.7.3 Business Plan
- 7.7.4 Details of all contributions/sponsorships
- 7.7.5 A copy of a certificate of currency with respect to the insurance required under the lease or licence each year. Multiple insurance policies may be required to be maintained under the lease or licence.

**7.8 Sub-letting**

Tenants may sub-lease/licence the Council Property to approved organisations for approved purposes with Council’s prior written consent (which may be given conditionally) and subject to approved terms and conditions.

Any sub-letting proposal may be agreed to or varied at Council’s absolute discretion and, should Council agree to a sub-lease/licence of the Council Property, Council may review and adjust the rental amount payable under the head lease/licence to reflect the new tenancy arrangement.

**7.9 Casual Hire**

In certain circumstances, Tenants may make the Council Property available for casual hire where appropriate and where this does not interfere with the primary purpose of the facility or adversely affect the amenity of nearby neighbours.

Casual hire may be agreed to or varied at Council’s absolute discretion and, should Council agree to allow casual hire, the Tenant must obtain Council’s written consent (which may be given conditionally) prior to the Tenant commencing any casual hire process.

The hirer must also enter into a hire agreement on terms and conditions agreed by Council prior to the hirer occupying the Council Property. A breach of these terms and conditions by the hirer will be deemed to be a breach of the lease or licence by the Tenant and will require rectification in accordance with the lease or licence.

**7.10 Determining Not-For-Profit Status**

In order to determine an organisation’s not for profit status, Tenants must provide Council with the following information upon request:

- 7.10.1 A copy of the organisation’s constitution or governing documents which include suitable not for profit clauses and clearly demonstrates the not for profit status
- 7.10.2 Evidence that the organisation consistently follow these clauses
- 7.10.3 Confirmation that the organisation is registered on the Australian Charities and Not-for-profits Commission (ACNC) register.

**7.11 Credit Assessment**

A credit assessment may be required to determine the creditworthiness of a Tenant.

**7.12 Standard Lease and Licence**

Council has developed standard lease and licence agreements and these will be used as the basis of all tenancies. The agreements may vary over time and will be prepared and tailored to each proposed Tenant. Additional clauses will be included in the agreements when necessary to meet specific requirements of Council or the proposed Tenant.

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**7.13 Term of Lease or Licence**

The length of each lease or licence will be negotiated taking into account the particular circumstances of the Council Property and Tenant, including capital investment and long-term planning, the connection between facility use, the Council Plan objectives, relevant strategies and the extent to which the facility is used for multi-purpose activities.

A Licence Term will not be granted for more than five years. This is based on Council's future requirements of the Council Property and the Tenant being in occupation on a temporary basis allowing flexibility for both Council and the Tenant.

A Lease Term including options cannot exceed 50 years according to the Act.

These items will be assessed in conjunction with Council's statutory obligations under the Act.

**7.14 Statutory Obligations**

Where applicable, the grant of a Lease or Licence is subject to Council complying with its statutory obligations as follows:

Pursuant to Section 190 of the Act, Council is required to advertise its intention to lease land to another party and to consider submissions under section 223:

- If the lease is to be:
  - for 1 year or more and
    - the rent for any period of the lease is \$50,000 or more a year; or
    - the current market rental value of the land is \$50,000 or more a year; or
  - for 10 years or more; or
  - a building or improving lease –

the Council must at least 4 weeks before the lease is made publish a public notice of the proposed lease.

**7.15 Communication Equipment on Council Property Policy**

A proposal to establish communication equipment on Council Property must be in accordance with the six Principles outlined in the Communication Equipment on Council Property Policy which will determine the suitability of the Council Property for this purpose.

**7.16 Committee of Management Standard Procedure (Crown Land)**

Council must seek ministerial approval to lease or licence Crown Land irrespective of Council being the appointed Committee of Management. Where required, leases and licences must first be approved by the relevant Minister and will take a standard form as recommended by the Department of Environment, Land Water and Planning (DELWP).

Where Council acts as the Committee of Management over Crown Land, agreements will be prepared in accordance with DELWP guidelines. Each proposal will be assessed individually and in each case, there may be restrictions on the term that can be offered to the Tenant or Licensee depending on the status of the Crown Land and the Reserve Purpose.

**7.17 Delegation**

Council is given the power to delegate any of its powers, duties and functions, other than for stipulated exceptions, under the Act.

In accordance with the *'Instrument of sub delegation by the Chief Executive Officer to members of Council staff'* all Directors and the Manager Finance and Property

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Development have the power to enter and execute a lease and licence under Section 190 of the Act.

The Manager Finance and Property Development and any other approved officers in accordance with the 'Instrument of sub delegation by the Chief Executive Officer to members of Council staff' has the power to:

- Negotiate and undertake administrative procedures related to leases and licences; and
- Administer procedures necessary to enable Council to carry out its functions under section 223 of the Act.

**7.18 Risk Management Obligations**

Council will ensure that all leases and licences contain appropriate risk management measures including an obligation on the Tenant to:

- release and indemnify Council from all claims resulting from any damage, loss, death or injury in connection with the Council Property, unless such claims arise out of Council's negligence;
- effect and maintain adequate public liability insurance, noting the interest of Council and the Policy must contain a cross liability clause. A minimum cover of \$20 million must be provided under the Public Liability Policy;
- ensure any users of the Council Property have appropriate insurance, this will include public liability insurance as a standard, and may include other insurance policies that relate specifically to the proposed use or category of Tenant;
- ensure that appropriate documentation and insurance is in place for the occasional or hired use of the Council Property by third parties; and
- be responsible for complying with emergency and evacuation procedures and risk management practices implemented by Council;

Council will be responsible for ensuring:

- any users of the Council Property have appropriate insurance policies in place to support the proposed use and category of Tenant;
- it will take out and maintain building insurance for buildings on Council Property for a full replacement value; and
- it does not insure the contents of any leased Council Property.

**7.19 Emergency Evacuation Procedures**

Council may determine that a Tenant is required to adhere to the emergency procedures already established for the Council Property or, alternatively may require the Tenant to establish and maintain their own emergency procedures for the term of the lease or licence.

The responsibility for establishing Emergency Evacuation Procedures for the Council Property will be determined at Council's absolute discretion and, the lease/licence will be drafted to clearly reflect the responsible party.

**7.20 Maintenance Obligations**

Maintenance schedules are developed to provide a consistent and fair framework for the conduct of maintenance on Council Property. Each Tenant is required to maintain the facility in accordance with a maintenance schedule attached to the lease or licence. The maintenance schedule will specify the clear responsibilities of Council and the Tenant (among other things) for maintaining the structure, the building, fixtures, fittings and the surrounds. The level of maintenance responsibility will be outlined in a maintenance

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schedule. Council may undertake maintenance works on behalf of the Tenant and seek reimbursement.

**7.21 Condition Assessment**

A condition report of the Council Property may be undertaken prior to the leasing or licensing of the Council Property.

At the end of the lease or licence Council may require the Tenant to reinstate the Council Property to its original form prior to the Tenant’s occupation.

**7.22 Asset List**

The Tenant and Council must record all assets in the Council Property identifying the ownership and ongoing maintenance responsibilities and to be included as an attachment to the Lease or Licence Agreement.

**7.23 Interference**

The Tenant shall not use the Council Property in any way that materially interferes with the use of the Council Property by Council, including installations of any telecommunications infrastructure. With respect to Tenants whose operations commence after the installation of Council’s telecommunications infrastructure, the Tenant shall not make any change in its operations that causes or is intended to cause material interference with Council operations.

**7.24 Alterations to Lease or Licence Area**

The Tenant may request alterations/improvements or extensions to the lease area, however the Tenant must obtain the prior written consent of the Council before carrying out any alterations or works on the Council Property.

Alterations to the Council Property must be strictly in accordance with plans and specifications approved by Council and in accordance with requirements of any authorities having jurisdiction over the Council Property.

In the event that an alteration is approved, Council may review and adjust the lease/licence terms in accordance with this Policy.

**7.25 Condition Audits**

Tenants maybe required to complete regular condition reports of the Council Property as determined by Council. Council’s Property Services department conduct annual audits of the buildings as a requirement of the Essential Services Maintenance and any upgrade works as described in Council’s capital works program. Council may request access to the property for purposes of an ESD assessment on an adhoc basis.

**7.26 Legal fees**

A cost agreement must be signed by the Tenant in advance of negotiations commencing and any legal or other associated fees incurred by Council as a result of lease and licence negotiations including the preparation of the agreement will be payable by the Tenant. Fees will be determined in accordance with Attachment 1.

\*Should the Retail Leases Act apply Council must pay for the preparation of the Lease.

**8 RELATED DOCUMENTS**

- 8.1 Council Investment Policy (Confidential)
- 8.2 Communication Equipment on Council Property Policy
- 8.3 Council Lease/Licence Procedures and standard documents
- 8.4 Hume Horizons 2040

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- 8.5 Council Plan
- 8.6 Fees and Charges Policy
- 8.7 Responsible Gaming Policy
- 8.8 Liquor Licensing Policy
- 8.9 Food Safety Policy
- 8.10 Asset Management Policy
- 8.11 Fraud Control Policy
- 8.12 Risk Management Policy

A number of laws and regulations affect Council leases and licences. Of particular relevance are the following Victorian Acts and Regulations:

- 8.13 Local Government Act 1989;
- 8.14 Retail Leases Act 2003;
- 8.15 Crown Land (Reserves) Act 1978;
- 8.16 Personal Property Securities Act 2009;
- 8.17 Competition and Consumer Act 2010;
- 8.18 Equal Opportunity Act 2010;
- 8.19 Planning & Environment Act 1987;
- 8.20 Local Government (General) Regulations 2004;
- 8.21 Children’s Services Act 1996 and Children’s Services Regulations 1998;
- 8.22 Working with Children Act 2005 (Vic);
- 8.23 National Competition Policy (NCP);
- 8.24 Information Privacy Act 2000;
- 8.25 Occupational Health & Safety 2004;
- 8.26 Building Act 1993 (Vic)
- 8.27 Building Regulations 2006 (Vic)
- 8.28 Catchment and Land Protection Act 1994

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### Attachment 1

#### Assessment Criteria

An assessment will be conducted to determine the suitability of a Tenant by considering the objectives of this Policy. The following criteria will be assessed in no particular order:

- Community benefit
- Financial return to Council
- Tenant's capacity to pay
- Future use of the Council Property
- Impact on the Council Property; and
- Suitability of the Council Property for the proposed use:
  - Planning requirements
  - Building requirements
  - Other statutory requirements

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**Category Assessments**

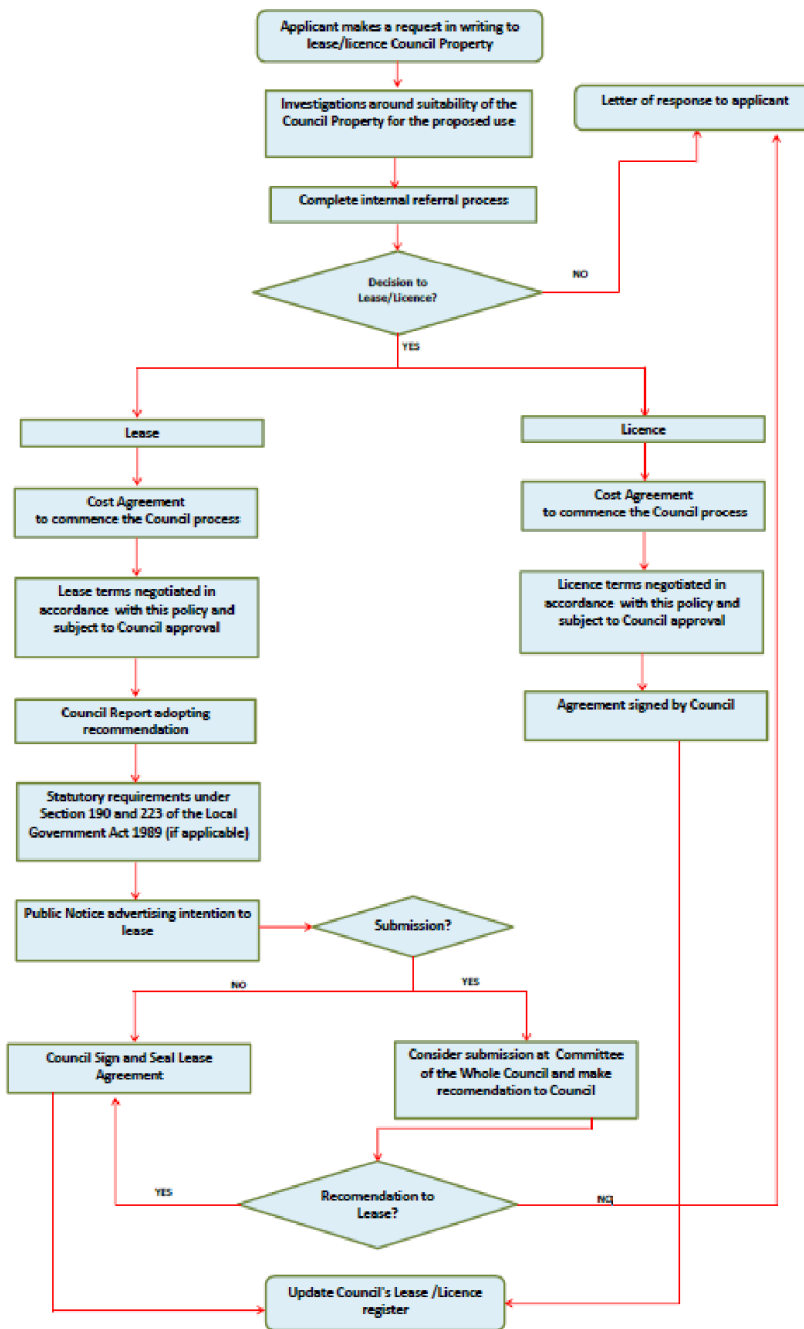
Categories	Rent	Outgoings/Utilities	Maintenance	Rent Reviews	Legal Fees (including amendments requested by the Tenant)	Term
Group One	Commercial Rate determined by Council's Valuer + GST	All paid by the Tenant, including Rates, taxes and levies	All maintenance requirements paid by the Tenant	Market Rent Review at end of each Term or 5 years, whichever ever is shorter plus annual fixed 3-5% increases	100% Tenant	No longer than 20 years and subject to the Tenant and Council's requirements.  The lease Term may include several options.
Group Two	Up to 80% discount of Commercial Rate determined by Council's Valuer +GST	All paid by the Tenant, including Rates, taxes and levies	All maintenance requirements paid by the Tenant	Market Rent Review at end of each Term or 5 years, whichever is shorter plus annual fixed 3-5% increases	100% Tenant	No longer than 20 years and subject to the Tenant and Council's requirements.  The lease Term may include several options.
Group Three	\$500 - \$1000 per annum + GST	All paid by the Tenant, including Rates, taxes and levies	All maintenance requirements paid by Tenant and/or shared with Council	No increase	50% but not more than \$1,000 Tenant (amendments requested by Tenant, the Tenant will pay 100%)	No longer than 20 years and subject to the Tenant and Council's requirements.  The lease Term may include several options.

- \* Shared space rent and outgoings will be assessed based on a percentage of space occupied and hours/type of use.
- \* Term of Licences will not be granted for more than five years.

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Lease and Licence of Council Property Flowchart



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