



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

**MONDAY, 9 SEPTEMBER 2019**

**7:00 PM**

**COUNCIL CHAMBER, SUNBURY**

**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, 9 September 2019  
**at 7:00 PM**  
at the Council Chamber, Sunbury

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

## ORDER OF BUSINESS

### 1. 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."

### 2. PRAYER

"Almighty God, we humbly beseech Thee to vouchsafe Thy blessing upon this Council. Direct and prosper its deliberations to the advancement of Thy glory and the true welfare of the people of the Hume City."

Amen

### 3. APOLOGIES

**NOTICE OF MEETING**

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**4. 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.

**5. CONDOLENCE MOTIONS**

**6. ASSEMBLIES OF COUNCIL**

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

**6.1 Record of Assembly of Councillors - Friends of Aileu Community Committee Meeting - 23 July 2019**

**1. SUMMARY:**

- 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 An Assembly of Councillors was held on the following date:
  - 1.2.1 **Tuesday 23 July 2019** – Assembly generally known as Friends of Aileu Community Committee Meeting

**2. RECOMMENDATION:**

**That Council notes the Records of an Assembly of Councillors, known as a Friends of Aileu Community Committee meeting, which was held on 23 July 2019.**





Record of an

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

**Assembly generally known as:** Friends of Aileu Community Committee

**Date of Assembly:**  
**of Assembly:** 6:00 pm

23 July 2019

**Time**

**Place of Assembly:** Council Chambers Moreland Civic Centre

<b>COUNCILLORS IN ATTENDANCE</b>
Cr Karen Sherry

<b>OFFICERS IN ATTENDANCE</b>
Chris Adams

**MATTERS CONSIDERED:**

	<b>Description</b>	<b>Names of Councillors or Council staff members who disclosed conflict of interest</b>	<b>Did the Councillor or Council staff member leave the meeting?</b>
1	Introduction	Nil	N/A
2	Delegation to Aileu – councillor presentations	Nil	N/A
3	CERES Global engagement – Project Officer presentation	Nil	N/A
4	Break	Nil	N/A
5	Aileu Municipal Secretary visit, Delegation to Aileu – Project Officer presentation and discussion	Nil	N/A
6	Minutes of the Previous Meeting	Nil	N/A
7	Financial Report	Nil	N/A
8	Key Events, Activities	Nil	N/A

**Assembly Closed at: 8:00 PM**

**RECORDED BY:**

Name Chris Adams

Position Title Friends of Aileu Project Officer

**7. CONFIRMATION OF COUNCIL MINUTES**

Minutes of the Ordinary Council Meeting of 12 August 2019 and the Ordinary Council (Town Planning) Meeting of 26 August 2019, including Confidential Minutes.

**RECOMMENDATION:**

**THAT the Minutes of the Ordinary Council Meeting of 12 August 2019 and the Ordinary Council (Town Planning) Meeting of 26 August 2019, including Confidential Minutes, be confirmed.**

**8. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED****8.1 Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management General Meeting held on 16 July 2019, including Confidential Minutes**

A General Meeting of the Gladstone Park Community Centre Committee of Management (the Committee) was held on Tuesday 16 July 2019.

**1. COMMITTEE RESOLUTIONS REQUIRING COUNCIL CONSIDERATION:**

There were no Committee resolutions that require Council's consideration at this meeting.

**2. OFFICER'S COMMENTS:**

- 2.1 The Committee adjourned the meeting into the Confidential Section of the Agenda to discuss items pertaining to fees for user groups.
- 2.2 The Committee have submitted a 'signed Statement of Acceptance of Responsibilities and Obligations as a Special Committee Member' form from Tanielu (Daniel) Aitoo, whom the Committee wishes to appoint as a new member. No formal motion was moved or seconded by the Committee, however the Committee have accepted the Statement as part of their General Business.

**3. RECOMMENDATION:**

- 3.1 **THAT the Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management General Meeting held on 16 July 2019, including Confidential Minutes, be noted.**
- 3.2 **THAT Council appoints Tanielu (Daniel) Aitoo as a member of the Gladstone Park Community Centre Committee of Management.**

**8.2 Minutes of the Sustainability Taskforce Meeting of the Hume City Council held on 6 August 2019****1. COMMITTEE RESOLUTIONS:**

- 1.1 The Sustainability Taskforce passed a recommendation that:
- 1.1.1 Council considers endorsement of Item 29 of the National Assembly of the Australian Local Government Association (ALGA) held 16-19 June 2019.
- 1.2 The ALGA National Assembly passed a motion endorsing Item 29. The Item 29 motion states:
- That the National General Assembly call on the Australian Government to:
- Declare a Climate Emergency
  - Establish a \$10 billion national fund for councils to build the resilience of climate change vulnerable communities.
  - Commit to providing maximum protection for all people, economies, species, ecosystems, and civilisations, and to fully restoring a safe climate,
  - Mobilise the required resources and take effective action at the necessary scale and speed across Australia,
  - Transform the economy to zero emissions and make a fair contribution to drawing down the excess carbon dioxide in the air, and
  - Encourage all other governments around the world to take these same actions.

**2. OFFICER'S COMMENTS**

- 2.1 At the time of writing, 33 Local Governments in Australia and a total of 700 cities internationally have made declarations acknowledging a Climate Emergency.
- 2.2 Council's Greenhouse Action Plan demonstrates a firm commitment to tackle climate change and reduce greenhouse gas emissions within Council operations and with the community.
- 2.3 The goals in the Greenhouse Action Plan include demonstrating greenhouse leadership by reducing greenhouse gas emissions in Council buildings and within Council's Fleet, by assisting the community to reduce emissions and by collaborating with others, advocating and facilitating further action to reduce emissions.
- 2.4 There are currently a number of community-driven initiatives in Hume to raise awareness of the need for urgent action on climate change. They include:
- 2.4.1 Hume Climate Action Now Enviro Champions project group who are organising a screening of the film 2040 on 11 September in Sunbury and a petition calling for Governments to declare a climate emergency
- 2.4.2 a separate climate action youth group that meets at Craigieburn.

- 2.5 Council is taking significant steps to reducing greenhouse gas emissions from its operations and in April this year endorsed purchase of all Council's electricity needs through Power Purchase Agreements to achieve 100% renewable energy when electricity contracts are renewed in 2020 and 2021.

**3. RECOMMENDATION**

- 3.1 **THAT the Unconfirmed Minutes of the of the Sustainability Taskforce meeting held on 6 August 2019 be noted.**
- 3.2 **That a briefing note be prepared for a future Strategy and Policy meeting for Councillors outlining the issues to consider in relation to the Hume Sustainability Taskforce recommendation of 6 August 2019 and the declaration of a Climate Emergency.**

**9. PRESENTATION OF AWARDS**

**9.1 Residents of the Month - Nominated by Cr Johnson and Cr Potter**

Mr Hector Bugeja

Mr Jarrod Bell

**10. NOTICES OF MOTION**

Nil

**11. PUBLIC QUESTION TIME**

**NOTICE OF MEETING**

**12. 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**

**EDUCATION AND EMPLOYMENT**

**ED032    Proposal to attribute Hume Aileu education initiative funds in memory of Gary Jungwirth ..... 9**

**HEALTHY AND SAFE**

**HE097    2020/21 Sport and Recreation Victoria Funding Opportunities ..... 13**

**HE098    Gambling Harm Minimisation Policy ..... 17**

**HE099    Hume Health and Wellbeing Plan 2017-2021: Review of First Action Plan and adoption of Second Action Plan ..... 35**

**SUSTAINABILITY AND ENVIRONMENT**

**SU438    Council's Gas and Electricity Contracts ..... 75**

**GOVERNANCE AND ENGAGEMENT**

**GE373    Annual Report to Council on Audit Committee Business Undertaken 2018/19 ..... 79**

**GE374    Craigieburn ANZAC Park - War Memorial - Guidelines for usage and future development ..... 85**

**GE375    Angela Potts' Park Naming Proposal ..... 115**

**GE376    Establishment of Locality Name Advisory Committees..... 139**

**GE377    Performance Statement 2018/19..... 141**

**GE378    Financial Report 2018/19..... 173**

**13. PETITIONS AND JOINT LETTERS**

**14. DEPUTATIONS**

No Deputations listed.

**15. URGENT BUSINESS**

**16. DELEGATES REPORTS**

**17. GENERAL BUSINESS****18. 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>
<b>COSU132</b>	<b>Works-in-Kind (WIK) Agreement with developers of 50-80 Carroll Lane Greenvale for the delivery of Greenvale Central Development Contribution Plan Item RD02</b>	<b>(d) contractual matters</b>
<b>COSU133</b>	<b>Contract - John McMahon Reserve Playspace and Landscape Construction</b>	<b>(d) contractual matters</b>
<b>COSU134</b>	<b>Contract - Supply and Delivery of Five (5) Side Loading Garbage Trucks</b>	<b>(d) contractual matters</b>
<b>COSU135</b>	<b>Contract - Clunes Avenue, Dallas - Road Rehabilitation and Civil Works</b>	<b>(d) contractual matters</b>
<b>COGE254</b>	<b>Proposed sale of 65 Kirkham Drive, Greenvale</b>	<b>(d) contractual matters</b>
<b>COGE255</b>	<b>Contract - Supply of Electronic Timesheets &amp; Rostering System</b>	<b>(d) contractual matters</b>
<b>COGE256</b>	<b>Assemblies of Councillors - August 2019</b>	<b>(h) any other matter which the Council or special committee considers would prejudice the Council or any person</b>

**19. CLOSURE OF MEETING**

**DOMENIC ISOLA  
CHIEF EXECUTIVE OFFICER**

**05/09/2019**

<b>REPORT NO:</b>	ED032
<b>REPORT TITLE:</b>	Proposal to attribute Hume Aileu education initiative funds in memory of Gary Jungwirth
<b>SOURCE:</b>	Chris Adams, Friends of Aileu Project Officer
<b>DIVISION:</b>	Community Services
<b>FILE NO:</b>	HCC05/29-06
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	1.1 Support and enhance skill development and educational opportunities to reduce disadvantage, improve employment prospects and quality of life.
<b>ATTACHMENTS:</b>	Nil

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**1. SUMMARY OF REPORT:**

This report recommends attributing the annual funds that Hume Council allocates to school education related initiatives in Aileu in memory of former Councillor and Mayor, Gary Jungwirth. This proposal is presented in recognition of his role as a champion of social justice and human rights, and his legacy in establishing Council's friendship relationship with Aileu.

**2. RECOMMENDATION:**

2.1 **That Council attributes Council's annual education initiative funds for Aileu (\$5,200 in 2019/2020) in the name of Gary Jungwirth.**

**3. LEGISLATIVE POWERS:**

3.1 N/A

**4. FINANCIAL IMPLICATIONS:**

4.1 Council allocates annual funding for education initiatives in Aileu as part of the budget process. \$5,200 has been allocated for this purpose in the 2019/2020 budget.

4.1.1 The Friends of Aileu, the Campaspe East Timor Association in Friendship (based in Campaspe Shire) and the Kangaroo Valley Remexio Partnership (based in Shoalhaven Shire, NSW) also raise funds towards education initiatives in Aileu. Funds from all sources are consolidated to provide financial support for school education related initiatives in Aileu. Examples of past initiatives include the development and enhancement of libraries, science laboratories and teacher training.

4.2 There are no additional financial implications arising from this report.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

5.1 N/A

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

6.1 N/A

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

7.1 Former Councillor Gary Jungwirth was a champion of social justice and human rights. He was instrumental in Council's adoption of the its first ever Social Justice Charter, and of the associated rights of access to education and life-long learning opportunities.

REPORT NO: ED032 (cont.)

**8. COMMUNITY CONSULTATION:**

- 8.1 The Friends of Aileu Community Committee passed a motion at its meeting on 23 July 2019 to request Council to consider recognizing the legacy of Gary Jungwirth when distributing education funds.

**9. DISCUSSION:**

- 9.1 Gary Jungwirth passed away on 13 July 2019 after a period of ill health. Gary had previously served as Councillor, from the establishment of Hume City Council in 1997 until 2008 with two mayoral terms (2000-2001 and 2006-2007).
- 9.2 Gary provided the leadership for Hume City Council to establish the Friendship Relationship with Aileu, Timor-Leste, along with Moreland City Council in 2000.
- 9.3 From 2000 to 2019 Gary worked tirelessly for the growth and development of the Friendship Relationship, serving continuously on the Friends of Aileu Community Committee as either a Hume City Council representative, including periods as Chair, or as a Hume community member.
- 9.4 During that period Gary:
- 9.4.1 Made 13 visits to Aileu and Timor-Leste, as a representative of Council and/or the Friends of Aileu, on several occasions leading groups of interested community members for their first experience of Timor-Leste.
- 9.4.2 Provided family homestay accommodation, and networking and development opportunities, for many Timor-Leste government officials and Aileu community members undertaking friendship, professional development and study tour visits to Victoria.
- 9.4.3 Maintained his passion for the development of Aileu's young people by:
- (a) working to promote their access to quality informal, school and post-school education opportunities; and
- (b) encouraging them to develop themselves through networking and practical community service activities by participating in youth groups, student groups, the Rotaract Club of Aileu and more recently the Aileu Anan Association of community leaders.
- 9.5 Developed and maintained strong connections and personal friendships with a wide range of East Timorese people, including presidents and prime ministers, national and local government officials, local leaders, business operators, students and other members of the community.

**9.6 Education funds process and administration**

- 9.6.1 On 8 October 2018, Council endorsed a change to the Hume Education Scholarship Program agreeing to redirect the funds previously designated for the Hume Education Scholarship Program to education initiatives in Aileu. It was agreed that funds would be spent on education initiatives as identified by the Aileu Municipal Administrator and the Friends of Aileu Community Committee.
- 9.6.2 This change was made in recognition of:
- (a) Fee-free secondary education is now available to all
- (b) The development of the local economy and the existence of government social support programs meant that very few families were financially inhibited from accessing secondary education for their children



**REPORT NO: ED032 (cont.)**

- (c) The education system is still suffering from a shortage of funding for specialist educational aids and facilities (e.g. libraries and science laboratories)
  - (d) There is a need for additional resources to be devoted to supplementing existing teacher training programs.
- 9.6.3 Recognising these changes, it was identified that it would be more beneficial to target funds to initiatives that support advancing the quality of education offered in Aileu. Examples included the development and enhancement of libraries, science laboratories and teacher training.
- 9.6.4 The distribution of funds for education initiatives is now reported on annually as part of the Friends of Aileu Annual Report.
- 9.6.5 This proposal would still result in funds being allocated and distributed in the same manner, however the funds would be attributed in the name of Gary Jungwirth, in honour of his legacy and memory.

**10. CONCLUSION:**

- 10.1 Gary Jungwirth's legacy and memory is held in high regard both within the City of Hume, and in Aileu and Timor-Leste.
- 10.2 As a champion of social justice and human rights it is considered that attributing the education initiative funds to Gary Jungwirth would be a fitting tribute to his legacy.
- 10.3 The naming would also recognise the value of living out the personal, community and organisational aspects of the Friendship Relationship in a way that is meaningful, not only to the Hume community, but also to the Aileu and Moreland communities.

REPORT NO: ED032 (cont.)

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<b>REPORT NO:</b>	HE097
<b>REPORT TITLE:</b>	2020/21 Sport and Recreation Victoria Funding Opportunities
<b>SOURCE:</b>	Bruce Fordham, Manager Leisure Centres and Sports; Nicole Wilson, Acting Coordinator Grants and Projects
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC12/459-02
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	2.1 Foster a community which is active and healthy.
<b>ATTACHMENTS:</b>	Nil

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**1. SUMMARY OF REPORT:**

- 1.1 This report seeks Council approval for the submission of four applications to Sport and Recreation Victoria (SRV) for funding.
- 1.2 The applications are to be submitted for the following projects:
  - 1.2.1 Buchan Street Skate Park
  - 1.2.2 Seth Raistrick Reserve Pavilion Upgrade
  - 1.2.3 Gibb Reserve Lighting Upgrade
  - 1.2.4 Gladstone Park Reserve Pavilion Upgrade
- 1.3 If Council is successful with all these applications, this will provide funding of over \$900,000 to Council.

**2. RECOMMENDATION:**

**That Council approves the submission of applications for the following projects to Sport and Recreation Victoria:**

- 2.1 Buchan Street Skate Park**
- 2.2 Seth Raistrick Reserve Pavilion Upgrade**
- 2.3 Gibb Reserve Lighting Upgrade**
- 2.4 Gladstone Park Reserve Pavilion Upgrade**

**3. LEGISLATIVE POWERS:**

The provision of recreation services is a Council function as specified in accordance with the *Local Government Act 1989*.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Sport and Recreation Victoria provides a potential funding partnership opportunity between Council and the Victorian Government. If successful, the SRV grants will reduce the cost to Council of providing quality sport and recreation facilities for the community by up to \$927,500.
- 4.2 In the event SRV funding is not approved for a particular project consideration will be required as to the timing of the delivery of the project and the need for the approval of additional Council funding to deliver the project.

REPORT NO: HE097 (cont.)

4.3 The funding breakdown for the projects is as follows:

Project	Amount sought from Victorian Government	Council contribution	Total project budget	Year of Council contribution	Council Capital Works contribution
Buchan Street Skate Park	\$125,000	\$585,000	\$710,000	2019/20	Project 600460 - Skate, Scooter & BMX Strategy implementation
Seth Raistrick Reserve Pavilion Upgrade	\$427,500	\$400,000	\$827,500	2019/20 2020/21	Project 602280 - Seth Raistrick Reserve Pavilion Upgrade
Gibb Reserve Lighting Upgrade	\$125,000	\$125,000	\$250,000	2019/20	Project 500130 - Sportsground Lighting Audit & Upgrade Program
Gladstone Park Reserve Pavilion Upgrade	\$250,000	\$500,000	\$750,000	2019/20 2020/21 2021/22	Project 602220 - Gladstone Park Reserve Sports Pavilion Upgrade
<b>Total</b>	<b>\$927,500</b>	<b>\$1,610,000</b>	<b>\$2,537,500</b>		

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

All projects will consider, where applicable and appropriate, environmentally sustainable design and construction.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

All projects will consider, where applicable and appropriate, climate change adaptation initiatives.

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

The projects to be submitted will support improved sporting and recreation participation opportunities for the Hume community.

**8. COMMUNITY CONSULTATION:**

8.1 In 2018 Council adopted the *Outdoor Sports Lighting Policy and Plan* and *Sports Pavilion Plan*.

8.2 The *Outdoor Sports Lighting Policy and Plan* was developed to identify the level and standard of provision of outdoor sports lighting at Hume sporting reserves and facilities and a six-year program of sports lighting upgrades, renewal and replacements.

8.3 The *Sports Pavilion Plan* was developed to identify the standards of provision for Hume sports pavilion infrastructure in Hume, to assess and rate Hume's existing sports pavilion infrastructure against the applicable standards and to develop a priority order of upgrade requirements for sports pavilion infrastructure.

8.4 Both Plans were developed in consultation with the sporting community within Hume City and identified projects have provisionally been added to Council's long-term capital works program to see upgrades take place over the next 10 years.

REPORT NO: HE097 (cont.)

- 8.5 If Council is successful in securing funding from SRV for any of these projects, further consultation will take place with key user groups at each facility to ensure they are presented with an opportunity to be involved in the further development of the projects.

9. DISCUSSION:

9.1 Sport and Recreation Victoria Funding

9.1.1 The Department of Health and Human Services (DHHS) through Sport and Recreation Victoria (SRV) administers several grant programs which provides funding to Councils to support the development of capital works projects.

9.1.2 This includes the *Community Sports Infrastructure Fund*, *Female Friendly Facilities Fund*, *Better Indoor Stadiums Fund* and *The World Game Facilities Fund*.

- (a) The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation
- (b) The *Female Friendly Facilities Fund* assists local clubs and organisations to develop grounds, pavilions, courts and lighting to enable more women and girls to participate in sport and active recreation.
- (c) The *Better Indoor Stadiums Fund* helps provide indoor multi-sports stadiums across metropolitan Melbourne and regional Victoria.
- (d) The *World Game Facilities Fund* assists local football (soccer) clubs and organisations to upgrade existing or develop new facilities across metropolitan Melbourne and regional Victoria.

9.2 Assessment of potential projects

9.2.1 Council officers analysed Council's long-term capital works program to ascertain the types of projects that could be considered for applications to SRV.

9.2.2 This process required a rigorous assessment of Council's immediate priorities (capital projects indicatively earmarked for 2019/20 and 2020/21) against the criteria set for each of the grant programs outlined in 9.1.2 above.

9.2.3 This work led to a number of projects being considered for applications to SRV with Council officers recommending that applications be submitted through the following grant programs:

Project	Details	Grant Program
Buchan Street Skate Park	Redevelopment of the skate park	Community Sports Infrastructure Fund
Seth Raistrick Reserve Pavilion Upgrade	Upgrades to the changerooms to make them female friendly	Female Friendly Facilities Fund
Gibb Reserve Lighting Upgrade	Upgrades to the outdoor sports lighting on the main pitch	Community Sports Infrastructure Fund
Gladstone Park Reserve Pavilion Upgrade	Upgrades to the pavilion to improve access and amenity	The World Game Facilities Fund

9.2.4 Council officers will prepare grant applications for the above projects once the relevant grant programs commence accepting applications.

**REPORT NO: HE097 (cont.)**

**10. CONCLUSION:**

- 10.1 This report proposes that Council endorse the submission of grant applications to Sport and Recreation Victoria for the following projects:
  - 10.1.1 Buchan Street Skate Park
  - 10.1.2 Seth Raistrick Reserve Pavilion Upgrade
  - 10.1.3 Gibb Reserve Lighting Upgrade
  - 10.1.4 Gladstone Park Reserve Pavilion Upgrade
- 10.2 If the proposed applications are successful, the Victorian Government will contribute over \$900,000 towards projects totalling \$2,537,500.
- 10.3 The provision of quality recreational and sporting opportunities assists in significantly improving the quality of life and wellbeing of the local community. The four projects that are recommended to be submitted for funding will all provide a positive community outcome and increase participation in sport and recreation.

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<b>REPORT NO:</b>	HE098
<b>REPORT TITLE:</b>	Gambling Harm Minimisation Policy
<b>SOURCE:</b>	Kristine Mueller, Social Policy & Early Years Planner
<b>DIVISION:</b>	Community Services
<b>FILE NO:</b>	HCC18/445
<b>POLICY:</b>	Responsible Gaming Policy
<b>STRATEGIC OBJECTIVE:</b>	2.2 Strengthen community safety and respectful behaviour.
<b>ATTACHMENT:</b>	1. <i>Hume City Council's Gambling Harm Minimisation Policy</i>

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**1. SUMMARY OF REPORT:**

- 1.1 On 27 May 2019, Council endorsed that the *Draft Gambling Harm Minimisation Policy* be placed on public exhibition for a period of 4 weeks. The draft policy was placed on public exhibition from 31 May 2019 to 1 July 2019.
- 1.2 A wide range of communication methods were used during the exhibition period to ensure community and stakeholders were alerted to the fact that the policy was on exhibition and that Council was seeking public comment.
- 1.3 The exhibition period closed on Monday 1 July 2019. Comments were received from a range of stakeholder representatives, including gambling counselling community service provider; Victorian Local Government peak organisation; gambling advocacy peak organisation, sporting club and Hume resident.
- 1.4 Majority of the comments related to points of clarification, however others sought changes and additional clauses for incorporation.
- 1.5 Each of these comments have been carefully considered and where deemed appropriate, amendments have been made to the draft policy for Council's consideration. The final draft policy for Councillor consideration and adoption is included in Attachment 1.

**2. RECOMMENDATION:**

**That Council**

- 2.1 notes the public feedback and subsequent changes to the draft *Gambling Harm Minimisation Policy 2019*.**
- 2.2 adopts the *Gambling Harm Minimisation Policy 2019*, which would replace Council's *Responsible Gaming Policy 2013*.**
- 2.3 Formally revokes the *Responsible Gaming Policy 2013*.**

**3. LEGISLATIVE POWERS:**

- 3.1 The *Planning and Environment Act 1987* and the *Local Planning Schemes* provide Local Government with the authority to assess applications for planning permits for gaming venues and electronic gaming machines.
- 3.2 The *Gambling Regulation Act 2003* (Sections 3.3.6 and 3.4.19) enables Local Government as the responsible authority to undertake a social and economic impact assessment on gaming license applications and submit them to the Victorian Commission for Gambling and Liquor Regulation (the Commission), which is the decision-making authority to grant or refuse gaming licenses.

**REPORT NO: HE098 (cont.)**

3.3 The *Local Government Act 1989* places a responsibility on Local Government to monitor the of long term and cumulative effects of planning decisions and to ensure that the best outcomes are achieved for communities.

3.4 Public Health and Wellbeing Act 2008 requires Local Government to initiate and manage public health planning, develop and implement public health policies and programs and facilitate and support local agencies to protect and enhance the health and wellbeing of communities.

**4. FINANCIAL IMPLICATIONS:**

The development and exhibition of the *Gambling Harm Minimisation Policy 2019* were undertaken within existing Council resources.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability implications for Council in the development and exhibition of the *Gambling Harm Minimisation Policy 2019*.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change implications for Council in the development and exhibition of the *Gambling Harm Minimisation Policy 2019*.

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

7.1 The *Victorian Charter of Human Rights and Responsibilities Act 2016* states that Local Government has a legal obligation to act compatibly with human rights in the way it goes about its responsibilities and the delivery of its services. In practice, this means that local Government must:

7.1.1 consider human rights when making decisions;

7.1.2 ensure that actions, policies and services are compatible with human rights;

7.1.3 interpret and apply local laws consistently with human rights; and

7.1.4 interpret that people who work on their behalf, including third parties, do so in a way that respects human rights.

7.2 The proposed *Gambling Harm Minimisation Policy 2019* underpins Council's role in supporting human rights by adopting a public health approach to the minimisation of gambling harms.

**8. COMMUNITY CONSULTATION – EXHIBITION PERIOD:**

8.1 The *Draft Gambling Harm Minimisation Policy 2019* was placed on public exhibition from the 31 May 2019 in the following ways:

8.1.1 Draft policy made available on Council's *Have Your Say* website.

8.1.2 Hard copies of the draft policy were made available at Council's customer service sites in the municipality and website links were provided to the Customer Service Team in case telephone inquiries.

8.1.3 An email generator (MailChimp) was used to send website links to previous participants of *Responsible Gaming Policy Review* workshops and *KaChing* nights.

8.1.4 Three messages were developed and delivered on Council's facebook page, alerting readers of the draft policy on exhibition.

8.1.5 Emails were sent to directly to services providers.

8.1.6 Letters were sent to gambling stakeholders in Hume City.



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- 8.1.7 Mayor's message relating to the draft policy was included in the *Hume Leader* (4 June 2019).
- 8.1.8 Notices went to community via Council's *ENews* publication.

9. DISCUSSION: - COMMENTS RECEIVED

- 9.1 At the closure of the exhibition period on 1 July 2019, five written comments were received by Council, including those from:
  - 9.1.1 a Hume City sporting club (n=1).
  - 9.1.2 gambling counselling community service provider (n=1).
  - 9.1.3 peak Victorian Local Government organisation (n=1).
  - 9.1.4 peak gambling advocacy organisation (n=1).
  - 9.1.5 a Hume resident (n=1).
- 9.2 Comments included **congratulatory remarks** on the draft policy, such as:
  - 9.2.1 "(W)e are pleased to see that Council is on track to deliver a robust gambling policy which acknowledges that harms caused by gambling in Hume and the wider region and centres a public health response to reducing this harm" (peak gambling advocacy organisation).
  - 9.2.2 "(C)ongratulations on a strong and comprehensive policy that reflects a sound understanding of the gambling context and harms experienced by the Hume community as a result of the gambling industry" (from a peak Victorian Local Government organisation and a similar comment from the gambling counselling community service provider).
  - 9.2.3 "(T)he [organisation] acknowledges Hume's ongoing commitment to reducing gambling harms as a leadership Council and we look forward to Council's next steps towards harm reduction and community protection in enacting a strong and meaningful Gambling Harm Minimisation Policy" (peak gambling advocacy organisation).
- 9.3 Most of comments received were regarding **points of clarification** and recommendations of rewording to prevent ambiguity.
- 9.4 Other comments highlighted **points of concern**, which included:
  - 9.4.1 That the community attitudinal survey should be made available in languages other than English (gambling community service provider).
  - 9.4.2 That the whole-of-community approach of the draft policy was unfair and inaccurate (a Hume sporting club). The club pointed out that the draft policy:
    - (a) Creates the "perception...that all people who gamble have a problem" and that "gambling is a legal recreational activity that many people undertake without doing any harm to themselves and others".
    - (b) Provides "no consideration of what we as a Club give back to the community" and "not only contributes to our own sporting clubs but also supports various local charities".
    - (c) Highlights its responsible serving of gambling that is undertaken by the venue and thereby believes it as a low risk venue.
    - (d) Penalises not-for-profit clubs by being included in the whole of Hume City gambling expenditure with hotels, with hotels having significantly higher expenditure levels.

REPORT NO: HE098 (cont.)

- 9.4.3 That Council was not complying with its own draft policy in terms of not supporting the Club's initiative for opportunities for alternative non-gambling activities and divestment from EGMs (Hume sporting club).
- 9.4.4 That the divestment of EGMs at clubs should not lead to transfers of the machines into other gaming venues in Hume and should lead to the removal of the machines from Hume. It should also be linked with Council's advocacy for a Sinking Cap so that divested machines do not re-enter Hume via new gaming applications by venues in the municipality (Hume resident).
- 9.4.5 That the access and advertising of online gambling should especially reflect its unwanted exposure to minors (Hume resident).
- 9.5 Other comments recommended **clauses for incorporation**, which reflected the following gambling related matters: That Council should:
  - 9.5.1 "Not hold any Council endorsed, organized or supported events in gambling venues" (gambling counselling community service provider; peak Victorian Local Government organisation and peak gambling advocacy organization)
  - 9.5.2 "Not allocate any community grants to community clubs and/or groups that receive money from the gambling industry" (gambling counselling community service provider; peak Victorian Local Government organisation and peak gambling advocacy organisation).
  - 9.5.3 "Proactively advocate for gambling reform with local parliamentary representatives and other relevant MPs" (peak Victorian Local Government organization and peak gambling advocacy organisation).
- 9.6 All of the comments have been carefully considered and where deemed appropriate, amendments have been made to the draft policy.
- 9.7 The final draft policy for Councillor consideration and adoption has been included in Attachment 1.

**10. CONCLUSION:**

- 10.1 It is envisaged that the finalised *Gambling Harm Minimisation Policy 2019* will strengthen Council's position to best respond to future gambling matters; to minimise impacts of gambling in the municipality; and increase awareness of the risks associated with gambling.
- 10.2 The implementation of the policy will in turn underpin improved health and wellbeing outcomes for Hume's communities, especially for those community members at risk of gambling harms.



# HUME CITY COUNCIL'S GAMBLING HARM MINIMISATION POLICY

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<b>Policy Reference No.</b>	POL (to be allocated once adopted)
<b>File No.</b>	HCC18/445
<b>Strategic Objective</b>	2.2 Strengthen community safety and respectful behaviour
<b>Adopted by Council</b>	9 September 2019
<b>Re-Adopted</b>	
<b>Date for Review</b>	9 September 2024
<b>Responsible Officer</b>	Manager, Health and Community Wellbeing
<b>Department</b>	Health and Community Wellbeing

## **1 BACKGROUND:**

Hume City Council acknowledges that whilst gambling is a legal activity, for some it can lead to harmful consequences not only for the gambler, but also to families and for the wider community.

According to the objectives set in the Victorian Government's Gambling Regulation Act 2003, gambling should be safe, fair, conducted honestly, free from exploitation, devoid of minor participation, and delivered in a way that minimises harm from gambling. It is acknowledged that gaming venues have a regulated role in upholding these objectives and ensuring the responsible serving of gambling.

Council accepts that residents visit gaming venues not just for gambling activities, but also for affordable meals; social participation; recreation and entertainment. Council also recognises that there are harms associated with all forms of gambling, which can have significant negative health, social and economic impacts on individuals, families and communities in Hume City.

Research has shown that gamblers do not have to have a problem with gambling in order to experience gambling harm, directly or indirectly. Although electronic gaming machines (EGMs) contribute to the lion's share of gambling losses in communities, other forms of gambling are rapidly increasing their market share in losses, such online gambling.

As a leader, advocate, service provider, decision maker and planner, Council is committed to creating a City that supports the health and wellbeing of residents and visitors.

This *Gambling Harm Minimisation Policy 2019* is a community-outcome focussed policy that articulates Council's public health approach to gambling. It aims to minimise gambling related harms in Hume's communities and provide a clear and consistent management response to EGMs, over which Council has a regulatory and statutory role.

## **2 PURPOSE:**

### **The purpose of this policy is to:**

- 2.1 Articulate Council's public health approach to gambling, including the minimisation of gambling harms in Hume's communities.
- 2.2 Establish a clear and consistent Council response to address gambling related matters within Hume City, and, where appropriate, in other neighbouring municipalities.
- 2.3 Inform advocacy priorities on gambling for Council to achieve the best outcomes for local communities, particularly those most at risk of gambling related harms.
- 2.4 Align with Council's policies, including, but not limited to, local planning policy on gaming (Hume Planning Scheme clause 22.17 Gaming), Social Justice Charter 2014 and Hume Health and Wellbeing Plan 2017-2021.

**3 SCOPE:**

**This policy will refer to the following gambling related matters:**

This Policy will:

- 3.1 Address gambling related matters in Hume City in recognition of the growth of the gambling industry, its increasing ease of access and gambling related harms, including online gambling.
- 3.2 Acknowledge that gambling harm is a public health issue and that a whole-of- community approach is required to address gambling risks and harms in partnership with others.
- 3.3 Address electronic gaming machine matters which Council has regulatory and statutory responsibilities in Hume, and where appropriate in other neighbouring municipalities.
- 3.4 Guide Council to proactively identify and respond to gambling related matters in Hume and beyond the municipality (when and where relevant to do so).
- 3.5 Address gambling not only as a product, but also the way the product is delivered, consumed, managed and governed and their community impacts.

**4 OBJECTIVES:**

**The policy seeks to:**

- 4.1 Minimise the negative impacts from gambling on Hume communities through Council's public health approach to gambling.
- 4.2 Present a transparent and consistent approach to gambling related matters in Hume City.
- 4.3 Increase community awareness and understanding of the risks and harms associated with gambling and encourage local responses to such harms.
- 4.4 Strengthen partnerships and collaborations to effectively advocate on gambling related matters in Hume City and outside of Hume, where appropriate.

**5 POLICY STATEMENTS:**

**5.1 Protecting public health:**

Council will:

- 5.1.1 Identify opportunities to promote non-gambling social, leisure and entertainment venues and activities within Hume City as alternatives to gambling.
- 5.1.2 Promote partnerships with organisations, service providers and other agencies that improve community access to services, information and activities that address the impacts of gambling and improve community awareness of the harms associated with gambling.

- 5.1.3 Elevate the need for increased services to support communities affected by gambling harms, particularly in Hume's Growth Areas.
- 5.1.4 Continue to monitor evidence-based research on gambling and its effects on communities in order to support and strengthen its knowledge of effective practices to minimise gambling related harms.

**5.2 Leadership and representation:**

Council will:

- 5.2.1 Recognise its public health leadership role within Hume City and take on a proactive and longer-term policy approach to current and future gambling matters, especially matters that impact on communities most at risk of gambling harms.
- 5.2.2 Work closely with peak bodies and other community organisations in recognition of Council's important role in the collective voice on the minimisation of gambling harms in Hume City and across Victoria.
- 5.2.3 Make submissions to State and Federal Government in response to calls for public comment on relevant gambling related matters.
- 5.2.4 Adequately resource Council responses to applications relating to all EGM matters, including representations at VCGLR and VCAT Hearings, if, and when, required.

**5.3 Council's regulatory and statutory response to electronic gaming machines:**

Council will:

- 5.3.1 Undertake a Social and Economic Impact Assessment for each application that is referred by the VCGLR for new or amended EGM licenses in Hume City and assess each application on a case-by-case basis in accordance with this policy and its Local Planning Policy.
- 5.3.2 Formulate an appropriate response to each formally notified gaming licence application in neighbouring Councils, when the assessed impacts (both positive and negative) of the application demonstrate that there will be a net detrimental impact on Hume residents.
- 5.3.3 Require that all gaming applications in Hume City provide evidence and consideration of the views of the surrounding local community through a community attitudinal survey undertaken by the applicant in relation to all proposed impacts contained in their application.
- 5.3.4 Not support any gaming licence application if Council's Social and Economic Impact Assessment demonstrates that there will be a net detrimental impact on the local, surrounding or Hume-wide communities.

- 5.3.5 Not support any referrals from the VCGLR which propose new gaming venues on Council owned or managed land, or any increase in EGMS at venues currently located on Council or Crown owned land.
- 5.3.6 In its capacity as landlord/licensor, not consent to an increase in EGMs at venues on Council owned or managed land. Council will also include a prohibition of location and operation of EGMs in all future licenses/leases on Council owned or managed land, where a gaming venue does not currently exist.
- 5.3.7 In its capacity as landlord/licensor, investigate opportunities with interested gaming venues on Council owned or managed land that want to divest themselves from EGMs and for their removal from the Hume Municipality, over the medium to longer term. This will also be linked to Council's advocacy for a Sinking Cap, so that divested EGMs do not re-enter Hume City via a gaming application by another venue.
- 5.3.8 Not offer any financial support, in-kind support or grants to owners and/or operators of EGMs, excluding Council's obligations as landlord.
- 5.3.9 Not support applications to change gaming venue operations (including, but not limited to, venue design, operating hours, machine configurations) if Social and Economic Impact Assessments or other assessments<sup>1</sup> demonstrate that the proposed changes will have a net detrimental impact on the local, surrounding or Hume-wide communities.
- 5.3.10 Formally notify the VCGLR of unrealised community benefits in Hume from gaming applications for their investigation and enforcement for compliance as contained in gaming applications and VCGLR Decisions, such as building works; donations/gifts/sponsorships; contributions towards activities, infrastructure, projects or programs and other listed community benefits as proposed by the applicant or decided upon by the VCGLR.
- 5.3.11 Notify the VCGLR if negative impacts from gaming applications are demonstrated to be notably greater than conveyed, such as the gaming losses in the first 12 months.

**5.4 Strengthening partnerships and advocacy:**

Council will:

- 5.4.1 Continue to partner with community organisations, peak bodies and venue operators to support joint advocacy efforts to minimise risks and harms from gambling within the Hume municipality and across Victoria.

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<sup>1</sup> Including assessment against existing gaming documents from the VCGLR and VRGF, such as, but not limited to: *Venue Best practice Guide*; *Design Guidelines for Licensed Venues*; *Venue Manual, Decision Making Guidelines for Children Play Areas No. 316 16 Oct 2013*.

- 5.4.2 Advocate on gambling matters that directly impact on Hume City, such as the continuation of the regional gaming cap (Hume-wide) and for its reduction; issues of ease of access to online gambling apps and gambling advertising, especially the reduction and prevention of children's exposure to gambling products, platforms and advertising.
- 5.4.3 Continue to support the co-operative call on the Federal and State Governments to legislate changes to minimise gambling harm, in particular:
- the reduction in annual gaming machine losses across Victoria
  - the reduction in the number of gaming machines across Victoria, whilst retaining 50:50 split between hotels and clubs
  - the provision of incentives to gaming venues to remove their machines
  - the redesign of gaming machines to reduce harm and addiction, including \$1 maximum bet
  - the reduction in the maximum operating hours at gaming venues.

**5.5 Building local responses to local issues:**

Council will:

- 5.5.1 Promote local initiatives that build community capacity to respond and advocate on local gambling matters in Hume City.
- 5.5.2 Where possible, participate in and/or support relevant research efforts in order to inform local knowledge of the impacts and trends of gambling and of effective harm minimisation strategies and practices.
- 5.5.3 Use available Council communication tools to inform Hume communities of new gaming applications and encourage community responses to such applications.
- 5.5.4 Continue to monitor and assess Community Benefit Statements and funding received from the State Government Community Support Fund in order to use the data to advocate for greater direct benefits back into communities from gaming venues, including that gaming expenditure returns to communities from which it was largely lost by way of community benefits via activities, projects, programs and/or sponsorships/grants.

**6 POLICY IMPLEMENTATION MEASURES:**

- 6.1 Council will continue to keep a watching brief on gambling related matters, including research, data and calls from Federal and State Governments for public submissions or comment and respond when appropriate.
- 6.2 Ensure that appropriate resources are part of the annual budget deliberation process to support Council's implementation of this policy.
- 6.3 Council will work with peak bodies, community organisations and venues to identify local projects, initiatives or works that will support the minimisation of gambling harms in Hume's communities and to maximise the benefits directly back into communities.



- 6.4 Council will continue to plan, design and develop community and sporting infrastructure that support communities and assist in their participation in non- gambling activities.
- 6.5 Council will seek opportunities to advocate for increased resourcing for service providers that are operating and/or serving communities living in Hume City.
- 6.6 Council will ensure, where possible, the prevention of access to online interactive gambling sites at all Council provided or supported community internet access points. This does not include non-commercial activities such as office footy tipping competitions or Melbourne Cup sweeps when they are conducted over the Internet. Nor does it include Internet share trading.
- 6.7 Council will promote community awareness initiatives that inform community about the harms associated with gambling (such as Gambling Harm Awareness Week) and promote the community services available that address gambling related harms.
- 6.8 Council will require all gaming applications in Hume City to provide evidence and consideration of the views of the surrounding local community on all the proposed impacts contained in their gaming application. The applicant will be required undertake a community attitudinal survey.
  - 6.8.1 The survey instrument (questionnaire) is to follow Council's template (**See Appendix 1**), which seeks community responses on each aspect of the proposal (positive and negative) as contained in the application. It must also seek the impact on the health and wellbeing of the community because of the application.
  - 6.8.2 Survey to be administered by an independent social market research firm.
  - 6.8.3 The final draft must be approved by Council's Research Department prior to implementation.
  - 6.8.4 A hard copy of the survey is to be mailed out to a representative random sample of residents within a 5km radius around the gaming venue to which the application refers.
  - 6.8.5 A copy of the survey should be available in appropriate languages of the local community residing around the venue.
  - 6.8.6 Residents will be provided with a minimum of 2 full weeks to respond (a minimum of 3 full weeks if the response time falls over Victorian public and/or school holidays).
  - 6.8.7 A collation report and raw data is to be sent to Council's Research Department.
- 6.9 If formally notified by the VCGLR or by a neighbouring municipality of a gaming application, Council will provide a letter from the Mayor's Office to that neighbouring municipality. This will only be done if Hume's assessment of the application demonstrates a net detrimental impact on Hume residents. The purpose of the letter is for its incorporation into the neighbouring municipality's SEIA for submission to the VCGLR.

- 6.10 Council will investigate opportunities with interested gaming venues on Council owned and/or managed land that express an interest to transition towards their divestment from electronic gaming machines.
- 6.11 Council will require detailed information from applicants of gaming venues if they want to change conditions on their liquor licenses or planning permits, providing details on, but not limited to:
- 6.11.1 current operations
  - 6.11.2 proposed changes and estimated costs
  - 6.11.3 site and floor plans of proposed changes
  - 6.11.4 reasons for the proposed changes
  - 6.11.5 anticipated positive and negative impacts of the proposed changes to:
    - venue patron numbers
    - gaming room patron numbers
    - services and/or facilities at the venue
    - gaming expenditure and other venue incomes
    - surrounding land uses and amenities.
- 6.12 After decisions are handed down from the VCGLR, Council will monitor the application's proposed impacts against the final impacts, particularly the 12 months after the installation of the gaming machines. Council will formally notify both the VCGLR and the venue if benefits from the application are not achieved as per the application and if the gaming expenditure (losses) is greater than estimated in the gaming application.
- 6.13 Council will continue to represent Hume City at working groups and networks, including but not limited to, Victorian Local Governance Association's Local Government Working Group on Gaming (LGGWG) and the Municipal Association of Victoria's Local Government Gambling, Alcohol and Other Drugs Issues Forum (LGGADIF).
- 6.14 Council will continue to work in partnership with service providers and tertiary institutions on relevant research projects to increase local understandings of gambling harms, community choices and effective harm minimisation strategies.
- 6.15 Council will develop an annual report on gaming and on other gambling matters when available. The report will be undertaken in November annually in order to incorporate VCGLR released data on gaming expenditure and community benefits. The report will be made available on Council's website.
- 6.16 Council will work with peak bodies and community organisations to develop local responses and build community capacity in addressing gambling matters, in particular gaming applications and submissions to Federal and State Governments.

**7 DEFINITIONS AND ABBREVIATIONS:**

EGMs:	Electronic Gaming Machines (EGMs), also referred to as gaming machines, pokies or poker machines.
Council	Council means Hume City Council, being a body constituted as a municipal Council under the Local Government Act 1989.
Full Week	Full week equates to 7 days.
Gambling Harms:	Gambling related harm can be divided into seven key areas: Financial harm, relationship disruption, emotional or psychological distress, decrements to health, cultural harm, reduced work or study performance and criminal activity. Gambling can harm not only the person who gambles but also family, friends, workplaces and communities. (Foundation for Responsible Gambling website: <a href="https://responsiblegambling.vic.gov.au/resources/glossary/">https://responsiblegambling.vic.gov.au/resources/glossary/</a> )
Gaming:	Gaming usually refers to a gambling activity that takes place on an EGM.
Gambling:	Gambling/betting requires a player to risk losing something of value (usually money) for the chance of winning more. Gambling outcomes may depend on correctly predicting an uncertain outcome (such as a particular horse coming first in a race), or luck (such as a winning combination of symbols on a pokie machine) (Foundation for Responsible Gambling website: <a href="https://responsiblegambling.vic.gov.au/resources/glossary/">https://responsiblegambling.vic.gov.au/resources/glossary/</a> )  Gambling presents itself in a range of forms, such as Betting, Wagering, playing EGMs, Lotto, Scratchies, Dog and Horse Racing and TAB. Some of these forms of gambling have grown significantly due to its accessible platforms and online presence.
Regional Caps:	Regional Caps have been created through Ministerial Orders by State Government to limit the number of EGMS within a municipality. Hume City has a Regional (Hume-wide) Cap of 851EGMs, therefore Hume City cannot have more than 851 EGMs operating within the municipality until such time as the State Government changes it through a gazetted Ministerial Order.
Sinking Cap	Relates to the advocacy work for the automatic lowering of the Regional Cap in Hume City, if and when, EGMs are divested from Clubs.
VCAT:	Victorian Civil and Administrative Tribunal
VCGLR:	Victorian Commission for Gambling and Liquor Regulation

**8 RELATED DOCUMENTS:**

- Hume City Council – Council Plan and Hume Horizons 2040
- Hume City Council – Municipal Health and Wellbeing Plan 2017-2021
- Hume City Council – Local Planning Policy on Gaming and its related documents Hume City Council – Social Justice Charter 2014

**APPENDIX 1:**

**COMMUNITY ATTITUDINAL SURVEY TEMPLATE:**

**SURVEY ON (insert name of venue) ELECTRONIC  
GAMING MACHINE APPLICATION**

The (insert name of venue) has submitted an application to the Victorian Commission for Gambling and Liquor Regulation (Commission) to increase the number of electronic gaming machines (pokies) in the existing or new venue from XXEGMs to XXEGMs machines. In order to assess the social and economic impact of the application, community feedback is being sought from local residents living within 5km of the venue

It is appreciated if you could take the time to complete the following survey and return it to the given address at your earliest convenience. Closing date is XX/XX/XXXX. Any information you provide in this survey will remain confidential, in accordance with the *Information Privacy Act 2000*.

**Section 1: Aspects of the proposal at the (insert name of venue)**

(Describe all the proposed aspects contained in the gaming application, such as building works, cost of building works, number of additional pokies, number of EFTs, direct community contributions, estimated gaming expenditure in the first 12 months, etc).

**Section 2: Attitudes towards electronic gaming machines**

**Q1. Thinking about electronic gaming machines (pokies) located up to 5km from your home, how strongly do you agree or disagree with each of the following statements?**

Statement	Strongly agree	Agree	Neither	Disagree	Strongly disagree	Don't know
a) Gaming venues provide local employment opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Pokies are too widely accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Gaming venues have improved my social life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) The increased availability of gaming venues has increased the incidence of problem gambling in my local area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Gaming venues provide an enjoyable atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Gaming venues help to promote tourism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Pokies contribute to serious social issues within my local area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 3: Pokie activity in the last 12 months**

**Q2. Thinking about the last 12 months, how often have you...?**

	More than once a week	Once a week	1-3 times a month	Less than once a month	Not at all
a) Played pokies located <u>up to 5km</u> from your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Played pokies located <u>more than 5km</u> from your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 4: (insert name of venue) application**

The (insert name of venue) is proposing to undertake building works. It is proposed that this would include (provide description of the total amount of works).<sup>2</sup>.

**Q3. Overall, to what extent do you support or oppose the building works at (insert name of venue)?**

Strongly support	Somewhat support	Neither	Somewhat oppose	Strongly oppose	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

The (insert name of venue) is also proposing to install an additional XX number of pokies. This would increase the number of pokies at the venue from xx to xx.

**Q4. How strongly do you support or oppose increasing the number of pokies at (insert name of venue)?**

Strongly support	Somewhat support	Neither	Somewhat oppose	Strongly oppose	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

The (insert name of venue) has proposed to provide (state type of community contribution) to the local community.

**Q5. How strongly do you support or oppose this (state the community contribution)?**

Strongly support	Somewhat support	Neither	Somewhat oppose	Strongly oppose	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

The (insert name of venue) proposed that the additional pokies will create XX more jobs at the venue.

**Q6. How strongly do you support or oppose XX new full-time jobs at the venue?**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q7. Given that this (state the community contribution) is subject to securing the additional XX pokies, how strongly do you support or oppose this (state the community contribution)**

Strongly support	Somewhat support	Neither	Somewhat oppose	Strongly oppose	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup>The proposed renovations are subject to Council statutory planning approvals.

**Q8. What impact do you believe the introduction of XX more pokies at (*insert name of venue*) would have on your local neighbourhood, if any?**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q9. What impact do you believe the proposed building works at (*insert name of venue*) (including the additional pokies ) would have on your local neighbourhood, if any?**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q10. What impact do you believe the proposed additional (*insert estimated first 12 month gaming expenditure*) spent on pokies at the venue over the first 12 months would have**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q11. What impact do you believe the proposed (*state the community contribution*) (including the additional pokies) at the (*insert the name of the venue*) would have on your local neighbourhood, if any?**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q12. What impact do you believe that XX new full-time jobs (including the additional pokies) would have on your local neighbourhood, if any?**

Very positive impact	Positive impact	No impact	Negative impact	Very negative impact	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Could you briefly state why? \_\_\_\_\_  
\_\_\_\_\_

**Q13. What impact do you believe that the estimated additional (*state the estimated gaming revenue over first 12 months*) of poker machine revenue spent on poker machines in Hume City over the first 12 months would have on your local neighbourhood, if any?"**

- |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very positive impact     | Positive impact          | No impact                | Negative impact          | Very negative impact     | Don't know               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Could you briefly state why? \_\_\_\_\_  
 \_\_\_\_\_

**Q14. In the last 12 months, have you visited any of the following areas in the (*insert name of venue*)?**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bistro / dining  | <input type="checkbox"/> Gaming room (pokies) | <input type="checkbox"/> Bars           |
| <input type="checkbox"/> Sports bar / TAB   | <input type="checkbox"/> Lounge areas         | <input type="checkbox"/> Function rooms |
| <input type="checkbox"/> Courtesy Bus   | <input type="checkbox"/> Children's play area | <input type="checkbox"/> meeting rooms  |
| <input type="checkbox"/> None of these, I have not visited the venue in the last 12 months. |   |   |

**Q15. Do you have any comments or feedback you would like to make regarding the Highlands Hotel application?**

\_\_\_\_\_  
 \_\_\_\_\_

**Section 5: General information about you**

To assist in analysing this survey and to better understand the views of our community, we would appreciate if you could provide some basic information about yourself.

**Q16. Are you...?**  Male  Female

**Q17. Which age group do you belong to?** (Please select only one option)  
 18 to 24 years  35 to 44 years  55 to 64 years  
 25 to 34 years  45 to 54 years  65 years or older

**Q18. In which suburb do you live?** \_\_\_\_\_

**Q19. Which best describes the type of household you live in?** (Please select only one option)  
 Single person, I live alone  Single parent with children  
 Couple with no children  Share a house with other friends or family members  
 Couple with children  Retirement village  
 Other (please specify) \_\_\_\_\_

**Q20. What is the ownership status of your home?** (Please select only one option)  
 Fully owned  Renting privately or through a real estate agent  
 Paying off a mortgage  Renting through the government / public housing  
 Other (please specify) \_\_\_\_\_

**Q21. What is your annual household income before tax?** (Please select only one option)  
 \$0  \$30,000 to \$49,999  \$90,000 to \$109,999  \$150,000 or more  
 \$1 to \$9,999  \$50,000 to \$69,999  \$110,000 to \$129,999  Don't know  
 \$10,000 to \$29,999  \$70,000 to \$89,999  \$130,000 to \$149,999  unemployed

Thank you for taking the time to complete this survey.

<b>Date Adopted</b>	09/09/2019
<b>Date Re-Adopted</b>	
<b>Review Date</b>	09/09/2024

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<b>REPORT NO:</b>	HE099
<b>REPORT TITLE:</b>	Hume Health and Wellbeing Plan 2017-2021: Review of First Action Plan and adoption of Second Action Plan
<b>SOURCE:</b>	Samuel Ferrier, Health and Community Wellbeing
<b>DIVISION:</b>	Community Services
<b>FILE NO:</b>	17/252
<b>POLICY:</b>	-
<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>Hume Health and Wellbeing Plan - First Action Plan Report (2018-2019)</i></li><li>2. <i>Hume Health and Wellbeing Plan - DRAFT Second Action Plan (2019-2020)</i></li></ol>

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**1. SUMMARY OF REPORT:**

This report provides a summary of achievements for the first action plan of the *Hume Health and Wellbeing Plan 2017-2021* and presents the second action plan for Council consideration and adoption.

**2. RECOMMENDATION:**

**That Council:**

- 2.1 **notes the outcomes of the first action plan for the Hume Health and Wellbeing Plan 2017-2021; and**
- 2.2 **adopts the second action plan.**

**3. LEGISLATIVE POWERS:**

- 3.1 The Public Health and Wellbeing Act 2008 (the Act) establishes a statutory role for Council to 'protect, improve and promote public health and wellbeing within the municipal district' (s.24).
- 3.2 To fulfill its requirements under the Act, Council is required to prepare a four-year Municipal Public Health and Wellbeing Plan (MPHWP) following each general election of Councillors.
- 3.3 The MPHWP sets out the broad mission, goals and priorities to protect and promote public health and wellbeing within the local municipality and must:
  - 3.3.1 Include an examination of data about the health status and health determinants within the municipal district;
  - 3.3.2 Provide for the involvement of people in the local community in the development, implementation and evaluation of the plan; and
  - 3.3.3 Specify how Council will work alongside the Department of Health and Human Services and other agencies undertaking preventative health initiatives, projects and programs to accomplish the goals identified within the plan.
- 3.4 The MPHWP is also required to have regard and respond to:
  - 3.4.1 The Victorian Public Health and Wellbeing Plan
  - 3.4.2 The Climate Change Act 2010 (s. 14); and

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3.4.3 Recommendation 94 of the Royal Commission into Family Violence that Councils “*report on the measures they propose to take to reduce family violence and respond to the needs of victims*”.

3.5 Council is required to review its MPHWP annually and, if required, amend the plan. This report forms the review of the plan and no changes to the plan have been deemed necessary.

**4. FINANCIAL IMPLICATIONS:**

4.1 Actions and activities identified in the second action plan will be delivered through existing budgeted resources and external project grants.

4.2 During the delivery of the second action plan, external grant opportunities may arise. These grant opportunities may be pursued where they can support Council to achieve goals and priorities identified within the MPWHP.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

5.1 There are no environmental sustainability implications in relation to this report, or the execution for the Hume Health and Wellbeing Plan 2017-2021.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

6.1 The Hume Health and Wellbeing Plan 2017-2021 identifies climate change as presenting a significant threat to public health in the municipality and elsewhere. This includes threats to health resulting from extreme weather events, the changing spread and distribution of infectious disease and disease vectors, as well as the future potential impacts on areas global food supply and potable water resources.

6.2 The HHWP identifies a range of activities delivered by Council to adapt to or mitigate climate change.

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

7.1 The HHWP is aligned to Council’s Social Justice Charter which incorporates the Hume Citizen’s Bill of Rights and the Victorian Charter of Human Rights Act 2006.

7.2 The HHWP focuses on addressing the underlying social determinants of health and closing inequities in health that exist within Hume City, thereby ensuring all residents are afforded that same opportunities to lead healthy and fulfilling lives. This is underpinned by the implicit understanding that the ‘highest standard of health’ is a fundamental right of all human beings.

**8. COMMUNITY CONSULTATION:**

8.1 The HHWP was informed by extensive community consultation and data analysis. In addition, the plan and action plan draw extensively on findings emerging from consultation conducted as part of the Council Plan development process and Hume Indicators Survey.

**9. DISCUSSION:**

**First Action Plan Update**

9.1 The first HHWP action plan has delivered an extensive range of actions and activities, which collectively, have aimed to enhance the health and wellbeing outcomes within the community.

9.2 In total, the first action plan identified a total of 44 actions. Of these actions:

9.2.1 30 actions have been completed

9.2.2 12 actions have had significant progress, with further activity to occur in the 2019/20 financial year; and

9.2.3 2 actions have been deferred for the 2019/20 FY.

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- 9.3 A detailed overview and update against all actions included in the first action plan is included in **Attachment 1**.

**Standout actions and achievements**

- 9.4 The first action plan has driven the delivery of numerous, noteworthy achievements. A selection of these achievements are summarised below:

**Lactation Support Service:**

- 9.4.1 Breastmilk is the healthiest food for the first six months of life, providing all the nutrients and fluids that babies need, while also supporting a healthy immune system and building nurturing bonds between mother and child. Approximately 37.7% of babies in Hume City are exclusively breastfed at three months, much lower the Victorian average of 51.4%.
- 9.4.2 In response, Council's Maternal and Child Health Services has established a lactation consulting service. This service is delivered by Maternal and Child Health Nurses who have undertaken advanced training to aid women experiencing difficulties breastfeeding. Three drop-in sessions per week are currently offered in Broadmeadows. To date, over 200 local mothers have accessed this service. 98.9% report that they agreed or strongly agreed that the information they received during these sessions helped with their breastfeeding situation. An expansion of this service into the City's north is expected to occur in the 2019/20 financial year.

**Hume Refugee Immunisation Project:**

- 9.4.3 Since 2016, over 4,800 refugees and asylum seekers have been settled in the Hume municipality. Available evidence suggests that most of this cohort are being settled in the community with no or incomplete immunisations – heightening the risk of vaccine preventable disease amongst this cohort and compromising herd immunity within the broader population. In response, Council developed and delivered a DHHS funded project focused on supporting refugees and asylum seekers to have their immunisation status assessed, before being connected with a local immunisation service provider.
- 9.4.4 To date, the project has assessed the immunisation histories of over 4,000 refugee and asylum seekers and connected over 2,800 of these individuals with a service provider to receive their required vaccines. During the delivery of the project, immunisation coverage rates amongst this cohort have increased from approximately 20% to over 55%. This project is of state-wide significance - delivering new data and insights about the unique health needs of refugees and asylum seekers and piloting a model that may be considered for state-wide roll-out.

**Park and Open Space Activation – HumeXplorer Project:**

- 9.4.5 Parks and open spaces in Hume City are important public resources that provide opportunities for people of all ages to be physically active. After noting low physical activity participation rates in Hume City, and observing that many parks in the municipality could be better utilised, Population Health Officers undertook community consultation and a review of research to identify common barriers to people accessing these spaces. The findings went on to inform a successful, \$76k grant submission to the Hume Whittlesea Primary Care Partnership to support the delivery the HumeXplorer initiative.
- 9.4.6 HumeXplorer aims to encourage families and children to get active and exploring local parks and open spaces within the municipality. The project also aims to equip families with the skills and confidence to participate in nature-based play activities in Hume parks, guided by an innovative adventure passport and a series of nature play events tailored to the expressed interests

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of the community. The project will officially launch in September 2019, marking the first week of spring.

**LGBTI+ Youth Inclusion:**

- 9.4.7 Although most lesbian, gay, bisexuals, trans and intersex (LGBTI) young people live healthy and happy lives, research demonstrates that a disproportionate number experience poor mental health outcomes and have higher risk of suicidal behaviours than their peers. These health outcomes are directly related to experiences of stigma, discrimination and abuse on the basis of sexual identity.
- 9.4.8 Throughout 2018, Council's Youth Services have supported a range of actions to enhance inclusion of LGBTI youth, overcome stigma and improve mental health outcomes for this cohort. This has included the formation of a new partnership with Headspace to deliver GLITTER youth groups in Craigieburn, Sunbury and Glenroy. In addition, Youth Services were successful in securing a \$10k grant that will be used to support the delivery of a social media campaign that will challenge and debunk misconceptions of LGBTI young people.

**Building A Respectful Community – Regional Strategy and Gender Equity Action Plan:**

- 9.4.9 Family violence and violence against women is a prevalent and serious human rights abuse that causes significant harm to individuals, families and the community. In recognition of the need to prevent violence against women, Council became an active member of the Building a Respectful Community Partnership – an alliance of 25 organizations that are committed to working to promote gender equity across workplaces, local community groups, neighborhoods, services and facilities. This alliance led the development of a regional Building a Respectful Community Strategy which draws on current national and Victorian frameworks and strategies to apply an evidence-based, intersectional and regional approach to addressing gender-equity and violence prevention.
- 9.4.10 Demonstrating its commitment to progress outcomes identified in the region-wide strategy, Council's Community Strengthening Department led the development of a Gender Equity Action Plan supported by a inter-department working group. The plan identifies a comprehensive range of activities that will be delivered in the coming years with the aim of building an inclusive, safe and equitable workplace, ensuring gender equity is considered in HR and recruitment practices and promoting gender equity in internal communications.

**Second action plan – outline and features**

- 9.5 The draft second action plan has been developed following:
- 9.5.1 A review and analysis of actions identified within the Council Plan 2019-20 Action Plan and other Council Strategies and Frameworks;
- 9.5.2 Consultation with staff members operating across a range of Council departments;
- 9.5.3 Consultation with agencies including DPV Health, Sunbury Community Health, the Hume Whittlesea Primary Care Partnership and Hume Moreland Department of Health and Human Services; and
- 9.5.4 A Hume Moreland Collaboration Forum held with State-funded prevention and wellbeing agencies, providing an opportunity to share and better align prevention activities, identify and build partnerships.

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- 9.6 The draft action plan identifies a total of 28 actions and is included in **Attachment 2**. All actions were required to align goals and objectives identified in the Health and Wellbeing Plan 2017-2021 and be delivered between June 2019 and June 2020.

**10. CONCLUSION:**

- 10.1 Through its implementation to date, the *Health and Wellbeing Plan 2017-2021* has progressed a significant number of cross-organisational actions that have been critical to improving health and wellbeing outcomes across Hume City.
- 10.2 The first action plan has played an important role in strengthening a cross-Council approach to health protection, promotion and prevention, while aligning and complementing activities being delivered by other local agencies. The second action plan will continue to improve health and wellbeing in Hume City by addressing the underlying causes of poor health where people live, learn, work and play.

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HUME HEALTH AND WELLBEING PLAN 2017-2021				
PRIORITY AREA: BEING ACTIVE				
Goal	10% increase in Hume adults participating in sufficient physical activity by 2025.			
Baseline*	In 2014, 41.4% of Hume City adults participated in sufficient physical activity.			
ACTION	OUTPUT	LEAD	STATUS	PROGRESS NOTES
Objective 1 Review and document missing links in Hume City walking and cycling networks and develop a priority list of works.	Support the provision of infrastructure that encourages physical activity. A priority list of works has been developed. Priority routes are considered for inclusion under Council's capital works program.	Urban and Open Space Planning	Completed	1. A priority list of works was developed and capital funds were allocated to support improvements along the Merri Creek trail and the Greenvale drain crossing. 2. The Greenvale drain crossing has been delivered and is now open to the public. A section of the Merri Creek trail has been completed at Bolinda Rd Reserve. Planning and stakeholder engagement for additional works along the Merri Creek trail is continue.
Facilitate active travel between key City destinations and attractions through continued delivery of the Hume Bicycle Network Plan and Northern Metro Trails Strategy.	Construction of Stage 1 of the Meadowlink open space connection (from Seabrook Reserve to Railway Crescent) has commenced.	Urban and Open Space Planning	Completed	Meadowlink Stage 1 has been completed, providing a connection between Railway Crescent, Merlynston Creek Corridor and local schools and parks. In addition, \$600,000 in project funding has been secured to commence Meadowlink Stage 2.
Objective 2 Explore opportunities for a Hume Get Active App.	Promote and support participation in active travel, sport, active recreation and leisure. The feasibility of a Hume Get Active app has been determined. The app is developed and promoted across Hume.	Leisure Centres and Sport	Completed	The Hume Fit app was developed and launched in Dec 2018. Users are able to use the app to track and record workouts, get support from a virtual coach and access personalised training programs.

<p>Deliver programs in primary schools that promote walking amongst children and support schools to map and establish safe walking routes.</p>	<p>The 2017/18 VicHealth Funded Walk to School initiative is delivered.</p>	<p>Health and Community Wellbeing</p>	<p>Completed</p>	<p>Council did not participate in the 2018 VicHealth funded Walk to School initiative due to competing demands.  Council was successful in securing \$15k in funding from VicHealth to support the delivery of Walk to School in 2019. Planning for the 2019 initiatives has commenced; local competitions and engagement activities will be delivered to encourage participation in the program.</p>
<p>Deliver inclusive programs and positive messages to increase participation in active recreation amongst women and girls.</p>	<p>A communications campaign targeting women and girls is delivered.  A series of recreation/leisure programs targeted at women and girls are established.</p>	<p>Leisure Centre and Sport</p>	<p>Completed</p>	<p>The state-wide <i>This Girl Can</i> campaign was leveraged to deliver a locally tailored campaign. This campaign delivered targeted positive messaging to encourage participation in active recreation amongst Hume City women and girls.  Council's website was updated to include information related to active recreation opportunities available locally, and resources to support and encourage participation in physical activity.  A range of leisure programs targeted at women and girls were established and delivered, including the <i>Get Active Women</i> swimming program, and <i>Women In Sports</i> program.</p>



Establish accessible programs that support older residents to become more physically and socially active.	A Walking Soccer program is delivered for older residents and community members living with a disability.	Health and Community Wellbeing	Completed	A <i>Walking Soccer Program</i> was established and delivered for older residents. Consultation continues with older residents to determine suitable sites to expand the program.  In addition, senior exercise stations have been installed at the Lynda Blundell Seniors Centre. A program is being rolled out to support safe and effective use of the equipment under the guidance of a qualified exercise physiologist.
Complete an audit of Council sports ground lighting and develop a Sports Ground Lighting Policy to enhance safety, amenity and access.	An audit is completed. The audit is used to develop a Sport Ground Lighting Policy.	Leisure Centres and Sport	Completed	The Outdoor Sports Lighting Policy and Plan was developed and adopted by Council in June 2018. Lighting installations/upgrades have been completed at five sites.
<b>Objective 3</b>				
Undertake a scoping exercise to determine barriers to accessing parks and open space before identifying effective options to enhance participation and utilisation.	A scoping paper is developed identifying barriers and appropriate activation options. A series of Park and Open Space activation activities are delivered.	Health and Community Wellbeing Sustainable Environment Family, Youth and Children's Services	Significant progress	Council was successful in securing \$76k in grant funding from the Hume Whittlesea Primary Care Partnership to deliver the HumeExplorer project.  The project aims to encourage families and children to be active and explore the various parks and open space available in Hume City. An adventure passport and series of events will be delivered to equip the families with the knowledge, skills and resources to participate in unstructured, nature-based play.
Informed by the finding of the scoping exercise, deliver a series of park and open space activation activities and/or events that connect local residents to these spaces.				

Provide adequate parks and open space, both in quantity and quality, to meet the diverse needs of current and future residents.	Findings from the Parks and Open Space service planning process are used to inform development of an Open Space Strategy.  A new Parks and Open Space Service Plan is finalised and endorsed by Council.	Urban and Open Space Planning	Completed	The <i>Parks and Open Space Service Plan</i> was completed in Sep 2018. Findings of the Service Planning process will inform key aspects of the Open Space Strategy, currently under development.
Undertake play space and amenity upgrades at Council parks and reserves including:  - Peterlee Court Reserve, Craigieburn - Overton Close Reserve, Greenvale - Neil Street Reserve, Sunbury - Tangemere Avenue Reserve, Tullamarine - Eyre Street Reserve, Westmeadows - Kevin DeLaine Reserve, Dallas	A series of community consultation activities have been delivered to gather feedback from community members.  Upgrades have commenced.	Urban and Open Space Planning	Completed	Informed by a series of community consultation activities, 16 play space and amenity upgrades were completed in 2018/19, including Peterlee Court Reserve, Overton Close Reserve, Neil Street Reserve and Tangemere Avenue Reserve. Construction is underway at Eyre Street Reserve, and is due to commence at Kevin DeLaine Reserve in 2019/20.
<b>PRIORITY AREA- HEALTHY EATING</b>				
<b>Goal</b>	<ol style="list-style-type: none"> <li>1. 10% increase in Hume adults consuming the recommended dietary intake of fruit and vegetables by 2025.</li> <li>2. 5% decrease in the number of Hume adults consuming sugar-sweetened drinks on a daily basis by 2025.</li> <li>3. 10% increase in the proportion of babies fully breastfed at 3 months of age by 2025.</li> </ol>			
Baseline*	<ol style="list-style-type: none"> <li>1. In 2014, 3.6% of Hume City adults consumed the recommended dietary intake of both fruit and vegetables.</li> <li>2. In 2014, 15.8% of Hume City adults consumed sugar-sweetened beverages on a daily basis.</li> <li>3. In 2014-15, 37.7% of Hume City infants were fully breastfed at 3 months of age.</li> </ol>			
<b>ACTION</b>	<b>OUTPUT</b>	<b>LEAD</b>	<b>STATUS</b>	<b>PROGRESS NOTES</b>
Objective 1	Promote consumption of healthy foods.			

<p>Support initiatives that promote water as a drink of choice including:</p> <ul style="list-style-type: none"> <li>- maximising access to water drinking and refill stations</li> <li>- delivery of sugary drink-free promotions and messaging</li> </ul>	<p>At least one funding proposal is developed.</p> <p>Pending outcomes of the funding proposal, water drinking initiatives are delivered.</p>	<p>Health and Community Wellbeing</p>	<p>Significant progress</p>	<p>A funding proposal was developed, however, VicHealth's annual <i>H30 Challenge Marketing grant</i> was discontinued in 2018. Alternative options to promote water as a drink of choice will be pursued in the 2019/20 Action Plan.</p>
<p>Support an increase in breast feeding rates by establishing breast feeding support nursing as part of Council's Maternal and Child Health Service offering.</p>	<p>Council nurses receive lactation consulting training.</p> <p>A referral process is established through Maternal and Child Health services.</p> <p>A lactation consulting drop in service is made available in at least two locations.</p>	<p>Health and Community Wellbeing</p>	<p>Significant progress</p>	<p>A community-based lactation consulting/breastfeeding service was established in partnership with local hospitals, and offers three lactation consulting drop-in sessions weekly in Broadmeadows. This is facilitated by Council's MCH nurses with lactation qualifications.</p> <p>98.9% of attendees have reported the service has improved their breastfeeding experience.</p> <p>The service will be expanded to a second location in 2019/20; this was informed by the service review and community consultation, which revealed the success of and subsequent growing demand for the service.</p>
<p>Objective 2 Deliver initiatives that make healthy choices, easier choices.</p>				

<p>Work with local dining and takeaway venues to increase availability and promotion of healthier food and/or drink options through delivery of Phase 2 of the Eat Out Eat Well (EOEW) awards program.</p>	<p>Key learnings from Phase 1 of the EOEW awards program trial are considered.  EOEW is established in at least one dining precinct in Hume city per year.</p>	<p>Health and Community Wellbeing</p>	<p>Completed</p>	<p>Key learnings from Phase 1 of the EOEW awards program trial included:                  - No reported increase in business/ economic benefit by food retailers                  - Challenges with initial and final assessment for food retailers due to time constraints                  - Program not influencing purchasing customer behaviour                  - Poor participation rate from the food retailers                   Given these findings, the Population Health and Social Policy Unit has instead implemented the Healthy Choices program - an evidenced-based, state-wide healthy eating program. To date, the program has been implemented in Council leisure centres. Opportunities to expand the program to local business and workplace will be pursued in the 2019/20 financial year.</p>
<p><b>Objective 3</b>  Enhance participation across Hume community garden sites.</p>	<p>Support initiatives that create a secure and sustainable food system.  Training focussed on governance and community leadership is delivered to garden users.  Gardener-led promotion and marketing efforts are delivered, enhancing garden membership.  At least one gardener-led event or activity is delivered per year at each community garden site.</p>	<p>Health and Community Wellbeing  Community Strengthening</p>	<p>Completed</p>	<p>Resources and training were developed and delivered to garden users in May 2019 to promote and support good governance.  A Community Garden Open Day, which featured a permaculture workshop, was delivered in Apr 2019. Significant capital works have been delivered across all garden sites to improve amenity and access.  Council developed a partnership with Hume Central High School; the school will be delivering Certificate 2 in Horticulture classes from the Homestead Garden.</p>

<p>Activate the Hume Food Policy to drive coordinated food actions and initiatives across Council.</p>	<p>The food policy is promoted to Council departments.  A gap analysis of Council food-related actions is conducted.  A series of food-related actions or initiatives are identified and delivered.</p>	<p>Health and Community Wellbeing</p>	<p>Deferred</p>	<p>Opportunities to promote and activate the <i>Hume Food Policy</i> will be further explored in the 2019/20 Action Plan. The Policy is due for review in the 2019/20 FY</p>
<p>Support local and sustainable food projects through the Hume Enviro Champions and Live Green program.</p>	<p>A minimum of four community food projects are supported through the Hume Enviro Champions program and the Live Green program.</p>	<p>Sustainable Environment</p>	<p>Completed</p>	<p>Five food-related community projects were supported through the <i>Hume Enviro Champs</i> and <i>Live Green</i> programs. These included: 1. Scoping the feasibility of establishing bee hives in Westmeadows Community Garden to aid garden pollination; 2. Delivering monthly children's gardening activities at the Sunbury Community Garden; 3. Delivering a permaculture workshop at Roxburgh Park Homestead Community Garden; 4. Providing of wicking beds at O'Shanassy Street for growing food; and 5. Supporting the growing of food at the Connections@Craigieburn Community Food Garden.</p>
<p>Encourage sustainable farming activities and provide opportunities for a variety of productive agricultural uses within Hume City's rural areas.</p>	<p>Development of the Rural Hume Integrated Growth Area Plan (HIGAP) is progressed.  A series of community engagement activities are delivered to inform the Plan.</p>	<p>Strategic Planning</p>	<p>Significant progress</p>	<p>Community consultation on the Rural HIGAP Emerging Issues and Options Paper was completed in Dec 2018. Investigation of issues raised in the submissions are being undertaken to further inform the development of Rural HIGAP strategy.</p>
<p><b>PRIORITY AREA</b></p>	<p><b>BEING CONNECTED</b></p>			
<p><b>Goal</b></p>	<p>1. Family Violence Indicator - TBC. 2. 5% decrease in the proportion of Hume residents who report being highly or very highly socially isolated by 2025.</p>			

ACTION	OUTPUT	LEAD	STATUS	PROGRESS NOTES
Objective 1 Facilitate community events that promote harmony and understanding between people of different faiths, cultures, genders and abilities.	Support development of activities and events that build and enhance community and social networks Refugee Week, NAIDOC Week, International Women's Day, International Day of Disability, the Victorian Seniors Festival and other community and cultural occasions are supported in partnership with the community. The Hume Interfaith Network (HIN) and the Friends of Aileu partnership projects are supported.	Community Strengthening	Completed	A series of events, programs and activities were supported and/or delivered in partnership with the community to celebrate Refugee Week, NAIDOC Week, International Women's Day, International Day of Disability and the Victorian Seniors Festival. Council supported the HIN in the development of their strategic plan in Feb 2019, and will continue to work with them to support the implementation of this plan.
Support the establishment of community led/championed health and wellbeing initiatives.	A funding proposal is developed seeking required resources to support residents and community groups to plan, design and implement local ideas. Pending the outcome of the funding proposal, Community Lead Health and Wellbeing Initiatives are established.	Health and Community Wellbeing	Deferred	Staff explored the delivery of the Growing Idea Awards in 2018 however discontinued due to competition with State-level's 'pick your project initiative'. Further exploration is being undertaken to determine how community-led health and wellbeing initiatives can be supported through Council's community grants program.

<p>Promote and support local arts and cultural projects and provide opportunities for community engagement in arts and cultural activities.</p>	<p>An arts and culture community engagement project is delivered in: - Olsen Place, Broadmeadows; and, - Sunbury.</p>	<p>Community Strengthening</p>	<p>Completed</p>	<p>A series of place-making activities were delivered at Olsen Place, Broadmeadows in May 2018.</p> <p>A Public Art Mentor from RMIT has been selected to lead the Sunbury Cultural Commissions Project, which seeks to build the capacity of local artists to tender for public art installations to be included at the Hume Global Learning Centre Sunbury. Eleven local artists participated in workshops.</p> <p>Eight exhibitions featuring local artists have been delivered. This is comprised of four at Gee Lee-Wik Dolleen Gallery and four in the Gallery Space at the HGLC Broadmeadows. In addition, the Hume Studios performing arts program delivered 39 workshops in 2018, partnering with internal and external stakeholders including community groups to celebrate International Women's Day. The Hume Arts Awards 2018 program was delivered with 15 artists receiving awards in July 2018.</p>
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<p>Promote and enhance LGBTI+ awareness and inclusion within Hume City.</p>	<p>1. The Craigieburn and Sunbury GLITTER social groups continue to be supported by Council. 2. A funding proposal is developed to support the expansion of GLITTER groups in other Hume City locations. 3. The Wear it Purple Day and other LGBTI+ awareness raising activities and events are supported in partnership with the community.</p>	<p>Family, Youth and Children's Services</p>	<p>Completed</p>	<p>1. The Craigieburn and Sunbury GLITTER groups have continued. A new partnership has been established with Headspace to deliver specialist mental health supports at sessions and to build broader community's awareness and referrals to the GLITTER groups. 2. A \$10k grant was secured to develop a community awareness (social media) campaign to debunk LGBTIQ+ myth in young people. 3. A series of community awareness activities and events have been delivered, including: - a series of engagement and information sessions at Sunbury College - Pride March participation - "Wear It Purple Day" pop-up event attracting 70 participants</p>
<p><b>Objective 2</b></p> <p>Deliver family and parenting programs which promote equal and respectful relationships between men and women.</p>	<p>Promote and develop safe and gender equitable communities, cultures and organisations where relationships are equal, non-discriminatory and respectful.</p> <p>The Baby Makes Three program is delivered in three community locations. An Assyrian Happy Mothers program is established in partnership with Northern Hospital and Murdoch Institute (Royal Children Hospital). A series of culturally safe parenting workshops are established to support local dads.</p>	<p>Family, Youth and Children's Services</p>	<p>Significant progress</p>	<p>Fathers nights and the BM3 program have been delivered, engaging over 250 families. These programs will be subject to a formal evaluation, before considering future delivery options. The <i>Happy Mothers Assyrian/Chaldean Group Pregnancy Care Program</i> was piloted in partnership with Northern Health and the MCRI. The program aims to assist families of refugee background to navigate the healthcare system and their antenatal and postnatal care needs. The program offers fortnightly education sessions at Craigieburn Health Service, and follow up by Council's MCH nurse and parent support workers.</p>



Build staff and community awareness of the prevalence and impact of violence through provision of information, education campaigns and programs.	Council supports promotion of Week Without Violence, the Clothesline Project and One Million Stars to End Violence campaign.	Community Strengthening	Completed	Council has delivered a range of family violence community awareness and prevention events, including: - Week Without Violence activities delivered in 3 schools and Newbury Child and Community Centre - The Clothesline Project at Goonawarra Neighbourhood house and Newbury community centre - One Million Stars to End Violence campaign at Homestead community and learning centre
Provide advice and input on the development, implementation, monitoring and evaluation of the Regional Prevention of Violence Against Women (PVAW) Strategy: Building a Respectful Community 2017-2021	Council participation in Regional PVAW Strategy Steering Group  The Regional Strategy reflects factors and approaches that are relevant to women and girls in Hume city.	Health and Community Wellbeing	Some progress	Council staff continue to participate in the regional prevention of violence against women networks led by Women's Health in the North.
Build a gender equitable and inclusive organisational culture and establish Hume City Council as a local leader in workplace gender equity.	A Workplace Gender Equity Strategy is developed.  Workplace actions and initiatives arising from the strategy have commenced.	Community Strengthening  Human Resources	Completed	A Gender Equity Action Plan has been developed and endorsed by Council, led by an internal staff working group.  The plan seeks to build a gender equitable, safe and inclusive workplace and identifies a range of actions surrounding three key themes including: - Theme 1: Building an inclusive, safe and equitable workplace culture. - Theme 2: Actively and consistently considering gender equity in people management and recruitment practices. - Theme 3: Fostering and promoting gender equality in our internal communications and strategic documents.
<b>Objective 3</b>				
Enhance real and perceived safety and amenity of public places and spaces.				

<p>Provide local communities and sectors opportunities to link together and coordinate activities that contribute to creating safe, secure and injury free environments:</p>	<p>1. A series of activities and events are delivered as part of the 2018 Community Safety Month (October). 2. A Road Safety Forum is delivered with a particular focus on providing supports and resources for culturally and linguistically diverse communities. 3. Ongoing operation of the Hume City Community Safety Advisory Committee.</p>	<p>Community Strengthening</p>	<p>Completed</p>	<p>1. A variety of events were delivered during Community Safety Month in partnership with Neighbourhood Watch, VicRoads, Public Transport Victoria, KIDSAFE, and Arabic Welfare. 2. A Multilingual Road Safety Forum was delivered in November 2018 at Craigieburn GLC. The forum sought to assist recent arrivals in Hume to adjust to Victorian road rules. 3. The Community Safety Advisory Committee continues to meet quarterly.</p>
<p>Implement a range of programs and services to and services to improve the safety of the built environment through Hume City Council's Community Safety Strategy 2014–2018.</p>	<p>Relevant actions in the Community Safety Strategy 2014–2018 have commenced.</p>	<p>Community Strengthening</p>	<p>Completed</p>	<p>Key actions identified within the Community Safety Action Plan (formerly known as Community Safety Strategy) have been progressed, including: - progress toward reaccreditation as a World Health Organisation International Safe City - Delivery of cyber safety information sessions and workshops across multiple community locations including Attwood House Community Centre, Global Learning Centres and Newbury Child and Community Centre. - Convening of an e-Smart Working Group who will guide the delivery of a range of programs for library customers and staff in the smart, safe and responsible use of digital technology.</p>
<p><b>PRIORITY AREA</b></p>	<p><b>PROTECTING HEALTH</b></p>			
<p><b>GOAL</b></p>	<p>1. 30% decrease in smoking by Hume City adults by 2025. 2. 10% decrease in excess alcohol consumptions amongst Hume City adults by 2025. 3. 20% decrease in electronic gambling losses per Hume City adult. 4. 95% of children are 'fully immunised' at age 5 years by 2025. 5. Net increase in street and park trees.</p>			

ACTION	OUTPUT	LEAD	STATUS	PROGRESS NOTES
<p>Implement Council's Gaming Policy including social impact assessments of applications for electronic gaming machines (EGMs), and support for gambling-related harm minimisation initiatives.</p>	<p>Council delivers an advocacy program for gambling reform, relevant to the local context. Council continues to participate in and support relevant partnerships that address gambling-related harms.</p> <p>The Libraries After Dark program is established providing alternate recreation options.</p>	<p>Urban and Open Space Planning Community Strengthening</p>	<p>Completed</p>	<p>Council has progressed an extensive range of activities to prevent and minimise community harms associated with gambling activity, including:                      - Development of the Draft Gambling Harm Minimisation Policy - anticipated to be adopted by Council in September 2019                      - Participation in the Alliance for Gambling Reform                      - Participation in a research study with Deakin University focussed on understanding and responding to gambling harms amongst older community members                      - Participation on MAV and VLGA gambling harm minimisation networks, including input to collective shared submissions                      - Delivery of a community gambling survey testing community views and attitudes around gambling</p>
<p>Baseline*</p>	<p>1. In 2014, 15.5% of Hume City adults by 2025.                      2. In 2015, 23.4% of Hume City residents were at risk of short-term harm from alcohol.                      3. In 2016-2017, \$700 was the total amount of money lost on electronic gaming machines per Hume City adult.                      4. In 2014-15, 94.2% of Hume City children were fully immunised by 5 years of age.                      5. In 2016-17, there was a net increase of 2,097 trees in Hume streets, parks, reserves and civic spaces.</p>			

<p>Protect the community against second-hand smoke and de-normalise smoking behaviour.</p>	<p>1. The State Government's reforms to smoke free outdoor dining areas have been implemented. 2. A scoping paper is developed exploring opportunities for smoke-free environment expansion such as at local sporting grounds and facilities.</p>	<p>Governance Health and Community Wellbeing</p>	<p>Completed</p>	<p>4000 visits have been conducted by officers to ensure compliance of local businesses with new smoke-free legislation. Local businesses have also been equipped with information, signage and education to support compliance.  The Victorian State Government has introduced new requirements for organised junior sporting events to establish smoke-free zones within 10 metres of sporting grounds. Officers continue to work with local sporting groups to establish and enforce these zones.</p>
<p>Continue to develop partnerships that support positive health and wellbeing amongst older residents.</p>	<p>In partnership with La Trobe University, free health checks and healthy lifestyle advice are delivered at each of Council's Senior Citizen Centres.</p>	<p>Health and Community Wellbeing</p>	<p>Completed</p>	<p>Free health checks have been offered across Hume City Senior Centres to support monitoring and early-identification of health issues experienced by older residents. Over 350 health checks were delivered during the 2018 Seniors Festival.</p>
<p>Encourage Hume City sporting clubs to manage alcohol responsibly and reduce alcohol related problems such as binge drinking and underage drinking.</p>	<p>Two Responsible Service of Alcohol (RSA) courses are delivered by Council to local Good Sports accredited sporting clubs.</p>	<p>Leisure Centres and Sport</p>	<p>Completed</p>	<p>Responsible Service of Alcohol (RSA) courses were delivered in August and October 2018 at Rupertswood Football Club and Roxburgh Park Cricket Club. Over 20 representatives from local sporting clubs participated in RSA courses.</p>

<p>Support existing and explore new partnership opportunities amongst Hume City health and community service agencies to promote collective action, collaboration and to minimise duplication.</p>	<p>Appropriate partnership models are explored. Partnership and networking opportunities around agreed health and wellbeing priority areas are established.</p>	<p>Health and Community Wellbeing</p>	<p>Completed</p>	<p>Council has partnered with Hume Moreland DHHs and state-funded prevention and wellbeing agencies to deliver a 'Collaboration Jam Forum' focussed on building and enhancing social inclusion. The forum provided opportunities for agencies to come together to explore challenges around social inclusion, share practice wisdom, identify and activate opportunities for partnership and joint work and to better position agencies to deliver on the next Victorian Public Health and Wellbeing Plan. Joint activities and initiatives continue to be explored and pursued across agencies.</p>
<p><b>Objective 2</b> Enhance immunisation coverage rates amongst priority groups.</p>	<p>The Hume Refugee Immunisation Project is established delivering child and adult immunisation to newly arrived refugee families. Formal referral pathways are established between Settlement services, Council's GP and Immunisation Service. Clinical education and support is provided to local GPs highlighting refugee immunisation status and appropriate catch-up schedules Proactive outreach efforts are delivered to identify and immunise already settled refugee families.</p>	<p>Health and Community Wellbeing</p>	<p>Completed</p>	<p>The Hume Refugee Immunisation Project has been delivered. To date, the project has delivered immunisation assessments to over 4,000 local refugee and asylum seekers and has connected 2,800 of these individuals with an appropriate, local immunisation service provider.</p>

<p><b>Objective 3</b> Reduce greenhouse gas emissions from Council's operations through energy conservation efforts and renewable energy sources.</p>	<p>Encourage initiatives that enhance climate resilience of public places and spaces, infrastructure and private housing stock. A review of the 2013 - 2016 Greenhouse Action plan has been conducted. A new Greenhouse Action plan is developed and adopted by Council.</p>	<p>Sustainable Environment</p>	<p>Completed</p>	<p>The Green House Action Plan 2018-2022 was developed and adopted. Implementation of the action plan has commenced, including: - Review of Power Purchase Agreements - Ongoing delivery of solar installs in Council buildings/facilities - including in the refurbishment of the Broadmeadows Leisure and Aquatic Centre - Participation in a citizen science climate change adaptation project, led by RMIT university, building understanding amongst officer and staff about urban heat island effects.</p>
<p>Increase levels of shade in public places to reduce heat vulnerability and urban heat-island effect.</p>	<p>1. Targeted tree planting is delivered in local streets, parks, reserves and civic spaces. 2. An integrated urban forest approach is considered for inclusion within the Open Space Strategy.</p>	<p>Parks</p>	<p>Significant progress</p>	<p>1. A total of 2,942 street and park trees were planted in 2018/19 FY. The net increase in canopy coverage is yet to be calculated. 2. An urban forest framework and approach is expected to be included within the new, Open Space Strategy - due for delivery in the 2019/20 FY.</p>
<p>Integrate Environmentally Sustainable Design (ESD) and development targets, checklists, considerations</p>	<p>New Council buildings integrate energy and water efficiency measures in design and construction.</p>	<p>Sustainable Environments</p>	<p>Completed</p>	<p>ESD was integrated into the delivery of the new Atkin Hill Community Centre. The facility has achieved a 'Best Practice' rating under the Built Environment Sustainability Scorecard. ESD guidelines continue to be embedded in the planning, design and delivery of new Council buildings.</p>
<p><b>PRIORITY AREA CAPABILITIES TO PARTICIPATE</b></p>				
<p>Goal</p>	<p>1. 10% increase in the number of Hume residents aged 15-24 years who are engaged in full time employment, education or training. 2. Housing diversity indicator - TBC.</p>			
<p>Baseline*</p>	<p>1. in 2016, 71.3% of Hume residents aged 15-24 years were engaged in full time employment, education or training. 2. TBC.</p>			
<p><b>ACTION</b></p>	<p><b>OUTPUT</b></p>	<p><b>LEAD</b></p>	<p><b>STATUS</b></p>	<p><b>PROGRESS NOTES</b></p>

<p><b>Objective 1</b> Create supportive environments for local start-up and new businesses.</p>	<p>Support initiatives that build a strong and sustainable economy. Business incubators and co-working spaces are included in:  <ul style="list-style-type: none"> <li>• The redevelopment of the Broadmeadows Town Hall and</li> <li>• Development of the Hume Global Learning Centre Sunbury</li> </ul> </p>	<p>Economic Development</p>	<p>Significant progress</p>	<p>Town Hall Broadmeadows will be opened to the public in Oct 2019 following extensive construction works.  A series of launch events for the venue have been planned. A project working team is progressing the Business Development and Customer Attraction Strategy for the activation of the Events space.</p>
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Objective 2	Support initiatives that reduce people's barriers to meaningful employment, education and training opportunities.		Significant progress	<p>1. A review of the Hume Investment Attraction Framework, including the Financial Incentive has been completed. The revised Hume Investment Attraction Framework is being presented to Council for adoption.</p> <p>2. Staff supported and encouraged B2B communication and networking opportunities that led to job growth by supporting/ hosting a series of programs/ events in partnership with Small Business Victoria and ATO across Hume. Programs and events delivered include information sessions, Small Business Bus and Small Business Mentoring Service, business breakfast, Women in Front Luncheon and Hume Business Awards.</p> <p>3. Council continues to partner with tourism bodies and digital outlets to promote the Visitor Economy. In partnership with Destination Melbourne, a 'Discover Your Backyard' marketing campaign and competition has been delivered.</p> <p>4. A series of tourist and promotional activities delivered include:</p> <ul style="list-style-type: none"> <li>-The @discoverhume Instagram page is launched. The page has 1500 followers.</li> <li>- A Hume City segment on Channel 9 Postcards with presenter Lauren Phillips. The episode</li> </ul>
Continue to create opportunities for economic participation by maintaining services that attract and retain businesses, support and develop local leading businesses, activate and improve activity centres and enhance tourism.	<p>1. The Hume Investment Attraction Framework is progressed.</p> <p>2. A program of formal and informal business networking events is delivered.</p> <p>3. Participation in formal networks and strategic partnerships with tourism organisations to support the visitor economy.</p> <p>4. Tourist, promotional activities such as Postcards TV travel program, public relations and online promotions are delivered.</p>	Economic Development		



Support local businesses and service providers to employ Hume residents:	<ol style="list-style-type: none"> <li>1. The Local Jobs for Local People program is delivered connecting businesses with local job seekers.</li> <li>2. Networking opportunities and industry visits to local businesses are delivered to local job seekers.</li> </ol>	Economic Development	Significant progress	<ol style="list-style-type: none"> <li>1. Over 75 businesses have been supported through the Local Jobs for Local People Program to employ Hume residents. The Local Jobs for Local People Program exhibited at the Melbourne Norths Jobs fair to promote Hume based employment opportunities to Hume residents. A total of 141 Hume residents were placed into employment with Hume businesses.</li> <li>2. Fifteen new Hume businesses have registered and have been directly posting vacancies on Hume Job link since July 2018. Over 300 employment opportunities have been exclusively sourced by Labour Market Facilitation officers. There are currently 6,799 registered users on Hume Job link with an additional 141 new users in April 2019. The Hume Job link aggregates on average over 300 jobs listings a week. 5 Industry Tours have been undertaken with employers such as ParkRoyal Hotel, CSL Behring, Ibuild.</li> </ol>
Complete design and commence construction of the Hume Global Learning Centre Sunbury.	Informed by community and stakeholder engagement, design for the Sunbury Global Learning Centre is finalised.		Completed	The design response for the new GLC Sunbury has been strongly shaped and informed by the community needs and aspirations articulated during the engagement phase which included both community and stakeholder engagement, including the establishment of the Community Advisory Committee. Construction works have commenced.

<p>Tailor learning opportunities to population groups and growth industries to support skills development and job pathways for Hume residents.</p>	<p>1. A minimum of 12 targeted job search skill development workshop sessions have been delivered. 2. A minimum of 12 targeted employer information sessions have been delivered to local job seekers.</p>	<p>Economic Development</p>	<p>Completed</p>	<p>1. Fifteen targeted job search skill development workshop sessions have been delivered. 2. Fourteen employer led sessions are facilitated by the Local Jobs for Local People team with employers including Toll, Data, D'Osogna, Parkroyal Hotel, UBNSURF and the Mantra Hotel.</p>
<p>Provide opportunities for tertiary study, skill development and qualifications close to home.</p>	<p>The Hume Multiversity initiative is delivered as part of the new Hume Global Learning Centre Sunbury Project.</p>	<p>Economic Development</p>	<p>Significant progress</p>	<p>A meeting of all potential Multiversity partners was hosted by Council in March 2019. The Hume Jobs and Skills Taskforce (HSTF) Multiversity Working Group is now focused on MOU development with partners with a view to commencing Multiversity programs from 1 July 2019.  A Multiversity Engagement Officer has commenced in May 2019 to manage the relationship and coordinate program delivery with the partners. Discussions are pending to Multiversity partners to deliver programs across Global Learning Centres and community facilities.</p>

<p>Deliver a series of programs that support childhood literacy and learning outcomes.</p>	<p>The iTots, makerspace, bilingual story time, 1000 books before school programs are delivered.</p>	<p>Community Strengthening</p>	<p>Completed</p>	<p>Bilingual story times continue to be delivered at HGLC Broadmeadows and HGLC Craigieburn. Currently there are sessions in Sinhalese, Arabic, Assyrian and Turkish. 598 sessions have been held in total with 17,301 attendees.</p> <p>A number of iTots sessions are held weekly at HGLC Broadmeadows, HGLC Craigieburn, Sunbury Youth and Library Centre and Tullamarine Library. To date there have been 259 iTots sessions with 7,457 attendees.</p> <p>Due to the lack of demand in makerspace program, staff introduced STEAM activities cover a variety of programs, from Engineering Adventures, Mini Makers, Science Lab, Lego Robotics and Code club as well as other sessions. To date there have been 671 sessions held with 12,794 attendees. Hume Libraries STEAM expos are also popular with 1039 people participating in the Spring session and 1191 people participating in the Summer session.</p> <p>The 1000 Books Before School Program continues. In 2018/19, there were 183 new registrations, with 12 more children reaching the 1000 book milestone.</p>
<p><b>Objective 3</b></p>				
<p>Explore options to facilitate and encourage the provision of greater housing diversity in residential areas to meet the needs of current and future residents.</p>	<p>Support initiatives that address housing affordability including operational costs.</p>	<p>Strategic Planning</p>	<p>Significant progress</p>	<p>A draft housing diversity strategy has been developed. The Strategy is expected to be presented for Council consideration and adoption in September 2019.</p>

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Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

<b>PRIORITY AREA: BEING ACTIVE</b>		
<b>Goal:</b> 10% increase in Hume adults participating in sufficient physical activity by 2025.		
<b>Baseline:</b> In 2014, 41.4% of Hume City adults participated in sufficient physical activity.		
<b>Source:</b> Victorian Population Health Survey, 2014.		
<b>Action</b>	<b>Output</b>	<b>Lead</b>
1. Support the provision of land and infrastructure that encourages physical activity.	Approaches to embed <i>Universal Design Principles</i> in Council infrastructure planning, design and delivery, are explored.	Urban and Open Space Planning, Health and Community Wellbeing
Deliver infrastructure and facility improvements to enhance physical activity participation for older people.	A scoping exercise is undertaken to determine suitable locations and required resources for installation of older adult exercise stations.  A review is undertaken to identify senior centre utilisation rates, amenity levels and possible upgrades required to respond to the needs of older residents.	Health and Community Wellbeing
2. Promote and support participation in active travel, sports, active recreation and leisure.		
Promote local opportunities for active travel, sports, recreation and leisure.	Promotion campaigns including Active April and Walk to School are delivered and targeted to priority groups utilising positive and inclusive messaging.	Health and Community Wellbeing, Communications and Events
Enhance the range and quality of active recreational opportunities in Hume City with a focus on addressing imbalances in participation rates amongst defined community cohorts.	Opportunities to deliver free, community-based active recreational activities are explored.  Schools with no participation history in VicHealth's Walk to School program are actively engaged to ensure participation.	Health and Community Wellbeing

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

3. Encourage participation in parks and open space.		
Explore and deliver a range of opportunities to activate local parks and open space.	The HumeXplorer initiative is delivered.  Appropriate opportunities for activation pop-ups in local parks and open spaces are identified and delivered.	Health and Community Wellbeing, Communications and Events
Deliver initiatives that increase appreciation of, and connection with, the natural environment.	The <i>Bush Kinder Program</i> is trialled and evaluated at a local kindergarten.  Partnership and funding opportunities to pilot a <i>Green Prescription Program</i> in Hume City are explored.	Family & Children Services  Health and Community Wellbeing

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

PRIORITY AREA: HEALTHY EATING		
<p><b>Goal:</b> 10% increase in Hume adults consuming the recommended dietary intake of fruit and vegetables by 2025.  <b>Baseline:</b> In 2014, 3.6% of Hume City adults consumed the recommended dietary intake of both fruit and vegetables.  <b>Source:</b> Victorian Population Health Survey, 2014.</p> <p><b>Goal:</b> 5% decrease in the number of Hume adults consuming sugar-sweetened drinks on a daily basis by 2025.  <b>Baseline:</b> In 2014, 15.8% of Hume City adults consumed sugar-sweetened beverages on a daily basis.  <b>Source:</b> Victorian Population Health Survey, 2014.</p> <p><b>Goal:</b> 10% increase in the proportion of babies fully breastfed at 3 months of age by 2025.  <b>Baseline:</b> In 2014-15, 37.7% of Hume City infants were full breastfed at 3 months of age.  <b>Source:</b> Department of Education and Training, Maternal and Child Health Services Annual Report, 2014-2015.</p>		
Action	Output	Lead
Promote the consumption of healthy foods.		
Identify partnerships and funding opportunities to leverage available prevention and early intervention initiatives that support families and children to consume a healthier diet.	Partnership and funding opportunities are explored for establishment of the <i>INFANT Program</i> in Hume City. Opportunities are explored for promotion of the <i>Life! Program</i> and local delivery of free <i>Healthy Living Sessions</i> .	Health and Community Wellbeing
Promote the consumption of water in Hume City.	Inclusion of drinking fountains across all hierarchy of parks and open space is explored during the development of a new Open Space Strategy. Local schools are supported to engage with available programs and resources to integrate water and the benefits of drinking tap water into the curriculum.	Urban and Open Space Planning  Health and Community Wellbeing

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

<p>Deliver initiatives that make healthy choices easier choices for Hume residents.</p>		
<p>Improve the access and/or availability of healthier foods and drinks at Council managed services.</p>	<p>Nudge trials are designed, implemented and evaluated, to improve compliance of Council managed leisure centres with standards outlined in the State Government's <i>Healthy Choices Guidelines for Sport and Recreational Centres</i>.</p>	<p>Health and Community Wellbeing</p>
<p>Create a secure, healthy and sustainable food system.</p>		
<p>Improve integration of food-related directions and actions in Hume City to support the promotion of food-related health, social, cultural, economic and environmental outcomes.</p>	<p>Review of the <i>Hume Food Policy</i> is initiated for identification of potential policy amendments to strengthen future food-related outcomes.</p>	<p>Health and Community Wellbeing</p>



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PRIORITY AREA: BEING CONNECTED		
<b>Goal:</b> Family Violence Indicator - TBC		
<b>Baseline:</b> In 2016-17, there were 1,478 family violence incidents in Hume City per 100,000 residents.		
<b>Source:</b> Crime Statistics Agency, Family Violence Incidents, 2017.		
<b>Goal:</b> 5% decrease in the proportion of Hume residents who report being highly or very highly socially isolated by 2025.		
<b>Baseline:</b> In 2014, 20.5% of Hume City adults report being highly or very highly socially isolated.		
<b>Source:</b> Victorian Population Health Survey, 2014.		
Action	Output	Lead
Develop and deliver activities and events that build and enhance community and social networks.		
Support the <i>Hume Interfaith Network</i> to advance a welcoming and inclusive community.	The Hume Interfaith Network are supported in the delivery of their strategic plan.	Community Strengthening
Provide and support opportunities to increase residents' social connections and promote a sense of community spirit.	Major festivals, neighbourhood-style activities and community-led events are delivered.	Communications and Events
Promote and develop safe and gender equitable communities, cultures and organisations where relationships are equal, non-discriminatory and respectful.		
Ensure the diversity of Hume City community members is considered in planning and delivery of all Council's services, programs and activities.	The <i>Hume Multicultural Framework 2019-23</i> is adopted and implemented.	Community Strengthening
Build an inclusive, safe and equitable workplace culture which actively fosters and promotes gender equality.	Implementation of activities identified within the <i>Hume City Council Gender Equity Action Plan</i> has commenced.	Human Resources

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

<p>Support the delivery of initiatives which promote respectful relationships and prevent family violence and violence against women.</p>	<p>Prevention of Violence Against Women initiatives are delivered at three community centres in partnership with member organisations.  A property search is undertaken identify suitable locations and/or access points in Hume City for establishment of <i>The Orange Door</i>. Potential sites are shared with Family Safety Victoria.</p>	<p>Community Strengthening  Health and Community Wellbeing</p>
<p>Enhance the real and perceived safety an amenity of public places and spaces.</p>		
<p>Support activities that increase safe road use behaviours in Hume City.</p>	<p>Road and pedestrian safety initiatives are delivered in collaboration with the Victorian Police ND4 Road Safety Network.  Piloting of road surface treatments are reviewed to understand their impacts in discouraging dangerous driving and speeding.</p>	<p>Community Strengthening  Assets</p>
<p>Consider and implement a range of strategies to promote community safety in line with the needs of the local community.</p>	<p>The <i>Hume Community Safety Action Plan</i> is reviewed and updated.</p>	<p>Community Strengthening</p>

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

<b>PRIORITY AREA: PROTECTING HEALTH</b>		
<p><b>Goal:</b> 30% decrease in smoking by Hume City adults by 2025.</p> <p><b>Baseline:</b> In 2014, 15.5% of Hume City adults were current smokers.</p> <p><b>Source:</b> Victorian Population Health Survey, 2014.</p> <p><b>Goal:</b> 10% decrease in excess alcohol consumption amongst Hume City adults by 2025.</p> <p><b>Baseline:</b> In 2015, 23.4% of Hume City residents were at risk of short-term harm from alcohol.</p> <p><b>Source:</b> VicHealth Indicators Survey, 2015.</p> <p><b>Goal:</b> 20% decrease in electronic gambling losses per Hume City adult.</p> <p><b>Baseline:</b> In 2016-17, \$700 was the total amount of money lost on electronic gaming machines per Hume City adult.</p> <p><b>Source:</b> Victorian Commission for Gambling and Liquor Regulation, 2017.</p> <p><b>Goal:</b> 95% of children are 'fully immunised' at age 5 years by 2025.</p> <p><b>Baseline:</b> In 2014-15, 94.2% of Hume City children were fully immunised by 5 years of age.</p> <p><b>Source:</b> Department of Education and Training, Victorian Child and Adolescent Monitoring System, 2014.</p> <p><b>Goal:</b> Net increase in street and park trees.</p> <p><b>Baseline:</b> In 2016-17, there was a net increase of 2,097 trees in Hume streets, parks, reserves and civic spaces.</p> <p><b>Source:</b> Hume City Council.</p>		
Action	Output	Lead
<p>Deliver activities that minimise the harms of tobacco, alcohol and gambling.</p> <p>Build community awareness and understanding of alcohol-related harms.</p>	<p>Mapping is undertaken to establish an evidence base of alcohol-related harm in Hume City. An options paper is developed identifying alcohol-related harm minimisation strategies and options.</p>	<p>Health and Community Wellbeing</p>

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

Strengthen practices in the prevention, reduction and minimisation of gambling related harms.	The <i>Gambling Harm Minimisation Policy</i> is adopted. Council continues to actively participate in the <i>Alliance for Gambling Reform</i> and relevant research activities. Grants are administered specifically for the delivery of innovative services, programs and/or projects that prevent and/or reduce harms related to gambling.	Health and Community Wellbeing Health and Community Wellbeing Health and Community Wellbeing
<b>Deliver targeted initiatives and information to enhance immunisation uptake.</b>		
Enhance the delivery of Council's immunisation services.	A review of Council's Immunisation Services is undertaken, and actions are initiated in response to findings.	Health and Community Wellbeing
Increase immunisation coverage rates amongst un- or under-immunised cohorts.	Opportunities are explored to improve immunisation access and uptake amongst under-immunised groups. Additional immunisation sessions are established, tailored to the needs of under-immunised cohorts. A resource is developed and disseminated to local schools to improve their capacity in the planning and facilitation of school immunisation days.	Health and Community Wellbeing Health and Community Wellbeing Health and Community Wellbeing
<b>Enhance climate resilience of public places and spaces, infrastructure and private housing stock.</b>		
Increase canopy cover of streets and reserves in Hume City.	The <i>2019/20 Urban Forest Enhancement Program</i> is implemented. An <i>Urban Forest Approach</i> is integrated into the new <i>Open Space Strategy</i> .	Parks Urban and Open Space Planning

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

<p>Increase the uptake of recycling and organics collections to divert waste from landfill.</p>	<p>A business case for a municipal wide organics service is developed and considered for inclusion in Council's household waste and recycling collection service.  A communications plan is developed and delivered to promote correct household management and collection of general waste, recycling and organics.</p>	<p>Sustainable Environment and Waste  Sustainable Environment and Waste</p>
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Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

**PRIORITY AREA: CAPABILITIES TO PARTICIPATE**

**Goal :** 10% increase in the number of Hume residents aged 15-24 years who are engaged in full time employment, education or training.

**Baseline:** In 2016, 71.3% of Hume residents aged 15-24 years were engaged in full time employment, education or training.

**Source:** ABS, Census of Population and Housing 2016

**Goal :** Housing diversity indicator – TBC

**Baseline:** TBC

**Source:** TBC

Action	Output	Lead
Support initiatives that build a strong and sustainable local economy.		
Facilitate the delivery of a range of programs and events to support local start-ups and business scaleups.	Free monthly masterclasses are delivered to build small business management capabilities. Promotional and marketing campaigns are delivered to attract local businesses to encourage uptake of local business accelerator programs and business events.	Economic Development Economic Development
Attract new investment in Hume City to support job growth and improve economic prosperity, business activity and sustainability.	Implementation of the revised <i>Hume Investment Attraction Framework</i> has commenced. Promotional and marketing activities are delivered to attract business conferences, weddings and private and community events in local venues and facilities.	Economic Development Customer Service and Facilities
Support initiatives that reduce people's barriers to meaningful employment, education and training opportunities.		
Improve accessibility of quality education and training opportunities for Hume residents.	The revised <i>Hume Multiversity</i> program is launched, and implementation of the <i>Multiversity Action Plan</i> has commenced.	Economic Development

Hume Health and Wellbeing Plan 2017-21: 2019/20 Action Plan

	Ongoing opportunities for tertiary education providers to establish in Hume's growth areas are explored.  Planning for the 2021 roll-out of three-year-old kindergarten has commenced.	Economic Development  Family, Youth and Children's Services
Enhance local employment pathways for priority groups.	Opportunities to establish a new Council traineeship program targeting residents from emerging communities or those who are experiencing long-term unemployment are explored.  Council's range of student employment pathway programs are enhanced to include support for those with disabilities and from culturally and linguistically diverse backgrounds.	Human Resources
Support initiatives that address housing security and affordability.		
Guide and facilitate the provision of affordable housing.	The adopted <i>Housing Diversity Strategy</i> supports the provision of a diverse range of appropriate housing options and residential development.  The development of an <i>Affordable Housing Policy</i> has commenced.	Strategic Planning  Strategic Planning/Health and Community Wellbeing

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<b>REPORT NO:</b>	SU438
<b>REPORT TITLE:</b>	Council's Gas and Electricity Contracts
<b>SOURCE:</b>	Michelle Bennett, Coordinator Sustainable Environment
<b>DIVISION:</b>	Sustainable Infrastructure and Services
<b>FILE NO:</b>	HCC 12/9-05
<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 Council's current gas contracts for large and small sites expire on 30 June 2020. This report seeks delegated authority to the CEO to sign an agency agreement to participate in the Procurement Australia tender process for new gas contracts for a two-year period from 1 July 2020 through to 30 June 2022.

**2. RECOMMENDATION:**

**That Council:**

- 2.1 delegates to the CEO authority to sign Agency Agreements to appoint Procurement Australia as Hume's tendering agent for large sites gas and small sites gas for two-year contracts from 1 July 2020 – 30 June 2022**
- 2.2 considers a further report to enter into Energy Supply Agreements with the successful tenderer/s for these contracts**

**3. LEGISLATIVE POWERS:**

- 3.1 Legislative powers to enter into contracts are contained in *Section 186 of the Local Government Act 1989*
- 3.2 Councils can directly enter into contracts made available by the Municipal Association of Victoria (MAV) Procurement and Procurement Australia (PA), without undertaking a public tender or expression of interest process.
- 3.3 The Minister for Local Government granted this approval in 2014 under section 186(5)(c) of the *Local Government Act 1989*. The approval was granted on the basis that these contracts are selected following a competitive process and represent best value for money.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 The large sites gas budget for 2019/20 is approximately \$770,700 for the three aquatic centres and \$282,000 for the small sites with gas (around 70 facilities).
- 4.2 The value of a Power Purchase Agreement for small sites electricity and the smaller street-lighting account is anticipated to be around \$2 million in total over a ten-year period under a medium pricing scenario.

**REPORT NO: SU438 (cont.)**

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

- 5.1 At the Council meeting on 12 March 2019 Council committed all of Hume's electricity supply to carbon neutral electricity via the participation in Power Purchase Agreement (PPA) procurement processes to purchase electricity on a longer-term basis (around ten years) from renewable energy generators. This will result in greenhouse gas emissions savings of around 19,000 tonnes of carbon dioxide equivalent per year which equates to the removal of around 5,500 average Australian cars from the road per year.
- 5.2 Gas has a significantly lower greenhouse gas coefficient per unit of energy than Victorian electricity and due to this, has been considered in the past as a cleaner and more efficient fuel than conventional electricity. There are no commercially available 'renewable gas' options however and energy efficiency and purchasing carbon offsets are the only means of mitigating greenhouse gas emissions from natural gas use.
- 5.3 With the increasing urgency to reduce greenhouse gas emissions to tackle climate change and concerns about the environmental impacts of gas fracking some Councils and other organizations are moving to a fossil fuel free approach (relying on 100% renewable electricity only) and are not installing gas in new facilities and/or investigating the removal of gas from existing facilities. If Hume decides to adopt this type of approach, it would be practical to prioritize no new gas connections. Renewal of the gas contracts is currently required for ongoing service delivery.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

- 6.1 The urgent need to address climate change by switching to renewable energy sources is one of the drivers of increasing energy prices but is not the only or dominant driver. The sale of Australian natural gas on the international market has had a significant impact on the cost of natural gas over the last few years and these increases are expected to continue as demand for fossil fuels continues to increase and supplies decline.

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

- 7.1 There are no Charter of Human Rights issues to be considered in regard to this report.

**8. COMMUNITY CONSULTATION:**

- 8.1 Community consultation was not undertaken for this energy contracting consideration.

**9. DISCUSSION:**

- 9.1 Energy markets are complex and having Procurement Australia act as procurement agents has ensured that Hume has good access to expert advice and the benefits of group procurement in the past. Continuing with Procurement Australia for large sites gas and small sites gas is the most straight forward and efficient way for Hume to proceed with procuring these contracts.
- 9.2 When Hume assigns an agency agreement with Procurement Australia to act as Hume's tendering agent as recommended in this report, Hume will be bound to enter into an Energy Supply Agreement with the successful tenderer/s. The contracts will be for a two-year period.

**REPORT NO: SU438 (cont.)**

**10. CONCLUSION:**

- 10.1 Continuing to purchase gas via the Procurement Australia tender process is the most practical way for Hume to proceed with this procurement.

REPORT NO: SU438 (cont.)

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<b>REPORT NO:</b>	GE373
<b>REPORT TITLE:</b>	Annual Report to Council on Audit Committee Business Undertaken 2018/19
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC14/401
<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>Annual Report on Audit Committee Business Undertaken 2018-19</i>

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**1. SUMMARY OF REPORT:**

In accordance with the requirements of the Audit Committee Instrument of Delegation an annual report is required to be provided to Council informing the Council of business undertaken and considered by the Audit Committee in 2018/19.

**2. RECOMMENDATION:**

**That Council notes the Annual Report on the Audit Committee's business for 2018/19.**

**3. DISCUSSION:**

3.1 The Audit Committee Instrument of Delegation includes a requirement for the Committee to provide Council with a copy of its meeting minutes and an annual report. The agendas and minutes of the Committee are regularly distributed to all councillors and the minutes listed for noting in the Council Meeting Agenda. This report and its attachment are presented to Council in accordance with the requirement for an annual report to be presented to Council.

3.2 The attached Annual Report on Audit Committee Business Undertaken for 2018/19 (attachment 1) was adopted as the Committee's Annual Report to Council at the Committee meeting held on 30 August 2019.

**4. CONCLUSION:**

The attached report reflects that Council's Audit Committee has developed a strong reporting regime to meet its requirements under its Charter. The Committee has monitored the progress of internal audit recommendations and provided guidance and high level oversight of Council's management of financial, risk and operational matters in accordance with the Audit Committee Instrument of Delegation.

**REPORT NO: GE373 (cont.)**

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**REPORTS – OFFICERS' REPORTS**  
**30 AUGUST 2019****REPORT TO AUDIT COMMITTEE****REPORT NO:****REPORT TITLE:** Annual Report on Audit Committee Business Undertaken 2018/19**SOURCE:** Gavan O'Keefe, Manager Governance**DIVISION:** Corporate Services**FILE NO:** HCC14/401**POLICY:** -**STRATEGIC OBJECTIVE:** 5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.**ATTACHMENTS:** Nil**1. SUMMARY OF REPORT:**

This report forms the basis on which the Audit Committee reports to Council in accordance with the requirements of the Audit Committee Instrument of Delegation and provides information relating to business considered by the Audit Committee in 2018/19.

**2. RECOMMENDATION:**

**That this report be issued to Council as an Annual Report on the Audit Committee's business for 2018/19.**

**3. DISCUSSION:**

3.1 The Audit Committee Instrument of Delegation includes a requirement for the Committee to provide Council with a copy of meeting minutes and an annual report. Minutes of meetings of the Audit Committee have been provided to Council in accordance with the Instrument of Delegation.

3.2 Independent members currently on the Committee are:

3.2.1 Claire Filson, Chair – term expiry April 2020

3.2.2 Brian Keane – term expiry April 2020

3.2.3 David Nairn – term expiry April 2023

3.3 Council, at its Statutory Meeting held on 1 November 2018:

3.3.1 Appointed Cr Drew Jessop and Cr Karen Sherry as Councillor members of the Audit Committee.

3.3.2 Extended the appointment of Mr David Nairn as an Audit Committee member for a further four year period until 13 April 2023.

3.3.3 Fixed the allowance to be paid to the independent members at:

(a) Chairperson - \$8,500 per annum

(b) Member - \$6,800 per annum

3.4 Members attended most meetings they were eligible to attend, the exceptions being Cr Carly Moore provided an apology for the 31 August 2018 meeting and Cr Karen Sherry provided an apology for the 30 November 2018 meeting. Committee members also attended the 3 September 2018 Strategy and Policy Briefing and provided Council with confirmation of their satisfaction with Council's processes and the Committee's operations. Committee members were also given opportunity to have a confidential discussion with Councillors without the presence of Council officers.

**REPORTS – OFFICERS' REPORTS****30 AUGUST 2019****REPORT TO AUDIT COMMITTEE****REPORT NO: (cont.)**

3.5 The Audit Committee met four times during the year and the following items were identified as significant business undertaken by the Audit Committee for 2018/19:

3.5.1 Overseeing the internal audit function:

- (a) Following a tender process, BDO was appointed Council's Internal Auditor at the Council meeting held 22 May 2017, for an initial period of three years commencing 1 July 2017 with a one year option to renew.
- (b) The strategic audit plan for the period July 2017 – June 2020 was approved by the Audit Committee on 25 August 2017. At the May 2019 Audit Committee meeting, the Committee adopted a revised plan for the period 1 July 2019 – 30 June 2020.

3.5.2 Risk Management:

In performing its obligations and responsibilities under the Audit Committee Charter, the Committee is cognisant of the critical nature of risk management in the operations of Council. Accordingly, risk management is a key focus for the Committee and regular risk management reports are considered throughout the year.

3.5.3 The following reports were presented to the Audit Committee for consideration:

**Audit Committee Charter**

- (a) Financial Reporting
  - (i) Quarterly Finance Reporting
  - (ii) Year-end Financial Reporting - A comprehensive review of the financial statements preparation was undertaken including meeting with the external auditor. The Audit Committee recommended that Council provide in principal approval of the Financial Statement for 2017/18.
- (b) Internal Control
  - (i) Fraud Control Update
  - (ii) Management Status Reports - The Audit Committee reviewed the actions taken by management in implementing the internal audit recommendations made. Any recommendations made which have not been actioned and completed continue to form part of the management status reports and were actively monitored by the Audit Committee.
- (c) Performance Reporting
  - (i) Reporting on the Local Government Performance Reporting Framework Implementation
- (d) Risk Management
  - (i) Risk Register Update
  - (ii) Ten year Financial Plan Assumptions
  - (iii) Presentation by Director Communications Engagement and Advocacy, Director Community Services and Director Corporate Services providing an overview of their respective divisions, including a summary of key risks
  - (iv) Insurance Renewal 2019/20.
  - (v) Statutory Compliance and Council's Compliance and Ethics Program

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**REPORTS – OFFICERS' REPORTS****30 AUGUST 2019****REPORT TO AUDIT COMMITTEE****REPORT NO: (cont.)**

- (vi) Review of findings by regulatory agencies:  
Self-Assessments against the following Victorian Auditor-General's reports:
- Managing the Municipal and Industrial Landfill Levy
  - Local Government Insurance Risks
  - Delivering Local Government Services
  - Surveillance Technologies in Public Places
  - Managing the Environmental Impacts of Domestic Wastewater
  - Results on the 2017/18 Audits: Local Government.
- Self-Assessments against the following Ombudsman Victoria reports:
- Investigation into Maribyrnong City Council's internal review practices for disability parking infringements.
- Self-assessments against the following IBAC reports:
- Corruption risks associated with public regulatory authorities.
- (e) Internal Audit
- (i) Quarterly Internal Audit Activity Status Reports
- (ii) Internal Audit Plan for 2019/20
- Internal Audits undertaken by BDO:
- (iii) August 2018
- The review of Events Management undertaken during 2017/18 was presented to the Audit Committee in August 2018.
- (iv) November 2018
- Review of Maternal and Child Health
- (v) February 2019
- Review of Statutory Planning
  - Review of Conflict of Interest
  - Review of Procurement.
- (vi) May 2019
- Review of Leasing
  - Review of Fraud and Corruption Framework
  - Follow up of prior internal audit findings.
- (vii) Review of Information Management and Security undertaken in 2018/19 will be presented to the Committee for review and consideration in August 2019.
- (f) External Audit
- External Audit Strategy Memorandum and Management letter recommendations were reviewed and considered during the year including progress made by management in implementing the recommendations.

**REPORTS – OFFICERS' REPORTS****30 AUGUST 2019****REPORT TO AUDIT COMMITTEE****REPORT NO: (cont.)**

- (g) Information Services
  - Updates on Council's Information Communications and Technology Strategy
- (h) Emerging Issues
  - At each meeting, the Chief Executive Officer provided an update on issues impacting on Council.
- (i) Other Responsibilities
  - (i) Annual Report on Audit Committee Business Undertaken
  - (ii) Audit Committee self-assessment Annual 360° Review
  - (iii) Setting of meeting dates for 2019
  - (iv) Proposed Agenda outline for following meeting.
- (j) Other Reports
  - (i) Fraud Register Notifications
  - (ii) OHS Reporting
  - (iii) Asset Management System Implementation Plan
  - (iv) Legislative Compliance and Fraud Reporting
  - (v) Shell Accounts for Preparation of the 2018/19 Financial Statements
  - (vi) 275 Racecourse Road Sunbury – Sunbury Fields Development Update
  - (vii) Asset Accounting Policy.

**3.5.4 Comment from the Chair**

The CEO and management team are open and frank in their dealings with the Committee. The Committee meets in camera from time-to-time with the internal auditors and/or external auditors. The Committee has no specific issues to raise with Council not otherwise addressed in the minutes of the meeting.

**4. CONCLUSION:**

The Audit Committee has developed a strong reporting regime to meet its requirements under its Charter. It has monitored the progress of internal audit recommendations and provided guidance in the consideration of financial and operational matters relevant to the affairs of Hume City.

<b>REPORT NO:</b>	GE374
<b>REPORT TITLE:</b>	Craigieburn ANZAC Park - War Memorial - Guidelines for usage and future development
<b>SOURCE:</b>	Bruce Fordham, Manager Leisure Centres and Sports
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC17/176
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.2 Create a community actively involved in civic life.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Craigieburn ANZAC Park War Memorial Site Guidelines</i></li><li>2. <i>Craigieburn ANZAC Park War Memorial Configuration Plan</i></li></ol>

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**1. SUMMARY OF REPORT:**

- 1.1 The Craigieburn War Memorial and Remembrance Committee has written to Council seeking clarification about the guidelines for usage of the war memorial and they have provided advice on appropriate usage protocols for the site.
- 1.2 The Craigieburn War Memorial (Memorial) was constructed in early 2017 as a joint project between Council and the Craigieburn War Memorial and Remembrance Committee Incorporated (CWMRC). It is located in the north-east corner of ANZAC Park and is owned and maintained by Council.
- 1.3 The Memorial is dedicated to those who have served in defence of Australia in wartime or peacetime, especially those who made the supreme sacrifice. It was dedicated on 2 April 2017 by chaplains of the Australian Defence Force and local religious ministers. The Memorial is consecrated ground and its sole purpose is to act as a focal point for community remembrance services held in the memory of those who have served.
- 1.4 This report seeks Council endorsement for the future use and development of the Memorial.

**2. RECOMMENDATION:**

**That Council endorse the Craigieburn ANZAC Park War Memorial Guidelines (Attachment 1) of this report that includes the application for use and the approval process for proposed additions and or changes to the Craigieburn ANZAC Park War Memorial.**

**3. LEGISLATIVE POWERS:**

The provision of recreation services is a Council function as specified in accordance with the *Local Government Act 1989*.

**4. FINANCIAL IMPLICATIONS:**

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

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

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

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

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

REPORT NO: GE374 (cont.)

**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 Council has worked in partnership with the Craigieburn War Memorial and Remembrance Committee over a number of years and this proposal about usage of the Memorial will clarify future uses and notifications about usage where applicable.

8.2 In relation to other memorials that are located in Hume City, there is generally no immediate community committee that exists to oversee and or facilitate events and functions at the sites. Generally, this is done in consultation with the relevant RSL immediate to the area. Therefore, the provision of guidelines for the future use and development are unique to this particular site.

**9. DISCUSSION:**

9.1 The following discussion proposes a protocol for future use and or modifications to the Memorial, this includes:

9.1.1 the conduct of remembrance services to be held at the Memorial; or

9.1.2 additions or modifications to the Memorial.

9.2 Council will manage future bookings of the Memorial through the Leisure Centres and Sport Department in consultation with the Communication and Events Department.

9.3 Memorial Configuration: The Craigieburn War Memorial Configuration Plan (Attachment 2) comprises the following components:

9.3.1 Obelisk - 4.5 metre polished grey granite with four perspectives – each with a Laurel Wreath near the top and wording as follows:

(a) North: 1914 – 1918

(b) East: To remain blank

(c) West: Lest We Forget For Those Who Served

(d) South: 1939 – 1945

9.3.2 Obelisk Base – 1.5 metre concrete base consisting of three tiers clad with red polished granite. The upper tier has the name of conflicts engraved with gold lettering as follows:

(a) North: South Africa Korea Malayan Emergency

(b) East: blank

(c) West: Indonesian Confrontation Vietnam Gulf War

(d) South: East Timor Iraq Afghanistan

(e) West (lower tier): engraved dedication:

The Craigieburn War Memorial is dedicated to  
those who served in wartime and peacetime  
– especially those who made the supreme  
sacrifice.

**WHEN YOU GO HOME, TELL THEM OF US AND SAY,  
FOR YOUR TOMORROW, WE GAVE OUR TODAY**

**John Maxwell Edmonds**

9.3.3 Concrete Forecourt – a raised area around the Memorial measuring 160 square metres – with steps leading down to the park area on the north, west and south. A disability ramp is located on the south side of the platform.

REPORT NO: GE374 (cont.)

- 9.3.4 Flagpoles – there are two six-metre flagpoles (internal ropes) located on the platform to the rear of the Obelisk.
- 9.3.5 Service Columns – four polished granite obelisks (85cm high) sit along the western edge of the Memorial forecourt. Badges of the Australian Defence Force and Merchant Navy are engraved – left to right – Navy (Column 1), Army (Column 2), Air Force (Column 3) and Merchant Navy (Column 4). Seniority is left to right when facing the western face of the Memorial – Navy, Army, Air Force and Merchant Navy. The badges are the reverse – left to right – when facing from the East – Navy, Army, Air Force and Merchant Navy. The CWMRC has obtained approval from the Australian Defence Force to use the badges of the Navy, Army and Air Force. No approval was required for the badge of the Merchant Navy.
- 9.3.6 Benches – two benches are located on the forecourt – one to the north and the other at the south.
- 9.3.7 Memorial Stone – is located in the garden niche that is on the north-west side. The Stone was originally placed at the Craigieburn Municipal buildings in 1985 and was relocated to the Victoria State Emergency Service Memorial as a temporary measure in 2007. The stone was the focal point for Craigieburn ANZAC Day services from 2008 until 2016.
- 9.3.8 Dedication Stone – is located in the garden niche that is on the south-west side. It recognises the dedication of the Memorial on 2 April 2017.
- 9.3.9 Centenary Stone – is located at the south-eastern entrance (South side) to the Memorial and displays a plaque listing the names of residents that enlisted in First World War or Second World War. It was unveiled on 25 April 2018.
- 9.3.10 Centenary Stone – is located at the south-eastern entrance (north side) to the Memorial and displays a plaque listing the six Second World War residents that attended the Memorial dedication on 2 April 2017.
- 9.3.11 Standing Authority. The CWMRC is authorised by HCC for the organisation and conduct of remembrance services at the Memorial that relate to the service by Australian Navy, Army, Air Force and Merchant Marine. The CWMRC is required to advise HCC of proposed services at least four weeks prior to the scheduled date, where circumstances permit.
- 9.4 The process for consultation between Council and the CWMRC is included in Attachment 1. This attachment also includes the Criteria for Use, Application Process and the Request for a Garden Plaque.
- 9.5 There may be times when consideration is given to applications that are made for use of the memorial that are not within the attached guidelines. It is recommended any of these applications be considered on a case by case basis.
- 9.6 Review. The guidelines for the use of the Craigieburn War Memorial are to be reviewed on a triennial basis.

**10. CONCLUSION:**

This report establishes protocols for the future use and any proposed amendments to the Craigieburn ANZAC Park War Memorial.

**REPORT NO: GE374 (cont.)**

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# Craigieburn Anzac Park War Memorial Site Guidelines



## 1. Purpose

This document provides guidelines for the Craigieburn ANZAC Park War Memorial site (Memorial) bookings, request for any changes and/or additions to the facilities and consultation between Council and the Craigieburn War Memorial Remembrance Committee (CWMRC).

## 2. Consultation

2.1. Council through the Manager of Leisure Centres and Sports and CWMRC will meet to discuss applications for the use of or proposed modifications/additions to the Memorial, prior to providing approval. CWMRC involvement is consultative only with executive authority resting solely with Council.

## 3. Criteria for Use

In considering applications for the use of, or modification to the Memorial, the consultative process will consider the following:

- 3.1. The Memorial is dedicated to those who served in the defence of Australia and includes other Commonwealth forces and allied nations. The Memorial is not be used for the conduct of a service by any person, group, association, organisation or corporation that does not meet these criteria. This includes political parties, community or service action groups or associations.
- 3.2. The engraving of the Memorial obelisk and its base is complete. The only future engraving to occur is the addition of further conflicts as authorised by the Australian War Memorial.
- 3.3. Memorial stones and plaques are to be restricted to the garden beds and are limited to:
  - 3.3.1. Local rock, not to exceed 1 metre x 1 metre – with an engraved plate of a design (font and style) the same as the Memorial and dedication stones. The plate may be placed in the garden bed on a small concrete base that is not to exceed 50 cm x 50 cm.
  - 3.3.2. They must represent a community or nationality that has a direct involvement to allied service with Australia and the Commonwealth during periods of war recognised by the Australian War Memorial.
  - 3.3.3. Must represent an Australian Defence Force Unit / association recognised by the Returned and Services League of Australia (RSL).
- 3.4. Flag flying guidelines are as follows:
  - 3.4.1. Australian national flag – to be flown on any occasion – no restrictions.
  - 3.4.2. New Zealand national flag – ANZAC Day.

Council adopted document	Date of adoption:	9 September 2019 (pending)
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Department:	Leisure Centres and Sport	
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- 3.4.3. Ensigns of the Royal Australian Navy (white ensign) and the Royal Australian Airforce (Air Force ensign) – the CWMRC has obtained permission to own and fly these ensigns.
- 3.4.4. Commonwealth and Allied National Flags – on occasions specified by either the Australian Federal Government or the RSL.
- 3.4.5. Non-Commonwealth / Allied National Flags - only flags authorised by the Australian Federal Government.
- 3.4.6. Other than National Flags – only flags authorised by the Australian Federal Government.
- 3.4.7. No flags of a political, social or commercial nature are to be flown at the Memorial.

**4. Application Process**

The process to be followed by either individuals or organisations that wish to conduct a service at the Memorial or request to include a plaque is:

4.1. Individual Laying of Wreaths.

Residents wishing to lay a wreath or flowers in memory of a family member who has served are not required to seek permission. Wreaths/flowers will be reviewed weekly to determine when to remove them due to condition or impact upon the Memorial.

4.2. Request to Conduct a Service.

Applications are to be made in writing to Council at least eight weeks prior to the planned date. Applicants are to provide the following information:

- 4.2.1. purpose of the service
- 4.2.2. organisational status of the organisation or community – i.e. not-for-profit
- 4.2.3. linkage of the organisation to the RSL or other recognised veterans' associations
- 4.2.4. names of those organising the service
- 4.2.5. relevance to the War Memorial – links to Australian Forces involved in recognised (Australian War Memorial) conflicts
- 4.2.6. public liability cover for such a public gathering on Council property
- 4.2.7. demonstrated capacity to cover costs associated with the Service – including set up and clean up.

4.3. Request for Garden Plaque.

Applications are to be made in writing to Council and are to provide the following information:

- 4.3.1. purpose of the plaque
- 4.3.2. organisational status of the organisation or community – i.e. not-for-profit
- 4.3.3. linkage of the organisation to the RSL or other recognised veterans' associations
- 4.3.4. names of the Committee office bearers requesting the plaque

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Department:	Leisure Centres and Sport	



- 4.3.5. relevance to the War Memorial – direct link to Australian Forces involved in recognised (Australian War Memorial) conflicts – it needs to be shown that a special case exists for the plaque that satisfies a requirement not met by the Memorial’s extant wording and conflicts
- 4.3.6. demonstrated capacity to cover the all plaque costs
- 4.3.7. agreement that the requirement for the stone and plaque to meet Council specifications.

**5. Approval Process.**

The Manager of Leisure Centres and Sport, in consultation with CWMRC, will consider requests for either services or plaques and will respond within four weeks of receiving the request.

Council adopted document	Date of adoption: 9 September 2019 (pending)
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Department: Leisure Centres and Sport	
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# CRAIGIEBURN WAR MEMORIAL



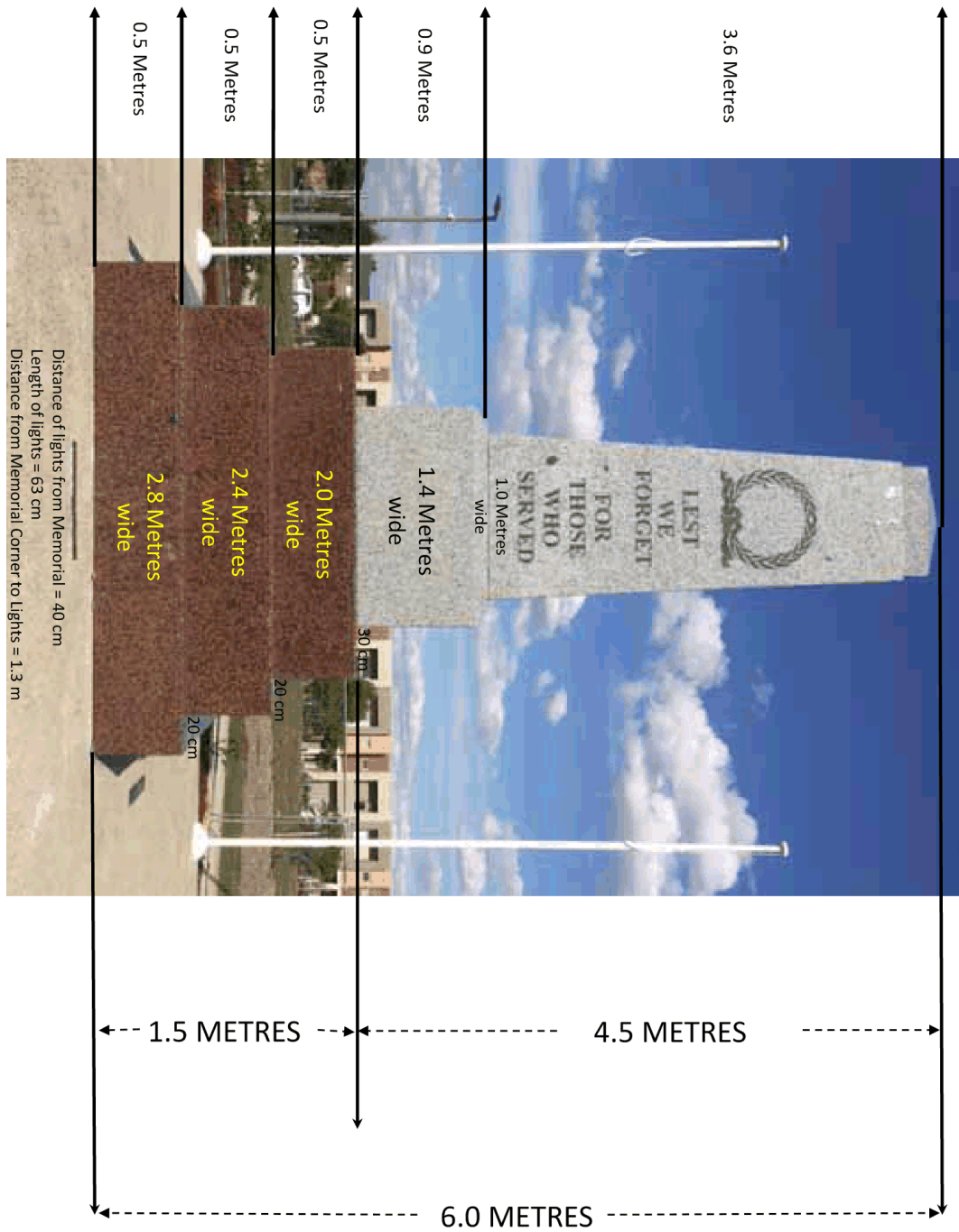
CONFIGURATION PLAN  
AS AT 9<sup>TH</sup> JANUARY, 2018





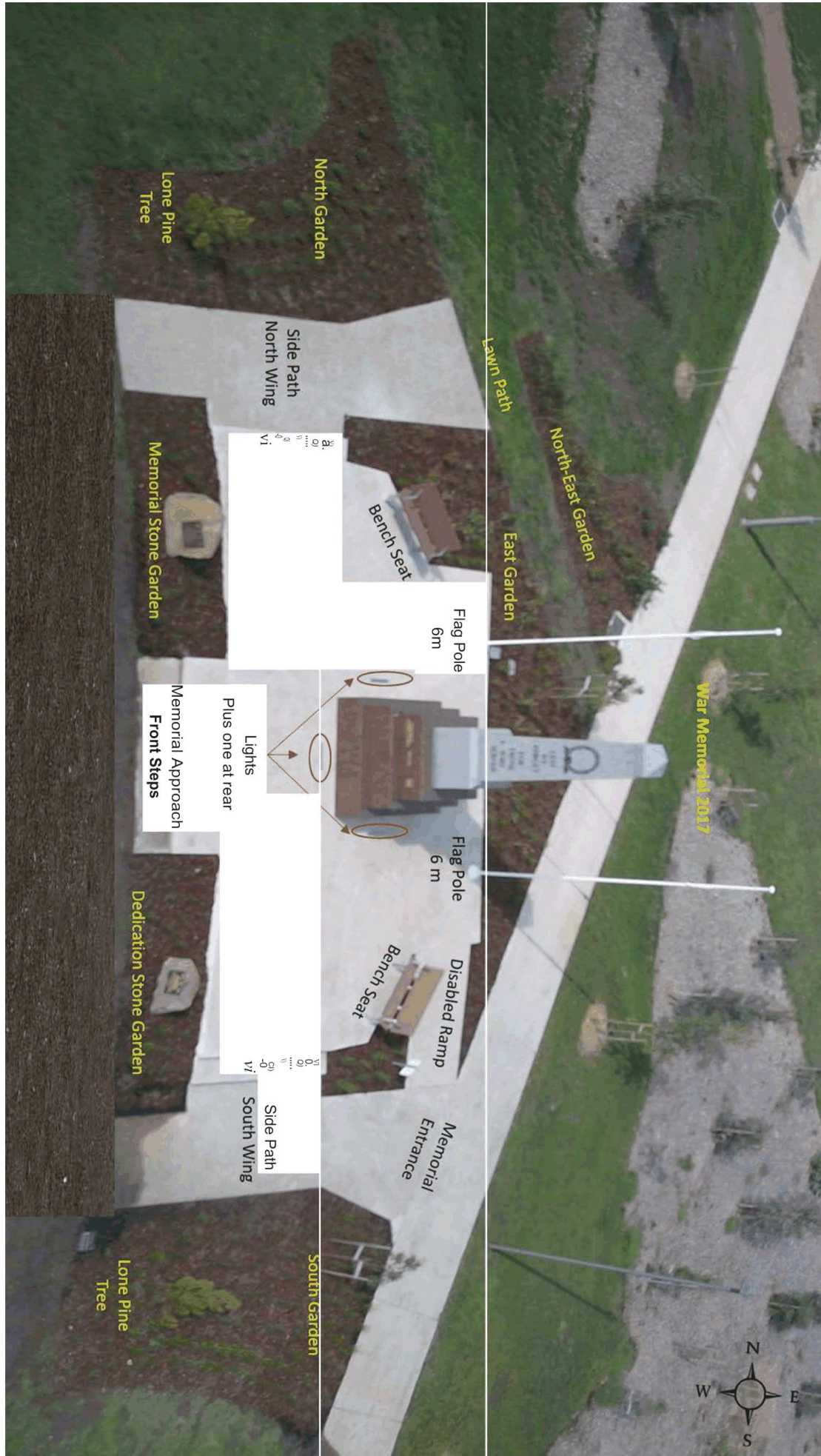




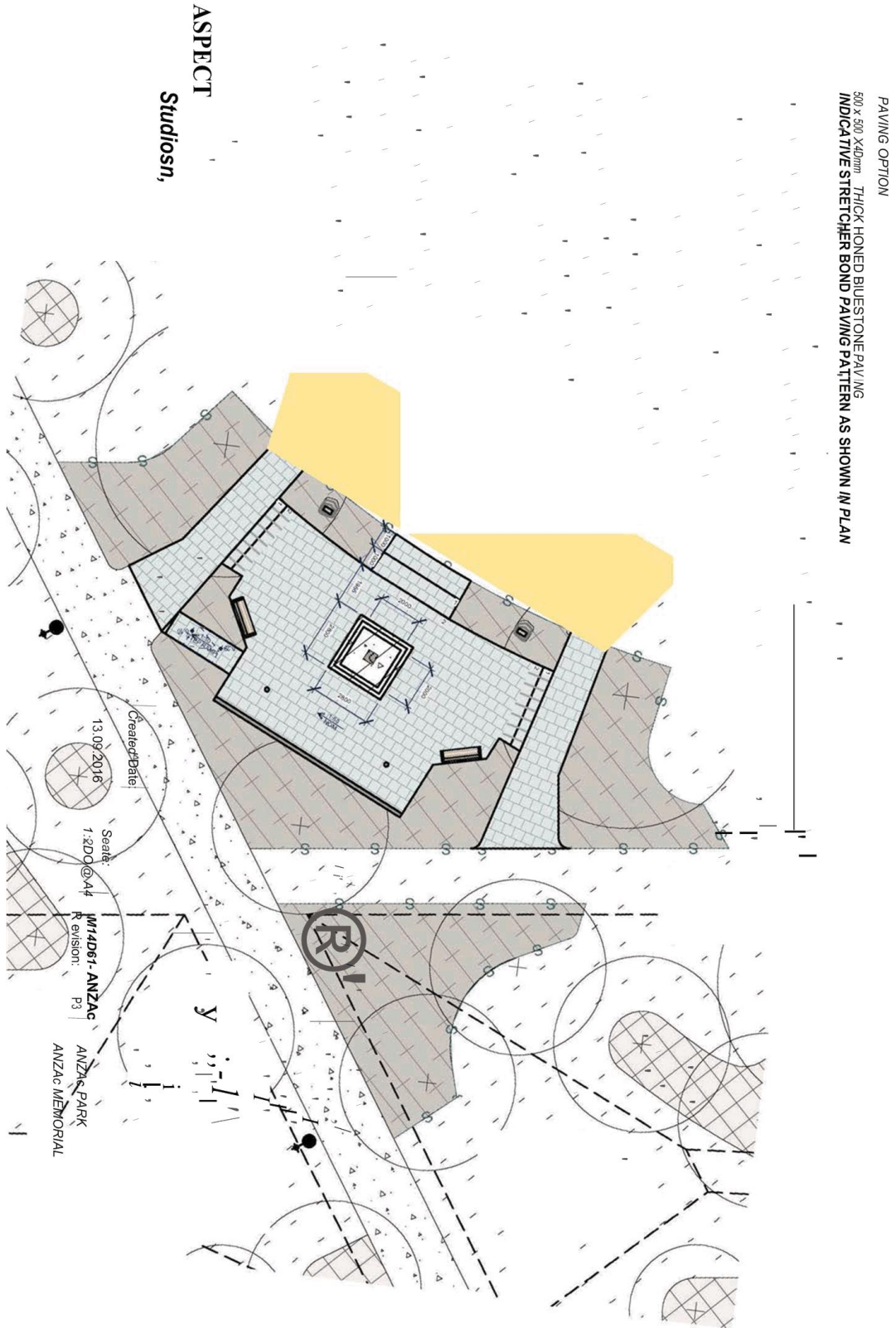












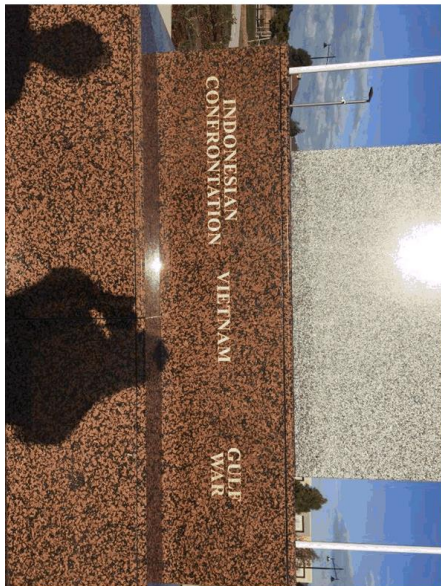
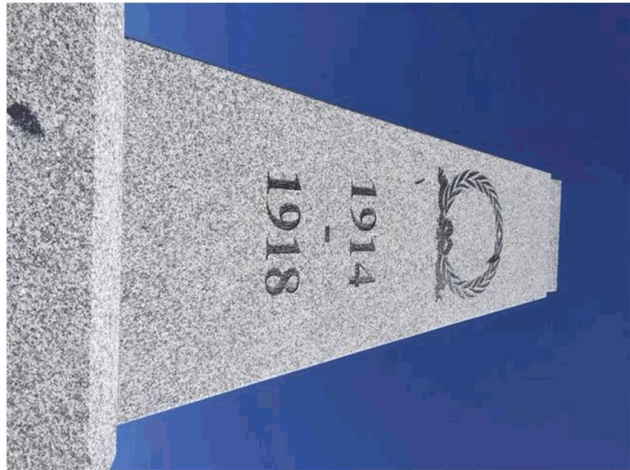
ASPECT  
Studiosn,

PAVING OPTION  
500 x 500 x40mm THICK HONED BUSTONE PAVING  
INDICATIVE STRETCHER BOND PAVING PATTERN AS SHOWN IN PLAN

Created/Date  
13.09.2016  
Sealer:  
1.2200@A4  
M14D61- ANZAC  
Revision: P3  
ANZAC PARK  
ANZAC MEMORIAL

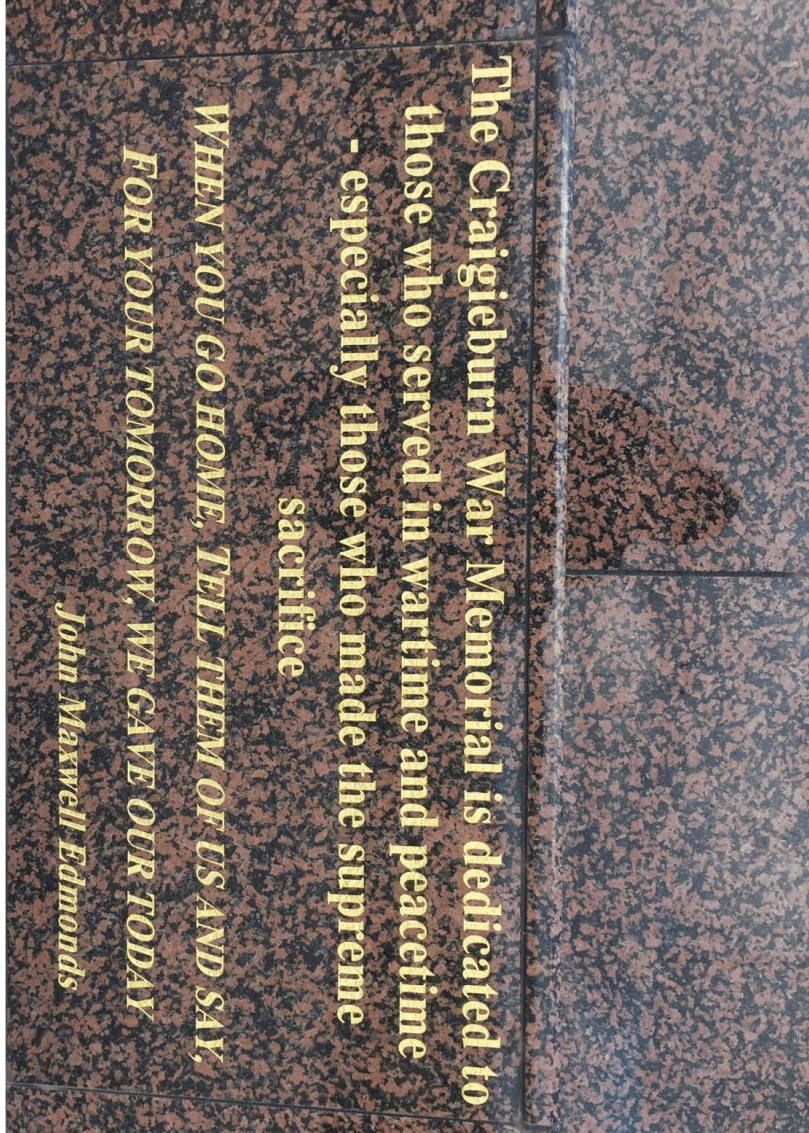






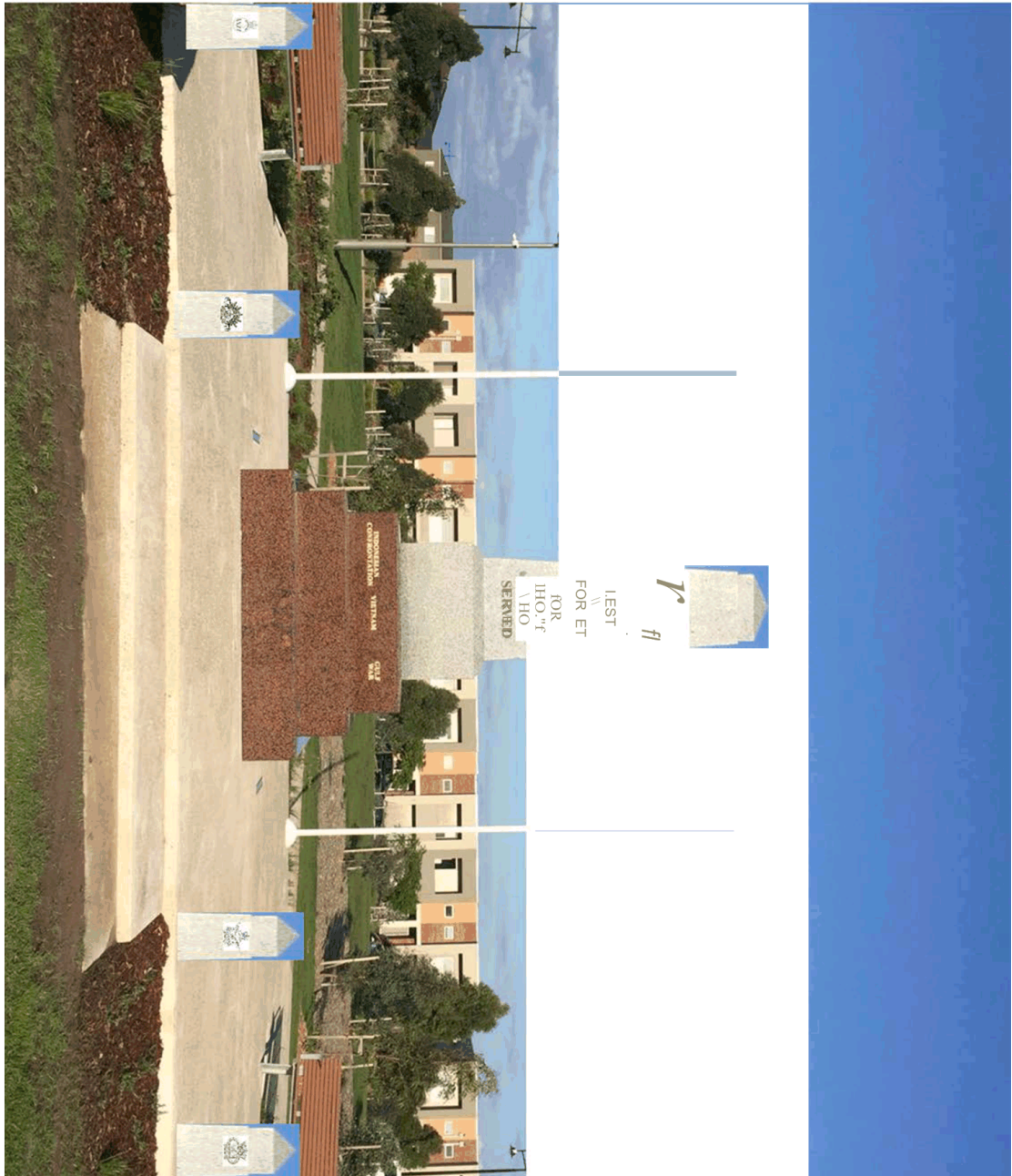




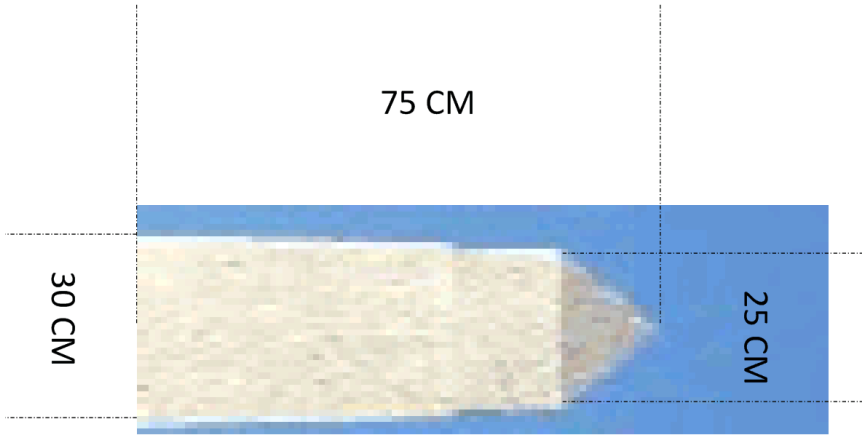












Stone: Polished Granite – same as the Memorial Obelisk (Upper Stone work) so that the plinths Contrast against the Red Polished Granite of the Base.

Engraving: Painted black – the same as the Upper Memorial Obelisk

Number of Plinths x 4

Badges

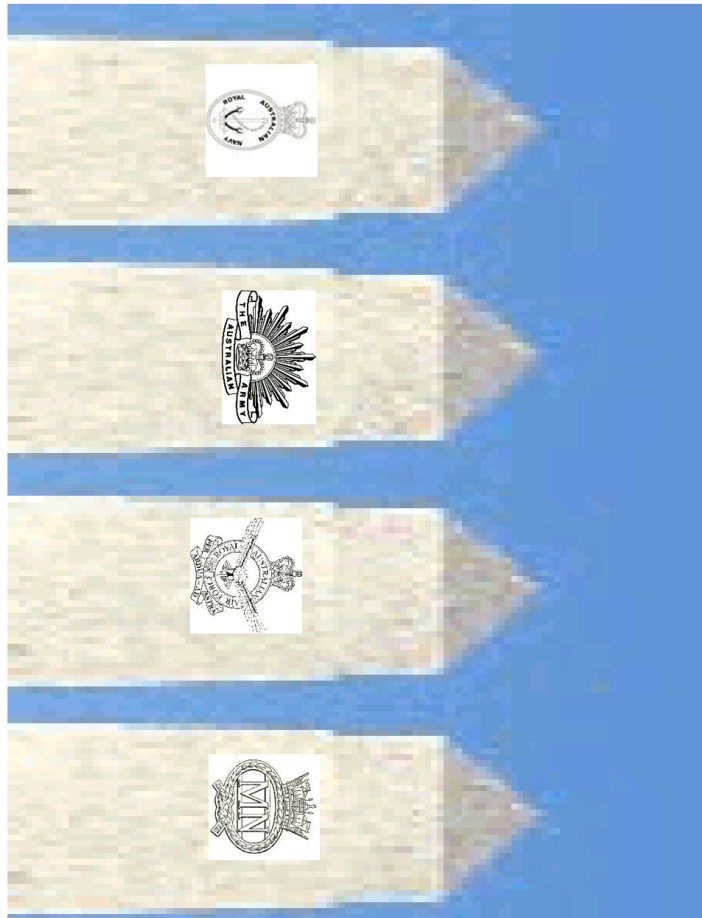
NAVY  
ARMY  
AIR FORCE  
MERCHANT MARINE

Approval to use the images has been obtained as follows:

Army – Approved  
RAAF – Approved  
Navy – Pending  
Merchant Marine – Not required

Plinths would be fitted to the Concrete directly – steel rod to lock into place









The Craigieburn War Memorial  
ANZAC Park  
Craigieburn Victoria

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<b>REPORT NO:</b>	GE375
<b>REPORT TITLE:</b>	Angela Potts' Park Naming Proposal
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Matthew Wilton, Governance Support Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC14/489
<b>POLICY:</b>	Place Names Policy
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENTS:</b>	1. <i>Aerial Image - Proposed 'Angela Potts' Park'</i> 2. <i>Council Report from Meeting of 11 June 2019</i>

---

**1. SUMMARY OF REPORT:**

- 1.1 On 8 February 2018, Council received a proposal to name a new unnamed reserve in the Rosenthal Estate Development the Angela Potts' Park, after the late Angela Margaret Millett (nee Potts). An aerial image of this reserve is provided as attachment 1.
- 1.2 At its meeting held on 11 June 2019, Council resolved to approve the progression of this naming proposal to the community consultation stage to seek the community's views on the proposal.
- 1.3 This report provides a summary of the results of the community consultation process.

**2. RECOMMENDATION:**

- 2.1 **THAT Council notes the results of the community consultation process for the proposal to name a new unnamed reserve located in the Rosenthal Estate, the 'Angela Potts' Park'.**
- 2.2 **THAT Council endorses the proposal to name a new unnamed reserve located in the Rosenthal Estate the 'Angela Potts' Park' and submits the name to Geographic Names Victoria for their consideration.**

**3. LEGISLATIVE POWERS:**

*Geographic Place Names Act 1998*

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Expenditure associated with this naming proposal will include the administration costs and costs for signage, if the proposal is approved by Geographic Name Victoria (GNV).
- 4.2 Both the costs for administration and signage (if required) will be funded from Council's operational budget.

**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 no rights are engaged in this naming proposal.

REPORT NO: GE375 (cont.)

**8. COMMUNITY CONSULTATION:**

- 8.1 When consulting with the community, Council officers coordinating the naming proposal followed the applicable procedures as outlined in the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities – 2016 (the Naming Rules). The Naming Rules require that both the immediate and extended community are consulted with.
- 8.2 On Monday 1 July 2019 the following consultation processes began:
- a) Consultation packs were sent to 84 directly affected property owners and residents in the vicinity of the new reserve. The consultation pack contained a covering letter inviting people to have their say on the proposal and a copy of the council report (immediate community).
  - b) The naming proposal was advertised in the Hume Leader, Sunbury Leader and Sunbury and Macedon Star Weekly, and the Your Say section of Council's website, inviting residents to provide their feedback on the proposal (extended community).
- 8.3 The consultation period closed on 30 July 2019, giving both the immediate and extended communities the 30 days required by the Naming Rules to provide feedback on this naming proposal.

**Results of Consultation**

- 8.4 During the consultation on the proposal to name a new unnamed reserve located in the Rosenthal Estate, Sunbury the 'Angela Potts' Park', there were no objections or submissions in support received from direct or indirect community members.

**9. DISCUSSION:**

- 9.1 Council received a proposal from Urban Design and Management Pty Ltd (developers of the Rosenthal Estate) on behalf of the family of the late Mrs Angela Margaret Millett (nee Potts) to name a new unnamed reserve in the Rosenthal Estate, after the late Angela Margaret Millett (nee Potts).
- 9.2 Proposals of this type are considered by Council under the *Geographic Place Names Act 1998*.
- 9.3 The applicant's proposal, and officers initial assessment of it, can be viewed in attachment 2, which is a copy of Council report GE346 from the meeting of 11 June 2019.

**Endorsement Recommended**

- 9.4 The late Angela Millett (nee Potts) resided and raised her family of seven children, with her husband Thomas Millett, on the land at Rosenthal. The late Mrs Millett (nee Potts) was active in the Sunbury community, volunteering at local schools, sporting groups and other community events/initiatives. She was born on 3 March 1938 in Sunbury and passed away on 16 January 1991.
- 9.5 It is viewed as appropriate for Council to honour the contribution that Mrs Millett (nee Potts) made to the local Sunbury community and her connection to the land at Rosenthal, by endorsing the proposed park name for this new reserve.
- 9.6 If Council does endorse the proposed name, it will be submitted to GNV for their consideration. At that time the Naming Rules also require Council to inform both the immediate and extended community of its decision to either endorse or not endorse the proposal. This will be done by sending correspondence directly to the same 84 directly affected property owners and residents who received the original consultation pack, and by placing a notice in local papers and on Council's website.

**REPORT NO: GE375 (cont.)**

9.7 If Council endorses the naming proposal and it is subsequently approved by GNV, the name will be gazetted and registered in VICNAMES, which holds approximately 200,000 road names and 45,000 place and feature names.

**10. CONCLUSION:**

10.1 Public consultation on the proposal to endorse the name of Angela Potts' Park for the new reserve located in the Rosenthal Estate in Sunbury is now complete.

10.2 It is recommended that Council endorses the proposed name of Angela Pott's Park for this new unnamed reserve, and that it submits the name to Geographic Names Victoria.

**REPORT NO: GE375 (cont.)**

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Proposed location of  
'Angela Potts' Park'

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**REPORTS – GOVERNANCE AND ENGAGEMENT**

**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

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<b>REPORT NO:</b>	GE346
<b>REPORT TITLE:</b>	Proposal to Name a New Reserve Located in the Rosenthal Estate 'Angela Potts' Park'
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Matthew Wilton, Governance Support Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC14/489
<b>POLICY:</b>	Place Names Policy
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. <i>Application for Naming of Unnamed Reserve</i></li> <li>2. <i>Confirmation of Amended Naming Application</i></li> <li>3. <i>Stage W3 Development Plan</i></li> <li>4. <i>Supporting Documents for Angela Potts Park Proposal</i></li> <li>5. <i>Confirmation from Millett Family</i></li> </ol>

---

**1. SUMMARY OF REPORT:**

- 1.1 This report provides details of an application received by Council from Urban Design and Management Pty Ltd to name a new reserve in the Rosenthal Estate the 'Angela Potts' Park'. A copy of the application is provided as Attachment 1, and confirmation from the applicant of an amendment to their original application is provided as Attachment 2.
- 1.2 This report also outlines the scope of the community consultation process recommended to be undertaken for consideration of this naming proposal.

**2. RECOMMENDATION:**

**THAT Council approves the progression of a proposal submitted by Urban Design and Management Pty Ltd to name a new reserve located in the Rosenthal Estate 'Angela Potts' Park' to the public consultation stage.**

**3. LEGISLATIVE POWERS:**

- 3.1 *Geographic Place Names Act 1998 (the Act)*
- 3.2 *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016 (the Naming Rules)*

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Expenditure associated with consideration of this naming proposal will include administration and the costs for public notices, which will be funded from Council's operational budget.

**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.

**REPORTS – GOVERNANCE AND ENGAGEMENT****11 JUNE 2019****ORDINARY COUNCIL MEETING OF COUNCIL**

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**REPORT NO: GE346 (cont.)****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.

**8. COMMUNITY CONSULTATION:**

8.1 In accordance with Council's Place Names Policy and the Naming Rules, Council is required to consult with the community for naming proposals that it is considering. The method and extent of consultation is dependent upon the significance of the proposal.

8.2 It is proposed that Council consult with the community beyond the immediate vicinity of the unnamed reserve located within Stage W3 of the Rosenthal Estate Development by placing public notices in local newspapers, and on Council's website, seeking community feedback on the naming proposal. As the reserve is surrounded by vacant land, a mail out to directly affected properties is not a viable method of consultation for this proposal.

8.3 The applicant for the naming proposal is Urban Design and Management Pty Ltd, who is the developer of the land, on behalf of the family of the late Mrs Angela Millett (nee Potts).

8.4 The consultation period will be for 30 days.

**9. DISCUSSION:**

9.1 On 8 February 2018, Council received a proposal from Urban Design and Management Pty Ltd on behalf of the family of the Late Mrs Angela Margaret Millett (nee Potts) to name an unnamed reserve in the Rosenthal Estate, located in Stage W3 of the Rosenthal Estate Development Sunbury (Attachment 3), the 'Angela Millett Park' or 'Ange's Park'.

9.2 The Naming Rules identify that a commemorative name applied to a feature can use the first name and surname of a person.

9.3 When considering a naming proposal, Council, as the naming authority, must follow the Naming Rules and Hume City Council's Place Names Policy.

9.4 Initial investigation of the proposal by Council officers identified that the name 'Angela Millett Park' or 'Ange's Park' appeared to contravene Principle (D) of the Guidelines – Ensuring names are not duplicated, so officers sought advice from the Office of Geographic Names (the OGN).

9.5 The OGN advised that as there is already an existing nearby park named 'Thomas Millett Park' that the name 'Angela Millett Park' would not comply with the Naming Rules and would therefore likely not be approved by the OGN, because the names for each park have similar spelling and pronunciation and are within close proximity to each other.

9.6 Urban Design and Management Pty Ltd then proposed to instead name the park 'Angela Potts' Park' in recognition of Angela Millett's maiden name, Potts.

9.7 Council was advised by the applicant that the name 'Angela Potts' Park' would commemorate the family of Angela Margaret Millett, whom resided and raised her family of seven children, with her husband Thomas Millett, on the land at Rosenthal. Angela was born on 3 March 1938 and died on 16 January 1991.

9.8 Further Information from Urban Design Management Pty Ltd stated that Angela Millett:

- (a) Was born and raised in Sunbury by her parents Robert & Catherine Potts;
- (b) Attended St Mary's Catholic Primary School (now Our Lady of Mount Carmel);
- (c) Became a secretary at Brash's Music store in the CBD;



REPORTS – GOVERNANCE AND ENGAGEMENT

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REPORT NO: GE346 (cont.)

- (d) Married local farmer Thomas Millett in 1964 at Our Lady of Mount Carmel in Sunbury;
  - (e) Raised seven children at Rosenthal; and
  - (f) Was very active in the local Sunbury community, volunteering at local schools, sporting groups and other community events/initiatives.
- 9.9 Images of Mrs Angela Millett were provided by the applicant in support of the proposed naming (Attachment 4).
- 9.10 An analysis of this naming proposal was undertaken by Council officers against key principles of the Naming Rules as detailed in Table 1 below:

<b>TABLE 1: Analysis of proposal against Principles – Proposed naming of new reserve in Stage W3 of the Rosenthal Estate Development, Sunbury – ‘Angela Potts’ Park’</b>	
<b>Principle (A) Ensuring public safety</b>	<b>Comment</b>
Geographic names and boundaries must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services.	The proposed naming of the unnamed reserve may enhance public safety by providing a more easily identified location for emergency services and visitors to the reserve.
<b>Principle (B) Recognising the public interest</b>	<b>Comment</b>
Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles and addresses, property owners, businesses and visitors.	<ul style="list-style-type: none"> <li>• As the proposal does not affect any boundaries, it is not envisaged that the naming of the park will affect the local community.</li> <li>• As the Rosenthal Estate is being developed and the surrounding area is currently unoccupied, the naming of the unnamed reserve will not adversely affect addresses of future residents.</li> </ul>
<b>Principle (C) Linking the name to the place</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>• Place names should be relevant to the local area.</li> <li>• This principle is particularly relevant to new estates, where naming themes can provide a strong link to place. Those that have a historical connection to place are preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence provided by the applicant, confirms the connection of the proposed name to the Rosenthal Estate.</li> <li>• Angela Millett (nee Potts) lived and raised a family on the land of Rosenthal estate where the reserve is proposed.</li> </ul>
<b>Principle (D) Ensuring names are not duplicated</b>	<b>Comment</b>
Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation.	<p>A search in VICNAMES revealed no duplication of the name ‘Angela Potts’ Park’ within a 15 km radius of the location.</p> <p>The original application proposed ‘Angela Millett Park’ which would have contravened the <i>Naming Rules</i>.</p>
<b>Principle (H) Using commemorative names</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>• A commemorative name applied to a locality or road should only use the surname of a person, not first or given names. However, a commemorative name applied to a feature can use the first name and surname of a person.</li> </ul>	To comply with Council’s and the principles identified in the <i>Naming Rules</i> , the naming of the reserve to ‘Angela Potts’ Park’ is fully conformant.

- 9.11 The Millett family have confirmed in writing that they are happy for Council to proceed with considering the name of Angela Potts’ Park for the unnamed reserve in the Rosenthal Estate (Attachment 5).
- 9.12 As the proposed name ‘Angela Potts’ Park’ appears to conform to the Principles contained in the Naming Rules and Council’s Place Names Policy, and the name is not a duplicate of an already named feature or reserve, it is viewed as appropriate for

**REPORTS – GOVERNANCE AND ENGAGEMENT**

**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

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**REPORT NO: GE346 (cont.)**

Council to approve progression of this naming proposal to the public consultation stage.

9.13 Should Council endorse the recommendation to proceed with this naming proposal to the public consultation stage, a report on the feedback received during public consultation will be presented to Council after that process has concluded.

9.14 Please note that the delay in presenting this application to Council for consideration, following it being initially lodged in February 2018, was because of the need to amend the name that the applicant originally proposed for this reserve, and to allow time for the Millett family to confirm that they were supportive of the amended name.

**10. CONCLUSION:**

It is recommended that Council approves the progression of this naming proposal to the public consultation stage.

**REPORTS – GOVERNANCE AND ENGAGEMENT**

**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 1 - Application for Naming of Unnamed Reserve

---

**Brad Mathieson**

---

**From:** [REDACTED]  
**Sent:** Thursday, 8 February 2018 2:19 PM  
**To:** Brad Mathieson  
**Cc:** [REDACTED]  
**Subject:** Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park) Email 1 of 2  
**Attachments:** 150923 Rosenthal DP- Endorsed Staging Plan.pdf; Certified PS739058Wv4.pdf; IMG\_2117.jpg; IMG\_7587.jpg; 15.jpg; 59.jpg; 135.jpg

Hi Brad,

Thank you for taking my call earlier today.

As discussed we are seeking Council's approval to name the reservation (public open space) within Stage W3 of the Rosenthal Estate – Angela Millett Park (Ange's Park). The park (1Ha) is the most northerly open space proposed within the estate and abuts the northern conservation reserve. Please find attached:

- (a) Council endorsed Rosenthal Staging Plan
- (b) Certified Stage W3 POS (PS739058W) – showing the subject park (identified as Reserve No.1)
- (c) Proposed reserve landscape plans – currently being assessed by Council's Landscaping Department (given the size of the file this will be sent in a separate email)

Rosenthal Estate (119ha) is a master planned development located at 100 Vineyard Road Sunbury. When complete the project will be home to some 1200 dwellings, extensive open space, conservation reservations, childcare centre, Woolworths Supermarket and other mixed uses within the proposed Neighbourhood Activity Centre.

Stages 1 – 10 (inclusive) within the Southern Precinct have been constructed and are titled. Stage 11 is under construction

Stages W1 & W2 within the North West Precinct have been constructed and are titled. Stages W3 – W7 (inclusive) are under construction. Landscaping on the subject park is expected to commence mid this year.

Construction on the Woolworths Supermarket is expected to commence later this year.

Should you require more information about the project please let me know.

The following has been provided by Angela's son Paul Millett:

*The proposed name, Angela Millett Park (Ange's Park), commemorates and is in recognition of her immediate attachment and contribution to the subject Rosenthal land and her contribution to the Sunbury community over many years.*

*Angela Margaret Millett (nee Potts) was born 3 March 1938, and died 16 January 1991.*

*Angela was born and raised in Sunbury to Robert & Catherine Potts. Catherine unfortunately died of sepsis soon after the birth. Robert remarried Pearl Snell soon after and they had a further six children.*

*Angela attended St Mary's Catholic Primary School (now Our Lady of Mount Carmel OLMC) in Sunbury. From there she attended the Academy of Mary Immaculate school in Fitzroy travelling by train daily from Sunbury.*

**REPORTS – GOVERNANCE AND ENGAGEMENT**

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**ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 1 - Application for Naming of Unnamed Reserve

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*After school she became secretary to Brashs Music store Managing Director Geoff Brashs in the city. By the late 1950's Angela travelled by herself overseas by boat and spent several years in the UK (mostly Scotland where her Mother Catherine originated) working and travelling around Europe & the Middle East.*

*Upon her return to Sunbury, she married local farmer Thomas (Tom) Millett in 1964 at OLMC and together they raised seven children at Rosenthal. Angela was very active in all farm duties supporting her husband on top of raising seven children.*

*Angela was very active in the local Sunbury community volunteering at the local schools, sporting groups and other community events/initiatives.*

*She passed away in 1991 after a long battle with cancer aged 53.*

*Attached photos/documents:*

*2117 Angela's Gravestone*

*7587 Local Sunbury paper story on her funeral*

*15 A young Angela (top right) with her parents (Pearl and Robert) and sisters from left, Maree, Margaret, Joan & Anne. Picture taken at the corner of Miller St & Anderson Rd Sunbury circa 1953*

*59 Angela feeding the young poddy calves at Rosenthal circa 1965*

*135 Angela with Sons Garry (left) and Brian in a field of lucerne at Rosenthal circa 1969*

We believe that the name is appropriate given that it commemorates a highly regarding local identity and the link that Angela had with the subject land.

Should you require any further information, please do not hesitate to contact me.

Thank you



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REPORTS – GOVERNANCE AND ENGAGEMENT

11 JUNE 2019

ORDINARY COUNCIL MEETING OF COUNCIL

Attachment 2 - Confirmation of Amended Naming Application

---

**Brad Mathieson**

---

**From:** [REDACTED]  
**Sent:** Thursday, 29 March 2018 11:27 AM  
**To:** Brad Mathieson  
**Subject:** RE: Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park)  
Email 1 of 2

Hi Brad,

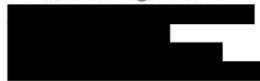
Thank you for your email.

What if we were to adopt her maiden name instead....ie "Angela Potts Park".

Thank you



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**From:** Brad Mathieson [REDACTED]  
**Sent:** Friday, 9 March 2018 3:02 PM  
**To:** David Sammut  
**Subject:** FW: Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park) Email 1 of 2

Good afternoon David,

Further to my previous email, the Office of Geographic Names(OGN) have confirmed that the naming proposal for the Angela Millett Park would be in breach of the *Naming rules for places in Victoria (2016)*, as the Thomas Millett Park is within very close proximity to the new park that is being proposed to be renamed.

As previously mentioned, you may choose to propose another name for consideration or an alternative that the family may like to consider pursuing is to have some form of memorialisation of Angela Millett within the Thomas Millett Park. I have attached Hume Council's Memorialisation's Policy for your and the family's reference.

Please feel free to contact me if you would like to discuss further.

Kind regards

REPORTS – GOVERNANCE AND ENGAGEMENT

11 JUNE 2019

ORDINARY COUNCIL MEETING OF COUNCIL

Attachment 2 - Confirmation of Amended Naming Application

---

**Brad Mathieson**  
Senior Governance Officer



Hume City Council  
1079 Pascoe Vale Road  
Broadmeadows Vic 3047  
PO Box 119 Dallas Vic 3047  
Phone: [REDACTED]  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)  
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the environment,  
before printing this email.

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**From:** Brad Mathieson  
**Sent:** Thursday, 22 February 2018 4:53 PM  
**To:** 'David Sammut'  
**Subject:** RE: Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park) Email 1 of 2

Good afternoon David,

Thank you for your email and I apologise for the delay in responding to you.

Because the proposed name of Angela Millett Park is similar to the nearby Thomas Millett Park, I intend to seek advice directly from the Office of Geographic Names as to whether the naming proposal breaches **Principle (D) Ensuring names are not duplicated** of the *Naming rules for places in Victoria (2016)*. Following receipt of that advice, I will let you know if it will be recommended to Council that they commence the formal process to consider the proposal (that is, take the next step which would be progressing the proposal to the public consultation stage). If the Office of Geographic Names indicate that they would be unlikely to ultimately approve the proposed name, then the name is unlikely to be presented to Council and I would request that you propose an alternative name. However I'm happy to have further discussions when I receive the advice.

Thanks,  
Brad

**Brad Mathieson**  
Senior Governance Officer



Hume City Council  
1079 Pascoe Vale Road  
Broadmeadows Vic 3047  
PO Box 119 Dallas Vic 3047  
Phone: [REDACTED]  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)  
 Please consider  
the environment,  
before printing this email.

---

**From:** David Sammut [REDACTED]  
**Sent:** Thursday, 22 February 2018 3:19 PM  
**To:** Brad Mathieson  
**Subject:** FW: Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park) Email 1 of 2

Hi Brad,

I refer to me email dated 8 February (below and attached).

Are you able to confirm where this may be at please. I would like to provide our client with an update please, and what the next steps might be.

REPORTS – GOVERNANCE AND ENGAGEMENT  
11 JUNE 2019

ORDINARY COUNCIL MEETING OF COUNCIL

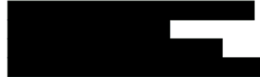
Attachment 2 - Confirmation of Amended Naming Application

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Thank you



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---

**From:** David Sammut  
**Sent:** Thursday, 8 February 2018 2:19 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** Rosenthal Stage W3 - Naming of Reserve 1 Angela Millett Park (Ange's Park) Email 1 of 2

Hi Brad,

Thank you for taking my call earlier today.

As discussed we are seeking Council's approval to name the reservation (public open space) within Stage W3 of the Rosenthal Estate – Angela Millett Park (Ange's Park). The park (1Ha) is the most northerly open space proposed within the estate and abuts the northern conservation reserve. Please find attached:

- (a) Council endorsed Rosenthal Staging Plan
- (b) Certified Stage W3 POS (PS739058W) – showing the subject park (identified as Reserve No.1)
- (c) Proposed reserve landscape plans – currently being assessed by Council's Landscaping Department (given the size of the file this will be sent in a separate email)

Rosenthal Estate (119ha) is a master planned development located at 100 Vineyard Road Sunbury. When complete the project will be home to some 1200 dwellings, extensive open space, conservation reservations, childcare centre, Woolworths Supermarket and other mixed uses within the proposed Neighbourhood Activity Centre.

Stages 1 – 10 (inclusive) within the Southern Precinct have been constructed and are titled. Stage 11 is under construction

Stages W1 & W2 within the North West Precinct have been constructed and are titled. Stages W3 – W7 (inclusive) are under construction. Landscaping on the subject park is expected to commence mid this year.

Construction on the Woolworths Supermarket is expected to commence later this year.

Should you require more information about the project please let me know.

The following has been provided by Angela's son Paul Millett:

**REPORTS – GOVERNANCE AND ENGAGEMENT**

**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 2 - Confirmation of Amended Naming Application

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*The proposed name, Angela Millett Park (Ange's Park), commemorates and is in recognition of her immediate attachment and contribution to the subject Rosenthal land and her contribution to the Sunbury community over many years.*

*Angela Margaret Millett (nee Potts) was born 3 March 1938, and died 16 January 1991.*

*Angela was born and raised in Sunbury to Robert & Catherine Potts. Catherine unfortunately died of sepsis soon after the birth. Robert remarried Pearl Snell soon after and they had a further six children.*

*Angela attended St Mary's Catholic Primary School (now Our Lady of Mount Carmel OLMC) in Sunbury. From there she attended the Academy of Mary Immaculate school in Fitzroy travelling by train daily from Sunbury.*

*After school she became secretary to Brashes Music store Managing Director Geoff Brashes in the city. By the late 1950's Angela travelled by herself overseas by boat and spent several years in the UK (mostly Scotland where her Mother Catherine originated) working and travelling around Europe & the Middle East.*

*Upon her return to Sunbury, she married local farmer Thomas (Tom) Millett in 1964 at OLMC and together they raised seven children at Rosenthal. Angela was very active in all farm duties supporting her husband on top of raising seven children.*

*Angela was very active in the local Sunbury community volunteering at the local schools, sporting groups and other community events/initiatives.*

*She passed away in 1991 after a long battle with cancer aged 53.*

*Attached photos/documents:*

*2117 Angela's Gravestone*

*7587 Local Sunbury paper story on her funeral*

*15 A young Angela (top right) with her parents (Pearl and Robert) and sisters from left, Maree, Margaret, Joan & Anne. Picture taken at the corner of Miller St & Anderson Rd Sunbury circa 1953*

*59 Angela feeding the young poddy calves at Rosenthal circa 1965*

*135 Angela with Sons Garry (left) and Brian in a field of lucerne at Rosenthal circa 1969*

We believe that the name is appropriate given that it commemorates a highly regarding local identity and the link that Angela had with the subject land.

Should you require any further information, please do not hesitate to contact me.

Thank you



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**REPORTS – GOVERNANCE AND ENGAGEMENT**  
**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 5 - Confirmation from Millett Family

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**Matthew Wilton**

---

**From:** [REDACTED]  
**Sent:** Tuesday, 26 February 2019 1:45 PM  
**To:** David Sammut  
**Cc:** Matthew Wilton; Brad Mathieson  
**Subject:** Re: Proposal for naming of Reserve No 1 - Rosenthal Stage W3

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matthew,

As per David's email, I confirm that the Millett Family consent to use the name 'Angela Potts Park' for the noted reserve.

You have all the information to support this application, but please let me know if you have any questions.

Cheers

Kind Regards

PAUL MILLETT / GENERAL MANAGER

[REDACTED]

SALES OFFICE

[REDACTED]  
OPEN DAILY BETWEEN 12 - 5PM

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R O S E N T H A L



On Tue, 26 Feb 2019 at 13:34, David Sammut [REDACTED] > wrote:

Hi Matthew,

Thank you for taking my call earlier today.

As discussed please refer email below from Brad Mathieson regarding the status of the naming of the park within Stage W3 (reserve No 1 PS739058W...refer attached POS)

The Millett family have now agreed to name the park **Angela Pott's Park**.

I will arrange for Paul Millett to forward the family's consent to adopt the name directly to you.

My understanding as noted in Brad's email below, is that upon receipt of the family's consent a report to Council can be finalised and considered.

Should you have any queries with the attached please let me know.

Thank you

**David Sammut**

General Manager - Land Development

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**From:** Brad Mathieson [mailto: [REDACTED]]  
**Sent:** Tuesday, 10 July 2018 1:54 PM  
**To:** David Sammut [REDACTED]  
**Subject:** Proposal for the naming of a reserve - Rosenthal Estate

Dear all,

I would like to give you an update and summarise the status of the naming proposal submitted for the Rosenthal Estate.

As you are aware, the initial application was for the currently unnamed reserve to be named the **Angela Millett Park**.

- Following discussion with the Office of Geographic Names (OGN) they advised that as the Thomas *Millett* Park is within close proximity, that the name *Angela Millett* Park would not be approved; the name *Millett* being non-compliant with the Naming rules due to duplication.
- We were then advised to seek if the name **Angela Potts' Park** would be compliant, which it is.

**REPORTS – GOVERNANCE AND ENGAGEMENT**

**11 JUNE 2019**

**ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 5 - Confirmation from Millett Family

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- A report was being prepared for presenting the name **Angela Potts' Park** to Council asking for permission to proceed to public consultation.
- Paul Millett rang to ask about the status of the naming application and advised me that there may not be agreement within the family on the name **Angela Potts' Park**.
- Paul asked if the name **Angela's Park** would be compliant with the Naming rules, which the OGN have advised that it is not.

For a naming proposal to be endorsed by Council and accepted by the OGN, a proposal must be fully compliant with the Naming Rules for Places in Victoria. The Naming Rules state that supporting evidence of consent from family members is required. Council will be reluctant to put forward a name for public consultation if it does not have the consent of the family.

I now request that the family consult with one another to determine if the naming proposal should proceed as **Angela Pott's Park**, or if they would like to propose another alternate, compliant name (keeping in mind the above). Once there is consent from the family about the proposed name, please let me know and I will finalise my report to Council.

Please do not hesitate to contact me should you wish to discuss this matter further.

Kind regards,

**Brad Mathieson**

**Senior Governance Officer**



Hume City Council  
1079 Pascoe Vale Road  
Broadmeadows Vic 3047  
PO Box 119 Dallas Vic 3047  
[REDACTED]  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)



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the environment,  
before printing this email.*

Confidentiality

This information is Confidential. The information contained within this transmission is directed to the

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<b>REPORT NO:</b>	GE376
<b>REPORT TITLE:</b>	Establishment of Locality Name Advisory Committees
<b>SOURCE:</b>	Gavan O'Keefe, Manager Governance; Matthew Wilton, Governance Support Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC19/574
<b>POLICY:</b>	Place Names 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>	Nil

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**1. SUMMARY OF REPORT:**

- 1.1 At its meeting of 24 June 2019 Council approved a community consultation process to seek community and key stakeholder feedback on what changes, if any, should be made to Hume City's locality (suburb) boundaries.
- 1.2 As part of the community consultation process Council also approved the establishment of Locality Name Advisory Committees, and that applications for membership of a committee could be submitted during the consultation period.
- 1.3 The consultation period is now closed, and it is recommended that Council proceeds with establishing and appointing members to Locality Name Advisory Committees for the Jacksons Creek and Aitken wards.

**2. RECOMMENDATION:**

- 2.1 **THAT Council approves the establishment of the Jacksons Creek Ward Locality Naming Advisory Committee as per the Terms of Reference approved by Council at its meeting of 24 June 2019.**
- 2.2 **THAT Council appoints:**
  - 2.2.1 **Councillors Jack Medcraft and Leigh Johnson, and community members Matthew Lillywhite and Elaine Brogan OAM, as members of the Jacksons Creek Ward Locality Naming Advisory Committee.**
  - 2.2.2 **Councillor Jack Medcraft as Chairperson of the Jacksons Creek Ward Locality Naming Advisory Committee.**
- 2.3 **THAT Council approves the establishment of the Aitken Ward Locality Naming Advisory Committee as per the Terms of Reference approved by Council at its meeting of 24 June 2019.**
- 2.4 **THAT Council appoints:**
  - 2.4.1 **Councillors Jodi Jackson and Drew Jessop OAM, and community members Andrew Schiavon, Yvonne Kernan and Malcolm McDonald, as members of the Aitken Ward Locality Naming Advisory Committee.**
  - 2.4.2 **Councillor Jodi Jackson as Chairperson of the Aitken Ward Locality Naming Advisory Committee.**

REPORT NO: GE376 (cont.)

**3. LEGISLATIVE POWERS:**

*Geographic Place Names Act 1998*

**4. FINANCIAL IMPLICATIONS:**

Cost associated with the Locality Naming Advisory Committee will be funded from Council's operational budget.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

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

**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 rights protected in the Charter of Human Rights and Responsibilities Act 2006 were considered as part of this report. The community consultation recommendations of this report support the Human Rights and Responsibilities for freedom of expression (Section 15) by providing community members with the opportunity to receive information and share ideas on proposals which are likely to have an impact on their lives.

**8. COMMUNITY CONSULTATION:**

8.1 The first stage of community consultation for Council's review of the locality boundaries within the Hume municipality was very successful and there was a high level of engagement and feedback from members of the community. Most feedback received was directed through Social Pinpoint, which is an online engagement tool that allowed people to submit comments, suggestions and to design their own suburb boundaries. A small amount of feedback was also received outside of Social Pinpoint.

8.2 There were 8,001 total visits to Social Pinpoint from 2,710 unique users who made 419 comments and completed 235 survey responses.

**9. DISCUSSION:**

9.1 Following the closure of the first stage of community consultation for Council's review of the locality boundaries within the Hume municipality, it is recommended that Council establishes Locality Naming Advisory Committees for the Jacksons Creek and Aitken wards.

9.2 The high level of community engagement in the first stage of public consultation supports the continuing progress of this locality boundary review by Council, and the committees will assist with this by shortlisting names for Council consideration for any newly-proposed suburbs that may be considered by Council as part of this review.

9.3 Individuals who submitted an Expression of Interest for appointment to a Locality Naming Advisory Committee were asked to state in writing why they wanted to be part of a Committee, and what they could contribute to a Committee. The community members who have been recommended for appointment to a Committee have provided responses that strongly addressed those criteria. Other individuals who are not recommended also provided Expressions of Interest that met the criteria, however appointments to Committees are limited to a maximum of three members of the community per Committee.

**10. CONCLUSION:**

It is recommended that Council approves the establishment of Locality Naming Advisory Committees for the Jacksons Creek and Aitken wards, and that it appoints members to these committees consisting of Councillors and members of the community.

<b>REPORT NO:</b>	GE377
<b>REPORT TITLE:</b>	Performance Statement 2018/19
<b>SOURCE:</b>	Ben Jordan, Coordinator Council and Service Planning
<b>DIVISION:</b>	Communications, Engagement and Advocacy
<b>FILE NO:</b>	HCC 15/412
<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>	<ol style="list-style-type: none"><li>1. <i>Performance Statement 2018/19</i></li><li>2. <i>Governance and Management Checklist 2018/19</i></li><li>3. <i>Materiality Guidelines LGPRF</i></li></ol>

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#### 1. SUMMARY OF REPORT:

- 1.1 This report is to provide to Council the final Performance Statement 2018/2019 that includes the indicators and requirements of the Local Government Performance Reporting Framework (LGPRF). The Performance Statement 2018/2019 and LGPRF information has been provided to the Auditor General's agent, RSD Audit and reviewed by the Audit Committee on Friday 30 August 2019.
- 1.2 Council is required to pass a resolution giving its approval in principle to the Performance Statement prior to submission of the statement to the Auditor General. Council must also authorise two Councillors to certify the statement in its final form after any recommended changes have been made and agreed to by the Auditor General. It has been the practice in the past that the Mayor and the Finance Portfolio Councillor are recommended to be authorised to certify the Performance Statement in its final form.

#### 2. RECOMMENDATION:

- 2.1 That Council resolves to approve in principal the Performance Statement (Attachment One) for the financial year ending 30 June 2019 and note the associated Governance and Management Checklist (Attachment Two).
- 2.2 That the Mayor, Councillor Carly Moore and Councillor Geoff Porter be authorised to certify the statements in their final form after any recommended changes have been made and agreed to by the Auditor General.
- 2.3 Council note the Materiality Guidelines (Attachment Three) adopted in 2016 that are used in the preparation of the Performance Statement and LGPRF reporting in accordance with Local Government Victoria Best Practice Guidelines.

#### 3. LEGISLATIVE POWERS:

*Local Government Act 1989*

*Local Government Amendment (Performance Reporting and Accountability) Act 2014.*

#### 4. CHARTER OF HUMAN RIGHTS APPLICATION:

The collection and provision of information for the Performance Statement 2018/2019 including the requirements of the Local Government Performance Reporting Framework is conducted within the policy context of the Hume City Council Social Justice Charter (2014) and the *Charter of Human Rights and Responsibilities Act 2006*.

REPORT NO: GE377 (cont.)

5. DISCUSSION:

- 5.1 In February 2014, the Victorian Government approved legislation to introduce a new, mandatory Local Government Performance Reporting Framework, the *Local Government Amendment (Performance Reporting and Accountability) Act 2014*. This Act came into effect on 18 April 2014, with the first formal reporting period being 1 July 2014 to 30 June 2015.
- 5.2 This report and attachments provide data on the fifth financial year of formal reporting for the LGPRF as part of the preparation of the Performance Statement for the 2018/2019 Annual Report.
- 5.2.1 Attachment One is the Performance Statement 2018/2019 in the format prescribed by Local Government Victoria (LGV). The Act requires that Council's Annual Report contain an Audited Performance Statement including the prescribed indicators of the LGPRF and results for each indicator. These indicators measure Council's service performance, financial performance and sustainable capacity.
- a) In some instances, comments have been included to provide context or factual information on the indicator results and to explain material variation in year to year results.
- 5.2.2 Attachment Two is the Governance and Management Checklist required for the LGPRF and Council's Annual Report. Information submitted in this checklist is used to determine whether Council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision-making.
- 5.2.3 Attachment Three is Materiality Guidelines that have been developed in accordance with the LGV Better Practice Guide to assist in the preparation of the Performance Statement, LGPRF reporting and comparing year to year results. The Materiality Guidelines provide thresholds for the service performance, financial performance and sustainable capacity indicators taking into account both quantitative and qualitative factors and circumstances specific to each service indicator.
- 5.2.4 The Performance Statement 2018/2019, Governance and Management Checklist, Materiality Guidelines and all information required for the Local Government Performance Reporting Framework (LGPRF) have been provided to the Auditor General's agent, RSD Audit.
- 5.2.5 In accordance with paragraph 4.1.2 of the Audit Committee Charter, the Audit Committee is required to review the Performance Statement and determine if it is complete. A report and the attachments (accompanying this report) were provided to the Audit Committee on Friday 30 August 2019 with the following recommendations:
- (a) That the Audit Committee recommend that Council provide in-principal approval of the Performance Statement 2018/2019.
- (b) That the Audit Committee note the 2018/2019 Governance and Management Checklist, service performance information and indicator results, comparisons to previous year's results and material variation comments.
- 5.3 Following in principal approval of the final Performance Statement, RSD Audit will forward the signed Performance Statement 2018/2019 to the Victorian Auditor General's Office.

**REPORT NO: GE377 (cont.)**

- 5.4 Subject to the clearance arising from a quality review by the Victorian Auditor General's Office, it is anticipated that by late September 2019, Council will receive the Auditor General's opinion on the Performance Statement 2018/2019.
- 5.5 The Performance Statement will be included in the Annual Report 2018/2019 and submitted to the Minister for Local Government prior to 30 September 2019 as required by the *Local Government Act 1989*.
- 5.6 Final submission and approval of all Hume City Council's LGPRF information (including the Governance and Management Checklist and service performance information) to the *Know Your Council Website* is required by 30 September 2019.
- 5.7 The *Know Your Council Website* with comparative LGPRF data for all Victorian Councils for the 2018/2019 Financial Year is expected to go live in November 2019 (date to be confirmed by Local Government Victoria).

**6. CONCLUSION:**

- 6.1 Council has collected and reported information for the preparation and presentation of the Performance Statement 2018/2019 and Governance and Management Checklist including meeting all the requirements of the Local Government Performance Reporting Framework.
- 6.2 The documents have been reviewed by RSD Audit and presented to the Audit Committee on 30 August 2019. The Audit Committee has recommended to Council that it resolve to approve in principle the Performance Statement for the year ended 30 June 2019 and to authorise two Councillors to certify the statement in its final form.
- 6.3 Following certification, the Performance Statement and Governance and Management Checklist will be provided for inclusion in Council's Annual Report 2018/2019 and the LGPRF data will be submitted to the *Know Your Council Website*.

**REPORT NO: GE377 (cont.)**

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Attachment One – Performance Statement 2018/19

**Performance Statement**

For the year ended 30 June 2019

Reg.	
R17(1)	<p><b>Description of municipality</b></p> <p>Hume City is located just 15 kilometres north of Melbourne and is one of the fastest growing and most culturally-diverse communities in Australia.</p> <p>Spanning a total area of 504 square kilometres, it is built around the suburbs of Broadmeadows, Tullamarine and Gladstone Park in the south, the residential suburbs of Craigieburn, Greenvale and Roxburgh Park in the north-east and Sunbury in the north-west.</p> <p>The municipality is made up of a mix of contrasts including new and established residential areas, major industrial and commercial precincts and vast expanses of rural areas.</p> <p>Hume City is home to major road transit routes including the Tullamarine Freeway, Western Ring Road, Hume Highway and the Craigieburn Bypass.</p> <p>Hume is bound by the local government areas of Moreland, Whittlesea, Brimbank, Macedon Ranges, Melton and Mitchell.</p> <p>Home to 224,394 residents (ABS estimated resident population - 30 June 2018), Hume City's population is expected to grow to 372,627 by the year 2041.</p> <p>Hume residents come from more than 156 different countries and speak over 150 languages – each week, 61 new migrants move into Hume City.</p> <p>In comparison to metropolitan Melbourne, Hume City residents are relatively younger in age, and there is a higher proportion of 'family households'.</p> <p>Much of this can be attributed to the important role Hume City plays within the Melbourne housing market. The area is known for its affordable home ownership opportunities, attracting existing and prospective families.</p> <p>In the five years between 2011 and 2016, almost 28,000 new residents moved to Hume. In this period, Moreland City was the largest contributor of new residents from within Australia – about 5,400 moved into Hume from Moreland.</p> <p>This was followed by almost 3,600 residents who moved to Hume from interstate and almost 6,700 residents who came from Whittlesea, Moonee Valley, Darebin and Brimbank.</p> <p>From outside Australia, some 13,300 residents moved from overseas and chose to call Hume home.</p> <p>In 2018, Hume received about 5 per cent of metropolitan Melbourne's total migration intake, and 25 per cent of metropolitan Melbourne's humanitarian intake stream.</p> <p>Hume City Council received 2,985 birth notifications in 2015/16, 2,969 in 2016/17, 3,254 birth notifications in 2017/18 and 3,163 in 2018/19.</p> <p>With a population of just 93,000 in 1988, the area now known as Hume City has developed into one of the fastest and largest growth municipalities in Melbourne.</p>

**Sustainable Capacity Indicators**

For the year ended 30 June 2019

Reg	Indicator/measure	Results				Material Variations
		2016	2017	2018	2019	
R15(3) Sch3 R16(1) R17(2)	<b>Population</b> Expenses per head of municipal population [Total expenses / Municipal population]	\$1,134.85	\$1,053.29	\$1,118.52	\$1,166.83	
	Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$6,826.13	\$6,960.61	\$7,263.89	\$8,061.68	The variance is mainly due to the increase in total Property, Plant, Equipment & Infrastructure as a result of: higher level of contributed assets received during the year; revaluation of land, building and infrastructure assets; and a large capital works program, compared to the increase in the municipal population.
	Population density per length of road [Municipal population / Kilometres of local roads]	158.11	163.85	164.51	164.36	
	<b>Own-source revenue</b> Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$993.70	\$1,021.34	\$1,088.11	\$1,066.79	



Indicator/measure	Results				Material Variations
	2016	2017	2018	2019	
<b>Recurrent grants</b>					
<i>Recurrent grants per head of per head of municipal population</i>	\$163.63	\$236.19	\$217.09	\$225.99	
[Recurrent grants / Municipal population]					
<b>Disadvantage</b>					
<i>Relative socio-economic disadvantage</i>	2.00	2.00	2.00	2.00	
[Index of Relative Socio-economic Disadvantage by decile]					
<b>Definitions</b>	<p>"adjusted underlying revenue" means total income other than:</p> <p>(a) non-recurrent grants used to fund capital expenditure; and</p> <p>(b) non-monetary asset contributions; and</p> <p>(c) contributions to fund capital expenditure from sources other than those referred to above</p> <p>"infrastructure" means non-current property, plant and equipment excluding land</p> <p>"local road" means a sealed or unsealed road for which the Council is the responsible road authority under the <i>Road Management Act 2004</i></p> <p>"population" means the resident population estimated by Council</p> <p>"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)</p> <p>"relative socio economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.56.001) of SEIFA</p> <p>"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website</p> <p>"unrestricted cash" means all cash and cash equivalents other than restricted cash.</p>				

**Service Performance Indicators**

For the year ended 30 June 2019

Reg	Service/indicator/measure	Results				Material Variations
		2016	2017	2018	2019	
R15(1) Sch3	<b>Aquatic facilities Utilisation</b>					
R16(1)	<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	3.67	3.13	5.49	6.16	In October 2017, Council opened a new regional aquatic facility - SPLASH Aqua Park and Leisure Centre in Craigleburn. This has resulted in a significant increase in the number of visits to aquatic facilities over the past two years.
	<b>Animal management</b>					
	<b>Health and safety</b>					
	<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	21	24	24	14	Council continues to take a proactive stance to investigations and prosecutions under the Domestic Animals Act 1994. Fewer prosecutions were taken to Court during 2018/19 with matters often resolved by infringement or surrender of a dog.
	<b>Food safety</b>					
	<b>Health and safety</b>					
	<i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	81.20%	93.28%	97.02	96.91%	

Service/Indicator/measure	Results				Material Variations
	2016	2017	2018	2019	
<b>Governance</b>					
<b>Satisfaction</b>					
<i>Satisfaction with Council decisions</i>	60	61	56	60	
[Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]					
<b>Home and community care</b>					
<b>Participation</b>					
<i>Participation in HAACC service</i>	9.40%	N/A	N/A	N/A	Reporting on HAACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
[Number of people that received a HAACC service / Municipal target population for HAACC services] x100					
<b>Participation</b>					
<i>Participation in HAACC service by CALD people</i>	7.57%	N/A	N/A	N/A	Reporting on HAACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
[Number of CALD people who receive a HAACC service / Municipal target population in relation to CALD people for HAACC services] x100					

Service/Indicator/measure	Results				Material Variations
	2016	2017	2018	2019	
<b>Libraries Participation</b>					
Active library members / Number of active library members / Municipal population] x100	10.84%	10.19%	9.67%	9.55%	Council's library service focuses heavily on learning and community capacity building programs. The number of active library members increased in 2018/19 but active library members as a percentage municipal population has decreased slightly (when compared to 2017/18), due to continued high population growth in Hume City.
<b>Maternal and child health Participation</b>					
Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	71.23%	69.03%	70.93%	72.06%	
Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	65.01%	68.85%	60.22%	69.48%	Council promotes the MCH service to Aboriginal and Torres Strait Islander clients through the direct support of an Aboriginal Engagement MCH nurse who attends all first home visits and introduces the service. This has contributed to increased participation in the MCH service by Aboriginal children in 2018/19.

Service/Indicator/measure	Results				Material Variations
	2016	2017	2018	2019	
<b>Roads</b>					
<b>Satisfaction</b>					
<i>Satisfaction with sealed local roads</i>	66	62	64	59	The condition of sealed local roads is just one factor in this indicator result. Community members who provided a poor satisfaction rating with sealed local roads identified concerns around narrow streets, lack of adequate parking, traffic management and issues of congestion when accessing arterial roads as other considerations influencing their rating.
[Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]					
<b>Statutory Planning</b>					
<b>Decision making</b>					
<i>Council planning decisions upheld at VCAT</i>	64.71%	22.22%	53.85%	40.00%	In 2018/19, 15 Council planning decisions were appealed at VCAT with 9 set aside indicating that VCAT was less supportive of Council planning decisions than in 2017/18.
[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100					
<b>Waste Collection</b>					
<b>Waste diversion</b>					
<i>Kerbside collection waste diverted from landfill</i>	32.87%	34.58%	35.09%	34.39%	Feedback during the temporary closure of SKM Recycling (February and March 2019) is that many Hume City residents disposed of recycling through their kerbside garbage service.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

<p><b>Definitions</b></p> <p>"Aboriginal child" means a child who is an Aboriginal person</p> <p>"Aboriginal person" has the same meaning as in the <i>Aboriginal Heritage Act 2006</i></p> <p>"active library member" means a member of a library who has borrowed a book from the library</p> <p>"annual report" means an annual report prepared by a Council under sections 131, 132 and 133 of the Act</p> <p>"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English</p> <p>"class 1 food premises" means food premises, within the meaning of the <i>Food Act 1984</i>, that have been declared as class 1 food premises under section 19C of that Act</p> <p>"class 2 food premises" means food premises, within the meaning of the <i>Food Act 1984</i>, that have been declared as class 2 food premises under section 19C of that Act</p> <p>"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth</p> <p>"critical non-compliance outcome notification" means a notification received by Council under section 19N(3) or (4) of the <i>Food Act 1984</i>, or advice given to Council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health</p> <p>"food premises" has the same meaning as in the <i>Food Act 1984</i></p> <p>"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the <i>Home and Community Care Act 1985</i> of the Commonwealth</p> <p>"HACC service" means home help, personal care or community respite provided under the HACC program</p> <p>"local road" means a sealed or unsealed road for which the Council is the responsible road authority under the <i>Road Management Act 2004</i>.</p> <p>"major non-compliance outcome notification" means a notification received by a Council under section 19N(3) or (4) of the <i>Food Act 1984</i>, or advice given to Council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken</p> <p>"MCH" means the Maternal and Child Health Service provided by a Council to support the health and development of children within the municipality from birth until school age</p> <p>"population" means the resident population estimated by Council</p> <p>"target population" has the same meaning as in the Agreement entered into for the purposes of the <i>Home and Community Care Act 1985</i> of the Commonwealth</p> <p>"WorkSafe reportable aquatic facility safety incident" means an incident relating to a Council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the <i>Occupational Health and Safety Act 2004</i>.</p>

**Financial Performance Indicators**

For the year ended 30 June 2019

Reg. measure	Dimension/ Indicator/	Results			Forecasts			Material Variations	
		2016	2017	2018	2019	2020	2021		2022
R15(2) Sch3	<b>Efficiency</b>								
R16(1) R16(2)	<b>Revenue level</b> Average residential rate per residential property assessment	\$1483.17	\$1515.96	\$1,544.73	\$1,627.60	\$1,643.59	\$1,684.68	\$1,726.79	\$1,769.96
R17(2) R17(3)	[Residential rate revenue / Number of residential property assessments] <b>Expenditure level</b> Expenses per property assessment	\$2872.75	\$2716.16	\$2,841.54	\$2,967.46	\$3,033.54	\$3,149.01	\$3,233.98	\$3,327.67
	[Total expenses / Number of property assessments]								
	<b>Workforce turnover</b> Resignations and terminations compared to average staff	7.61%	8.13%	8.17%	9.58%	7.72%	7.91%	7.91%	7.92%
	[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100								

Dimension/ Indicator/ measure	Results				Forecasts			Material Variations
	2016	2017	2018	2019	2020	2021	2022	
<b>Liquidity</b>								
<b>Working capital</b>								
Current assets compared to current liabilities [Current assets / Current liabilities] x100	220.16%	311.75%	449.09%	515.45%	452.90%	447.76%	476.61%	439.85%
								The increase is due to a \$50m increase in the Current Assets due to higher balance of term deposits held as of 30 June 2019 compared to 2018.
<b>Unrestricted cash</b>								
Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	22.72%	50.96%	-56.47%	-31.44%	375.43%	367.60%	390.79%	359.38%
								The increase is due to a higher balance of cash held on hand as of 30 June 2019 and a lower level of carried forward capital works expenditure compared to 2018. Term deposits (with a 90+ day maturity) are reported as 'financial assets' and are therefore not included in this ratio. In the future years, term deposits (with a 90+ day maturity) are budgeted as 'cash' rather than financial assets.





Dimension/ Indicator/ measure	Results			Forecasts			Material Variations		
	2016	2017	2018	2019	2020	2021		2022	2023
<b>Indebtedness</b> Non-current liabilities compared to own source revenue  [Non-current liabilities / Own source revenue] x100	21.71%	15.07%	12.74%	15.94%	14.50%	13.01%	11.84%	10.85%	Own source revenue increased by \$4.4m in 2018/19 compared to 2017/18. However, non-current liabilities increased by a higher value of \$8m, mainly due to the increase in landfill and employee leave provisions due to changes in the discount rate as well as a revaluation increase of the landfill provision.

Dimension/ Indicator/ measure	Results			Forecasts			Material Variations	
	2016	2017	2018	2019	2020	2021		2022
<b>Operating position</b>								
<b>Adjusted underlying result</b>								
Adjusted underlying surplus (or deficit)	11.81%	24.34%	24.16%	19.33%	9.65%	9.25%	7.58%	6.02%
[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100								
	<p>The ratio has decreased due to a lower adjusted underlying surplus of \$14m compared to 2017/18 as the increase in expenditure (by \$20m) is higher than the increase in the adjusted underlying revenue (by \$6m).</p> <p>On the expenditure side:</p> <ol style="list-style-type: none"> <li>1. There is a large increase in financing costs due to the Net Present Value calculation for landfill and employee leave provisions as a result of a significant reduction in the discount rates.</li> <li>2. Increase in depreciation expenses due to high level of contributed assets received in 2017/18 and 2018/19 as a result of subdivisional growth throughout the municipality and new assets which were capitalised from the 2017/18 Capital Works program. In addition, a revaluation increase in Building and Infrastructure assets also contributed to the increase in the annual depreciation expenses.</li> <li>3. Increase in Employee costs due to annual EBA increase, employee leave provision increase during the year and growth in staff F/T.</li> <li>4. The increase in materials and services is due to the costs associated with the maintenance of parks and open spaces due to subdivisional growth throughout the municipality.</li> </ol>							

Dimension/ Indicator/ measure	Results			Forecasts			Material Variations	
	2016	2017	2018	2019	2020	2021		2022
<b>Stability</b>								
<b>Rates concentration</b>								
Rates compared to adjusted underlying revenue	59.81%	56.47%	54.35%	56.43%	64.79%	63.40%	64.24%	64.8%
[Rate revenue / Adjusted underlying revenue] x100								
<b>Rates effort</b>								
Rates compared to property values	0.48%	0.47%	0.37%	0.36%	0.37%	0.37%	0.38%	0.38%
[Rate revenue / Capital improved value of rateable properties in the municipality] x100								
<b>Definitions</b>	<p>"adjusted underlying revenue" means total income other than:</p> <p>(a) non-recurrent grants used to fund capital expenditure; and</p> <p>(b) non-monetary asset contributions; and</p> <p>(c) contributions to fund capital expenditure from sources other than those referred to above</p> <p>"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure</p> <p>"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability</p> <p>"current assets" has the same meaning as in the AAS</p> <p>"current liabilities" has the same meaning as in the AAS</p> <p>"non-current assets" means all assets other than current assets</p>							

<p>"non-current assets" means all assets other than current assets</p> <p>"non-current liabilities" means all liabilities other than current liabilities</p> <p>"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a Council's Strategic Resource Plan</p> <p>"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)</p> <p>"population" means the resident population estimated by Council</p> <p>"rate revenue" means revenue from general rates, municipal charges, service rates and service charges</p> <p>"recurrent grant" means a grant other than a non-recurrent grant</p> <p>"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties</p> <p>"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year</p> <p>"unrestricted cash" means all cash and cash equivalents other than restricted cash.</p>
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**Other Information**

For the year ended 30 June 2019

**1. Basis of preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the Council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 24 June 2019 and which forms part of the Council Plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council.

**Certification of the Performance Statement**

R18(1)	In my opinion, the accompanying performance statement has been prepared in accordance with the <i>Local Government Act 1989</i> and the Local Government (Planning and Reporting) Regulations 2014.
R18(2)	<p>.....</p> <p>Fadi Srour, B.Bus (Acc), CA, AICD <b>Principal Accounting Officer</b> <b>Dated:</b> 9 September 2019</p> <p>In our opinion, the accompanying performance statement of Hume City Council for the year ended 30 June 2019 presents fairly the results of Council's performance in accordance with the <i>Local Government Act 1989</i> and the Local Government (Planning and Reporting) Regulations 2014.</p> <p>The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.</p> <p>At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.</p> <p>We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.</p> <p>.....</p> <p>Drew Jessop <b>Councillor</b> <b>Dated:</b> 9 September 2019</p> <p>.....</p> <p>Carly Moore <b>Mayor</b> <b>Dated:</b> 9 September 2019</p> <p>.....</p> <p>Domenic Isola <b>Chief Executive Officer</b> <b>Dated:</b> 9 September 2019</p>

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Attachment Two: Governance and Management Checklist 2018/2019

LG131(3), R12

The following are the results of Council's assessment against the prescribed governance and management checklist.

	Governance and Management Item	Required	YES/ NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to document if answer is YES
GC1	Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation	NO			Council has adopted community engagement guidelines outlining Council's commitment and process for undertaking community consultation and engagement.
GC2	Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	27/06/2011		<a href="https://www.hume.vic.gov.au/files/51cbbebe-df6c-453c-ae26-9f2800edb59f/Community_Engagement_Framework.pdf">https://www.hume.vic.gov.au/files/51cbbebe-df6c-453c-ae26-9f2800edb59f/Community_Engagement_Framework.pdf</a>
GC3	Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act	YES	24/06/2019		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/council_plan/201920/council_plan_2017-2021_2019-20_actions_incorporating_srp.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/council_plan/201920/council_plan_2017-2021_2019-20_actions_incorporating_srp.pdf</a>
GC4	Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the Act	YES	24/06/2019		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/budget/annual_budget_2019-20.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/budget/annual_budget_2019-20.pdf</a>
GC5	Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation	YES		Roads Asset Management Plan (includes footpaths, bridges, cycleways) 12/08/2019 Buildings Asset Management Plan 5/08/2010 Parks and Open Space 10/09/2012	<a href="#">Renewal need analysis has been re-done at least every 2 years since initial Plan development.</a>
GC6	Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Current strategy in operation	YES	24/06/2019		<a href="#">Refer to Rating information contained within Budget document and Strategic Resource Plan.</a>
GC7	Risk policy ( policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	27/03/2017		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol197_-_risk_management_policy.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol197_-_risk_management_policy.pdf</a>
GC8	Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	17/12/2018		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol170_-_fraud_control_policy.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol170_-_fraud_control_policy.pdf</a>
GC9	Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986	YES	23/06/2017		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/emergency_management/city_of_hume_municipal_emergency_management_plan_may_2017.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/emergency_management/city_of_hume_municipal_emergency_management_plan_may_2017.pdf</a>
GC10	Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the Local Government Act	YES	24/06/2019		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol189_-_procurement_policy.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/policies/pol189_-_procurement_policy.pdf</a>
GC11	Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation	YES	22/05/2018		Plan approved by Council's Executive Management Team

Attachment Two: Governance and Management Checklist 2018/2019

LG131(3), R12

	Governance and Management Item	Required	YES/ NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to document if answer is YES
GC12	Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation	YES	13/02/2018		Used in conjunction with Council's Business Continuity Plan (BCP).
GC13	Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	YES	24/02/2017		Framework review provided to Council's Audit Committee.
GC14	Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Committee established in accordance with section 139 of the Act	NO			Council has had an Audit Committee since 1998 appointed by Council as a Section 86 Committee under an Instrument of Delegation. The most recent Instrument of Delegation approval from Council is dated 27/03/2017. <a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/council_committees/audit_committee_instrument_of_delegation_and_charter.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/council_committees/audit_committee_instrument_of_delegation_and_charter.pdf</a>
GC15	Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged	YES		22/05/2017 appointed by Council 1/07/2017 effective date	BDO were reappointed by Council as Internal Auditor on 22/05/2017 effective 1/07/2017, for a 3 year contract with a 1 year option at Council's discretion.
GC16	Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Current framework in operation	YES		22/02/2019 31/08/2018	
GC17	Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report	YES	11/02/2019		Council Plan progress is reported and adopted quarterly. Six month progress was reported on 11 February 2019.
GC18	Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Quarterly statements presented to Council in accordance with section 138(1) of the Act	YES		Q4. 10/09/2018 Q1. 26/11/2018 Q2. 25/02/2019 Q3. 13/05/2019	
GC19	Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented	YES		31/08/2017 22/02/2018	Presented to Council's Audit Committee.
GC20	Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented	YES		22/02/2019 31/08/2018	
GC21	Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the Act	YES	22/10/2018		<a href="https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/annual_reports/2017-18_hume_city_council_annual_report_weboptimised.pdf">https://www.hume.vic.gov.au/files/s_haredassets/hume_website/publications/annual_reports/2017-18_hume_city_council_annual_report_weboptimised.pdf</a>

Attachment Two: Governance and Management Checklist 2018/2019  
 LG131(3), R12

	Governance and Management Item	Required	YES/ NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to document if answer is YES
GC22	Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the Act	YES	6/02/2017	Adopted 4/07/2016 Reviewed without amendment 6/02/2017	<a href="https://www.hume.vic.gov.au/files/sharedassets/hume_website/councillors_empt/councillors/code_of_conduct_documents/code_of_conduct_for_councillors_-_adopted_040716.pdf">https://www.hume.vic.gov.au/files/sharedassets/hume_website/councillors_empt/councillors/code_of_conduct_documents/code_of_conduct_for_councillors_-_adopted_040716.pdf</a>
GC23	Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 98(6) of the Act	YES		Instrument of delegation to CEO - 15/12/2016 Instrument of delegation to Members of Council Staff - 29/03/2019	Both documents and a register of delegations are available at: <a href="https://www.hume.vic.gov.au/About/Us/Contact_Details/Your_Council/Legislation/Information_available_for_Public_Inspection">https://www.hume.vic.gov.au/About/Us/Contact_Details/Your_Council/Legislation/Information_available_for_Public_Inspection</a>
GC24	Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act	YES	2/09/2013		<a href="http://www.hume.vic.gov.au/files/assets/hume_website/i_want_to_images/code_of_meeting_procedures_-_2013.pdf">http://www.hume.vic.gov.au/files/assets/hume_website/i_want_to_images/code_of_meeting_procedures_-_2013.pdf</a>

I certify that this information presents fairly the status of Council's governance and management arrangements.

\_\_\_\_\_  
 Domenic Isola  
**Chief Executive Officer**  
**Dated:** 9 September 2019

\_\_\_\_\_  
 Carly Moore  
**Mayor**  
**Dated:** 9 September 2019

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Attachment Three – Materiality Guidelines

## Materiality Guidelines

### 2018-19 Reporting Period

Hume City Council has established materiality thresholds for Service Performance, Financial Performance and Sustainability Capacity indicators, taking into account both quantitative and qualitative factors and circumstances specific to each service indicator.

In considering materiality thresholds, a standard variance of 10% between the current year and previous year's result has generally been applied, however reference to the current and previous year's result and 2014/15 benchmark data has also been considered against each indicator. Where appropriate, alternative thresholds have been applied to some indicators as the standard 10% variance isn't applicable or appropriate. The table below provides greater detail of the materiality thresholds applied to each indicator.

Service Performance Indicators		
Service/indicator/measure	Measure expressed as:	Materiality threshold:
<b>Aquatic Facilities</b>		
<b>Satisfaction</b> User satisfaction with aquatic facilities (optional measure)	Index score of satisfaction out of 100	Movement +/- greater than 5
<b>Service standard</b> Health inspections of aquatic facilities	Number of health inspections per council aquatic facility	Movement of +/- 1
Reportable safety incidents at aquatic facilities	Number of WorkSafe reportable aquatic safety incidents	Movement +/- greater than 3  (most incidences reported relate to personal health issues)
<b>Service cost</b> Cost of indoor aquatic facilities	\$ direct cost less any income received of providing indoor aquatic facilities per visit	Movement of +/- 10% from previous year's result
Cost of outdoor aquatic facilities	\$ direct cost less any income received of providing outdoor aquatic facilities per visit	Movement of +/- 10% from previous year's result
<b>Utilisation</b> Utilisation of aquatic facilities	Number of visits to aquatic facilities per head of municipal population	Movement of +/- 0.25
<b>Animal Management</b>		
<b>Timeliness</b> Time taken to action animal requests	Number of days taken to action animal requests	Movement of +/- 1 day
<b>Service standard</b> Animals reclaimed	% of collected animals reclaimed	Movement of +/- 3%
<b>Service cost</b> Cost of animal management service	\$ direct cost of the animal management service per registered animal	Movement of +/- 10% from previous year's result

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Attachment Three – Materiality Guidelines

Service Performance Indicators		
Service/indicator/measure	Measure expressed as:	Materiality threshold:
<b>Health and safety</b> Animal management prosecutions	Number of prosecutions	Movement of +/- 5 prosecutions
<b>Food Safety</b>		
<b>Timeliness</b> Time taken to action food complaints	Number of days taken to action food complaints	Movement of +/- 1 day
<b>Service standard</b> Food safety assessments	% of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment	Movement of +/- 10% from previous year's result
<b>Service cost</b> Cost of food safety service	\$ direct cost of the food safety service per registered food premises	Movement of +/- 10% from previous year's result
<b>Health and safety</b> Critical and major non-compliance notifications	% of critical and major non-compliance outcome notifications that are followed up by council	Movement of +/- 10% from previous year's result
<b>Governance</b>		
<b>Transparency</b> Council resolutions at meetings closed to the public	% of council resolutions made at meetings closed to the public	Movement of +/- 10% from previous year's result
<b>Consultation and engagement</b> Satisfaction with community consultation and engagement	Satisfaction rating out of 100	Movement +/- greater than 5
<b>Attendance</b> Council attendance at council meetings	% of council attendance at ordinary and special council meetings	Movement of +/- 5%
<b>Service cost</b> Cost of governance	\$ direct cost of the governance service per councillor	Movement of +/- \$10% from previous year's result
<b>Decision making</b> Satisfaction with council decisions	Satisfaction rating out of 100	Movement +/- greater than 5
<b>Home and Community Care – Removed from the Indicators in 2016/17</b>		
<b>Libraries</b>		
<b>Utilisation</b> Library collection usage	Number of library collection item loans per library collection item	Movement of +/- 0.5 loans
<b>Resource standard</b> Standard of library collection	% of the library collection that has been purchased in the last 5 years	Movement of +/- 5%
<b>Service cost</b> Cost of library service	\$ direct cost of the library service per visit	Movement of +/- 10% from previous year's result
<b>Participation</b> Active library members	% of the municipal population that are active library members	Movement of +/- 10% from previous year's result
<b>Maternal and Child Health</b>		

Attachment Three – Materiality Guidelines

Service Performance Indicators		
Service/indicator/measure	Measure expressed as:	Materiality threshold:
<b>Satisfaction</b> Participation in first MCH home visit	% of infants enrolled in the MCH service who receive the first MCH home visit	Movement of +/- 10% from previous year's result
<b>Service standard</b> Infant enrolments in the MCH service	% of infants enrolled in the MCH service	Movement of +/- 5%
<b>Service cost</b> Cost of the MCH service	\$ cost of the MCH service per hour of service delivered	Movement of +/- 10% from previous year's result
<b>Participation</b> Participation in MCH service	% of children enrolled who participate in the MCH services	Movement of +/- 10% from previous year's result
Participation in MCH service by Aboriginal children	% of Aboriginal children enrolled who participate in the MCH service	Movement of +/- 10% from previous year's result
<b>Roads</b>		
<b>Satisfaction of use</b> Sealed local road requests	Number of sealed local road requests per 100 kilometres of sealed local road	Movement of +/- 10% from previous year's
<b>Condition</b> Sealed local roads below the intervention level	% of sealed local roads that are below the renewal intervention level	Movement of +/- 5%
<b>Service cost</b> Cost of sealed local road reconstruction	\$ direct reconstruction cost per square metre of sealed local roads reconstructed	Movement of +/- 10% from previous year's result
Cost of sealed local road resealing	\$ direct resealing cost per square metre of sealed local roads resealed	Movement of +/- 10% from previous year's result
<b>Satisfaction</b> Satisfaction with sealed local roads	Satisfaction rating out of 100	Movement +/- greater than 5
<b>Statutory Planning</b>		
<b>Timeliness</b> Time taken to decide planning applications	Days between receipt of a planning application and a decision on the application	Movement of +/- 10% from previous year's result
<b>Service standard</b> Planning applications decided within 60 days	% of planning application decisions made within 60 days	Movement of +/- 10% from previous year's result
<b>Service cost</b> Cost of statutory planning service	\$ direct cost of the statutory planning service per planning application	Movement of +/- 10% from previous year's result
<b>Decision making</b> Planning decisions upheld at VCAT	% of decisions subject to review by VCAT that were not set aside	Movement of +/- 5%
<b>Waste Collection</b>		
<b>Satisfaction</b> Kerbside bin collection requests	Number of kerbside bin collection requests per 1000 kerbside bin collection households	Movement of +/- 10% from previous year's result



Attachment Three – Materiality Guidelines

Service Performance Indicators		
Service/indicator/measure	Measure expressed as:	Materiality threshold:
<b>Service standard</b> Kerbside collection bins missed	Number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts	Movement of +/- 10% from previous year's result
<b>Service cost</b> Cost of kerbside garbage collection service	\$ direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin	Movement of +/- 10% from previous year's result
Cost of kerbside recyclables collection service	\$ direct cost of the kerbside recyclables collection service per kerbside recyclables collection bin	Movement of +/- 10% from previous year's result
<b>Waste diversion</b> Kerbside collection waste diverted from landfill	% of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill	Movement of +/- 3%

Service/indicator/measure	Measure expressed as:	Materiality threshold:
<b>Efficiency</b>		
Average residential rate per residential property assessment	Residential rate revenue (\$) per residential property assessment	Movement of +/- 10% from previous year's result
Expenses per property assessment	Total expenses (\$) per property assessment	Movement of +/- 10% from previous year's result
Resignations and terminations compared to average staff	The number of permanent staff resignations and terminations as a percentage of the average number of permanent staff	If less than 5% or greater than 15% for year
<b>Liquidity</b>		
Current assets compared to current liabilities	Current assets as a percentage of current liabilities	Movement of +/- 10% from previous year's result
Unrestricted cash compared to current liabilities	Unrestricted cash as a percentage of current liabilities	Movement of +/- 10% from previous year's result
<b>Obligations</b>		
Asset renewal compared to depreciation	Asset renewal expense as a percentage of depreciation	Movement of +/- 10% from previous year's result
Loans and borrowings compared to rates	Interest bearing loans and borrowings as a percentage of rate revenue	Movement of +/- 10% from previous year's result
Loans and borrowings repayments compared to rates	Interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue	Movement of +/- 10% from previous year's result



Attachment Three – Materiality Guidelines

<b>Materiality Guidelines</b>		
<b>Service/indicator/measure</b>	<b>Measure expressed as:</b>	<b>Materiality threshold:</b>
Non-current liabilities compared to own source revenue	Non-current liabilities as a percentage of own source revenue	Movement of +/- 10% from previous year's result
<b>Operating position</b>		
Adjusted underlying surplus (or deficit)	Underlying surplus (or deficit) as a percentage of adjusted underlying revenue	Movement of +/- 10% from previous year's result
<b>Stability</b>		
Rates compared to adjusted underlying revenue	Rate revenue as a percentage of adjusted underlying revenue	Movement of +/- 10% from previous year's result
Rates compared to property values	Rate revenue as a percentage of the capital improved value of rateable properties in the municipality	Movement of +/- 10% from previous year's result

<b>Sustainability Capacity Indicators</b>		
<b>Service/indicator/measure</b>	<b>Measure expressed as:</b>	<b>Materiality threshold:</b>
Expenses per head of municipal population	Total expenses (\$) per head of municipal population	Movement of +/- 10% from previous year's result
Infrastructure per head of municipal population	Value of infrastructure (\$) per head of municipal population	Movement of +/- 10% from previous year's result
Population density per length of road	Municipal population per kilometre of local road	Movement of +/- 5% from previous year's result
Own-source revenue per head of municipal population	Own-source revenue (\$) per head of municipal population	Movement of +/- 10% from previous year's result
Recurrent grants per head of municipal population	Recurrent grants (\$) per head of municipal population	Movement of +/- 10% from previous year's result
Relative Socio-Economic Disadvantage	The relative Socio-Economic Disadvantage of the municipality (Index of relative Socio-Economic Disadvantage by decile)	Movement of +/-1

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<b>REPORT NO:</b>	GE378
<b>REPORT TITLE:</b>	Financial Report 2018/19
<b>SOURCE:</b>	Fadi Srour, Manager Finance and Property Development
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC16/217
<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>	1. <i>2018/19 Financial Statements</i> 2. <i>Management Representation Letter</i>

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### 1. SUMMARY OF REPORT:

- 1.1 The 2018/19 Financial Statements have been completed by officers and provided to the Auditor General's agent, RSD and were reviewed by the Audit Committee on Friday 30 August 2019.
- 1.2 Council is required to pass a resolution giving its approval in principal to the Financial Report prior to submission of the report to the Auditor General. Council must also authorise two Councillors to certify the Financial Report in its final form in accordance with section 131 of the *Local Government Act 1989* (the Act) after any recommended changes have been made and agreed to by the Auditor General. It has been the practice in the past to authorise the Mayor and the Finance Portfolio Councillor to certify the Financial Report in its final form.

### 2. RECOMMENDATION:

- 2.1 **That Council resolves to approve in principal the Financial Report for the year ended 30 June 2019.**
- 2.2 **That the Mayor, Councillor Carly Moore and Councillor Drew Jessop be authorised to certify the Financial Report in its final form after any recommended changes have been made and agreed to by the Auditor General.**

### 3. FINANCIAL IMPLICATIONS:

The 2018/19 version of the Local Government Model Financial Report (Model Report) was used to produce Hume City Council's Financial Statements which represents the preferred presentation of Local Government Victoria.

#### 3.1 Financial Report

As outlined in the Financial Report, including the Budget comparison at Note 1.1, Council continues to have a strong financial position with the key working capital/liquidity ratio remaining strong and the budget to actual variances being favourable.

##### 3.1.1 Income Statement

- (a) The surplus for the year was \$233.79m against a budget of \$156.95m, a favourable variance of \$76.84m.

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- (b) The underlying surplus, which excludes one-off items, was \$24.22m which was \$3.87m unfavourable to budget.
- (c) In comparison to budget, major variances are:
- (i) Rates and charges
    - \$1.54m favourable due to higher than expected supplementary rates income as a result of continued strong growth across the municipality.
  - (ii) Statutory fees and fines
    - \$1.30m favourable primarily due to the continued growth and an increase in market activity across the municipality which has led to higher planning and building fees. Also contributing to the favourable variance are Local Law infringements due to increased enforcement activity.
  - (iii) Grants – operating
    - \$5.74m favourable primarily due to the advanced payment of 50% of the 2019/20 Financial Assistance Grant of \$8.69m which was received in 2018/19, offset by a 50% prepayment of the 2018/19 Financial Assistance Grant in 2017/18 (\$7.65m). In addition, the Financial Assistance Grant for 2018/19 was \$990k favourable to budget;
    - Additional funding in Family, Youth and Children Services of \$1.2m for the unbudgeted preschool ratio supplement (which is additional to the per capita funding that Hume City Council receives for sessional preschool and is paid only to group sizes of over 23 children to support the teacher child ratio of 1:11) and the higher utilisation in preschools and childcare activities;
    - Additional funding in Health and Community Services of \$1.4m primarily due to growth in Home Care Packages, Maternal and Child Health and Population Health relating to the Refugee Immunisation Program; and
    - Unbudgeted additional funding across various other Council services.
  - (iv) Grants – capital
    - \$5.2m favourable primarily due to the unbudgeted Growing Suburbs Fund grant.
  - (v) Contributions – monetary
    - \$10.58m favourable predominantly due to a higher level of developer contributions as a result of continued growth in the municipality including Mickleham, Lockerbie, Sunbury and Greenvale. It should be noted that this income gives rise to future infrastructure obligations that Council must deliver including roads and community facilities.

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(vi) Contributions – non-monetary assets

\$64.60m favourable due to a higher level of developer contributed assets in the form of land, land-under-roads, roads, footpaths and drainage contributions as a result of continued growth in the municipality. In 2018/19, Council received contributed assets from 72 subdivisions; the total length of the road network increased by 44km and the total length of footpath network increased by 101km.

(vii) Other income

\$3.52m favourable primarily due to:

- interest income of \$2.3m as a result of holding higher than expected cash balances throughout the year because of unbudgeted grants and a larger than expected carried forward capital works;
- investment property rental of \$333k; and
- reimbursements including \$313k relating to insurance payouts for copper cable theft and \$163k for diesel fuel rebates.

(viii) Employee costs

- \$5.33m favourable primarily due to staff vacancies offset by an unfavourable variance of \$6.2m in agency staff (included under materials and services).

(ix) Materials and services

\$8.82m unfavourable primarily due to \$4.5m in capital works projects expensed. Capital works expensed varies from year to year depending on the nature of the projects and the timing of the project completion.

Capital works expensed relates to expenditure which did not meet Council's asset recognition thresholds in 2018/19 in connection with the following broad categories:

- Open Space maintenance (\$0.81m);
- Building maintenance (\$0.49m);
- Road maintenance (\$1.81m);
- Drainage maintenance (\$0.55m);
- Footpath maintenance (\$0.1m);
- Car Park maintenance (\$0.15m); and
- Furniture and equipment (\$0.51m).

Also contributing to the unfavourable variance was \$6.2m in agency staff due to temporary resources employed to backfill vacant positions during the recruitment process. It is the practice of Council to budget for a full complement of staff and not for agency staff.

Offsetting this are favourable timing variances relating to contractors in landfill and parks.

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- (x) Bad and doubtful debts
  - \$0.87m unfavourable as it is Council's policy not to budget for bad debts as all attempts are made to recover outstanding amounts.
- (xi) Financing costs
  - \$4.68m unfavourable. Council recognises the net present value (NPV) of its future liabilities for its employee benefits and landfill rehabilitation and aftercare costs. The accounting standards require the effect of the increase in the liability caused by the movement in discount interest rates and inflation rates, known as the unwinding interest effect, to be shown as financing costs (refer to 3.2.5 for a detailed explanation).
- (xii) Other expenses

\$7.06m unfavourable mainly due to the write-off of the remaining written down value of infrastructure assets which were renewed during the year – e.g. roads and footpaths.

In 2018/19, the following write-offs occurred:

  - \$1m for buildings due to the demolition of some existing buildings/structures relating to the Bulla Village Tennis Club, Lakeside Drive Reserve social facility and the public toilet program;
  - \$4.67m for road reconstructions (Malmsbury Drive, Cuthbert Street, Somerset Road, Melrose Drive, Blair Street, Chestnut Street and the local road asphalt program);
  - \$1.2m relating to the footpath rehabilitation program; and
  - \$0.8m relating to the drainage rehabilitation program.

3.2 Balance sheet

3.2.1 Cash and cash equivalents and other financial assets

Cash and cash equivalents include cash on hand and term deposits with a maturity term less than 90 days. During 2018/19, all of Council's term deposits had a maturity term of greater than 90 days and therefore were classified as other financial assets.

3.2.2 Non-current assets held for sale

At 30 June 2019 only one lot of the Racecourse Rd development remained which settled in July 2019.

3.2.3 Property, plant, equipment and infrastructure

During the 2018/19 financial year, the increase in the fair value of property, plant, equipment and infrastructure of \$367 million included:

Contributed assets (\$154.6m);  
Revaluation increases (\$179.4m);  
Additions from 2018/19 capital works (\$91.9m);  
Depreciation (\$44.9m);  
Assets written off (\$7.9m);  
Capital works expensed (\$4.5m); and  
Cost of assets sold (\$1.1m).

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3.2.4 Asset revaluation reserve

An asset revaluation occurred during the 2018/19 financial year for land (\$41.9m), land-under-roads (\$3.9), buildings (\$6.2m) and infrastructure (\$127.3m).

3.2.5 Provisions – landfill and annual/long-service leave entitlements

Note 5.5 in the Financial Statements contains information relating to Council's provisions for landfill and annual/long-service leave. The amounts reported in the Balance Sheet reflect the Net Present Value (NPV) of these provisions which is impacted by changes in the inflation and discount (interest) rates.

In 2018/19, the Reserve Bank of Australia reduced official interest rates to a record low of 1.25% which has significantly reduced the discount rate. A decrease in the discount rate increases the present value of the liability because a lower discount (interest) rate means that we would have to set aside more money today to earn a specified amount in the future – that is, to settle these liabilities.

Below is an extract of the 2018/19 financial statements - note 5.5 Provisions.

5.5 Provisions

	Employee benefits				Total \$ '000
	Annual leave \$ '000	Long service leave \$ '000	Other employee benefits \$ '000	Landfill rehabilitation and after care \$ '000	
2019					
Balance at beginning of the financial year	8,301	18,932	219	24,304	51,756
Additional provisions	7,315	2,841	371	5,334	15,861
Amounts used	(7,242)	(2,005)	(345)	(217)	(9,809)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	32	1,130	-	3,717	4,879
<b>Balance at end of the financial year</b>	<b>8,406</b>	<b>20,898</b>	<b>245</b>	<b>33,138</b>	<b>62,687</b>

An explanation of the movements in the provisions are outlined below:

(a) Annual leave and long-service leave

- The net nominal (undiscounted) value increase was \$909k (additional provisions less amounts taken during the year).
- The unwinding interest effect was \$1.16m (reported in the Income Statement as financing costs), mainly due to the change in the discount rate (DTF Victoria published rate for leave provision calculations) which reduced from 2.36% (2017/18) to 1.15% (2018/19).

(b) Landfill provision

- The net nominal (undiscounted) value increase was \$5.12m (additional provisions less amounts used during the year) mainly due to a revaluation of the rehabilitation and aftercare costs based on Council's long-term capital works program.

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- The unwinding interest effect was \$3.72m (reported in the Income Statement as financing costs), mainly due to the change in the discount rate (Australian Government 10-year bond rate) which reduced from 2.63% (2017/18) to 1.32% (2018/19).

3.3 Financial ratios

3.3.1 The key financial ratios, as reported in Council's Performance Statement are within Council's set financial parameters.

3.3.2 The key working capital ratio is 5.15:1 which is well above Council's target of 1.10:1.

3.3.3 Cash Flow Statement

(a) The Cash Flow Statement identifies cash at the end of the financial year of \$295.76m which includes \$255.42m of term deposits which are classified as financial assets in the Balance Sheet. This is a \$96.21m favourable variance to budget and the key points are:

(i) The net cash position provided by operating activities is favourable to budget for the following reasons:

- Variances as outlined in the Income Statement;
- Commencing the year with a higher than expected cash balance primarily due to a higher level of carried forward capital works;

3.4 Payments for capital works were below expectations primarily due to a larger than expected level of carried forward works which will be completed in 2019/20. Some projects were not able to be started during the year and some were started but have not yet been completed. The key projects that this relates to include construction of the Hume GLC Sunbury, the Greenvale West Community Centre, the Merrifield North Community Centre, the Broadmeadows Town Park precinct enhancement and land purchases for the Loop Rd carpark and a new depot site.

**4. DISCUSSION:**

4.1 The Financial Statements are substantially complete and have been provided to RSD for review.

4.2 This financial report has been prepared on the accrual and going concern bases. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

4.3 In accordance with paragraph 4.1.2 of the Audit Committee Charter, the Audit Committee is required to review the Financial Report and to determine if they are complete. Following this review, it will allow the Financial Report to be provided to Council on 9 September 2019. This will then allow Council to provide in principal approval of the Financial Report for the year ending 30 June 2019.

4.4 In addition, RSD will need to forward to the Auditor General a key deliverables package, including:

4.4.1 Audited Financial Report and Performance Statement;

4.4.2 Recommended audited opinion on the Financial Report and Performance Statement; and



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4.4.3 Explanations of material variances (+ or – 10%) between 2017/18 and 2018/19 and any new or unusual items relating to the financial statements.

4.5 The Chief Executive Officer is also required to provide the Victorian Auditor General's Office (VAGO) with a signed Management Representation Letter which states that to the best of Council's abilities, Council has fulfilled its responsibilities as set out in the terms of the audit engagement for the preparation and fair presentation of the Financial Report in accordance with Australian Accounting Standards and the requirements of the Act. (refer attachment)

4.6 Subject to the clearance of all outstanding matters, including those arising from a quality review by VAGO it is anticipated that by late September 2019, Council will receive the Auditor-General's opinion on the Financial Report.

4.7 Within four weeks of signing the Financial Report, the Auditor General is required to provide Council with a management letter in the required format containing observations and recommendations which have been cleared by management.

**5. CONCLUSION:**

The Financial Report has been completed and reviewed by the Audit Committee. The Audit Committee has recommended to Council that it resolve to agree in principle to the Financial Report for the year ended 30 June 2019 and to authorise two Councillors to certify the Financial Report in its final form.

**REPORT NO: GE378 (cont.)**

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Hume City Council  
2018/2019 Financial Report

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**Certification of the Financial Report**

**Statement by Principal Accounting Officer**

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

**Fadi Srour, B.Bus(Acc), CA, AICD**  
**Principal Accounting Officer**

**Date: 9 September 2019**  
**Melbourne**

**Statement by Councillors and Chief Executive Officer**

In our opinion the accompanying financial statements present fairly the financial transactions of Hume City Council for the year ended 30 June 2019 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

**Cr Drew Jessop**  
**Councillor**

**Date: 9 September 2019**  
**Melbourne**

**Cr Carly Moore**  
**Mayor**

**Date: 9 September 2019**  
**Melbourne**

**Domenic Isola**  
**Chief Executive Officer**

**Date: 9 September 2019**  
**Melbourne**

Hume City Council

2018/2019 Financial Report

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*<INSERT VAGO REPORT HERE>*

**Hume City Council**  
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**Hume City Council**  
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**Comprehensive Income Statement**  
**For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>Income</b>			
Rates and charges	3.1	183,145	173,074
Statutory fees and fines	3.2	15,463	14,767
User fees	3.3	28,602	26,823
Grants - operating	3.4	49,856	44,915
Grants - capital	3.4	16,568	16,472
Contributions - monetary	3.5	35,215	37,273
Contributions - non-monetary assets	3.5	154,601	127,396
Net gain on disposal of property, plant, equipment and infrastructure	3.6	319	204
Net gain on property development	3.7	1,897	5,236
Fair value adjustments for investment property	6.3	965	7,160
Other income	3.8	8,991	7,691
<b>Total income</b>		<b>495,622</b>	<b>461,011</b>
<b>Expenses</b>			
Employee costs	4.1	(109,260)	(104,604)
Materials and services	4.2	(86,534)	(82,554)
Depreciation and amortisation	4.3	(45,962)	(42,570)
Bad and doubtful debts	4.4	(873)	(604)
Financing costs	4.5	(4,883)	(785)
Other expenses	4.6	(14,319)	(10,403)
<b>Total expenses</b>		<b>(261,831)</b>	<b>(241,520)</b>
<b>Surplus for the year</b>		<b>233,791</b>	<b>219,491</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment	9.1	179,389	450,587
<b>Total comprehensive result</b>		<b>413,180</b>	<b>670,078</b>

The above comprehensive income statement should be read with the accompanying notes.

**Hume City Council**  
**2018/2019 Financial Report**

**Balance Sheet**  
**As at 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	40,335	38,608
Other financial assets	5.1	255,423	200,415
Trade and other receivables	5.1	26,344	30,931
Non-current assets classified as held for sale	6.1	10	2,686
Other assets	5.2	3,498	2,264
<b>Total current assets</b>		<b>325,610</b>	<b>274,904</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1	82	92
Other financial assets	5.1	310	310
Property, plant, equipment and infrastructure	6.2	3,495,551	3,128,105
Investment property	6.3	45,566	44,601
Intangible assets	5.2	18,164	13,917
<b>Total non-current assets</b>		<b>3,559,673</b>	<b>3,187,025</b>
<b>Total assets</b>		<b>3,885,283</b>	<b>3,461,929</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	29,009	25,938
Trust funds and deposits	5.3	3,373	4,033
Provisions	5.5	30,776	27,310
Interest-bearing loans and borrowings	5.4	-	559
Development fee obligation	5.8	12	3,374
<b>Total current liabilities</b>		<b>63,170</b>	<b>61,214</b>
<b>Non-current liabilities</b>			
Trust funds and deposits	5.3	6,251	5,497
Provisions	5.5	31,911	24,447
<b>Total non-current liabilities</b>		<b>38,162</b>	<b>29,944</b>
<b>Total liabilities</b>		<b>101,332</b>	<b>91,158</b>
<b>Net assets</b>		<b>3,783,951</b>	<b>3,370,771</b>
<b>Equity</b>			
Accumulated surplus		1,875,205	1,670,107
Asset revaluation reserve	9.1	1,765,201	1,585,812
Other reserves	9.1	143,545	114,852
<b>Total equity</b>		<b>3,783,951</b>	<b>3,370,771</b>

The above balance sheet should be read with the accompanying notes.

Hume City Council  
2018/2019 Financial Report

Statement of Changes in Equity  
For the Year Ended 30 June 2019

	Note	Total	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves
		2019	2019	2019	2019
2019		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		3,370,771	1,670,107	1,585,812	114,852
Surplus for the year		233,791	233,791	-	-
Net asset revaluation increment	9.1	179,389	-	179,389	-
Transfers to other reserves	9.1	-	(48,510)	-	48,510
Transfers from other reserves	9.1	-	19,817	-	(19,817)
<b>Balance at end of the financial year</b>		<b>3,783,951</b>	<b>1,875,205</b>	<b>1,765,201</b>	<b>143,545</b>

		Total	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves
		2018	2018	2018	2018
2018		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		2,700,693	1,479,278	1,135,225	86,190
Surplus for the year		219,491	219,491	-	-
Net asset revaluation increment	9.1	450,587	-	450,587	-
Transfers to other reserves	9.1	-	(45,454)	-	45,454
Transfers from other reserves	9.1	-	16,792	-	(16,792)
<b>Balance at end of the financial year</b>		<b>3,370,771</b>	<b>1,670,107</b>	<b>1,585,812</b>	<b>114,852</b>

The above statement of changes in equity should be read with the accompanying notes.



Hume City Council  
 2018/2019 Financial Report

**Statement of Cash Flow**  
**For the Year Ended 30 June 2019**

	2019	2018
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$'000	\$'000
<b>Cash flows from operating activities</b>		
Rates and charges	183,158	174,593
Statutory fees and fines	14,266	14,090
User fees	32,793	33,579
Grants - operating	49,856	44,915
Grants - capital	17,909	17,016
Contributions - monetary	36,400	34,724
Interest received	5,540	3,686
Trust funds and deposits taken	17,468	21,941
Other receipts	3,228	1,736
Net GST refund	16,531	15,792
Employee costs	(108,086)	(103,303)
Materials and services	(103,947)	(97,607)
Trust funds and deposits repaid	(17,374)	(23,223)
Other payments	(6,386)	(6,976)
<b>Net cash provided by operating activities</b>	<b>9.2 141,356</b>	<b>130,964</b>
<b>Cash flows from investing activities</b>		
Payments for property, plant, equipment and infrastructure	(86,359)	(51,962)
Payments for investments	(255,423)	(200,415)
Proceeds from sale of property, plant, equipment and infrastructure	1,089	1,132
Proceeds from investments	200,415	70,000
Proceeds from property development	1,212	2,605
<b>Net cash used in investing activities</b>	<b>(139,066)</b>	<b>(178,640)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(4)	(62)
Repayment of borrowings	(559)	(1,221)
<b>Net cash used in financing activities</b>	<b>(563)</b>	<b>(1,283)</b>
Net increase / (decrease) in cash and cash equivalents	1,727	(48,960)
Cash and cash equivalents at the beginning of the financial year	38,608	87,568
<b>Cash and cash equivalents at the end of the financial year</b>	<b>5.1 40,335</b>	<b>38,608</b>
Financing arrangements	5.6	
Restrictions on cash assets	5.1	

The above cash flow statement should be read with the accompanying notes.

Hume City Council  
2018/2019 Financial Report

Statement of Capital Works  
For the Year Ended 30 June 2019

	2019 \$'000	2018 \$'000
<b>Property</b>		
Land	5	-
Land improvements	12,435	10,847
Buildings	44,494	24,973
<b>Total property</b>	<u>56,934</u>	<u>35,820</u>
<b>Plant and equipment</b>		
Heritage	31	19
Plant and equipment	4,649	5,923
Furniture and equipment	3,363	3,353
<b>Total plant and equipment</b>	<u>8,043</u>	<u>9,295</u>
<b>Infrastructure</b>		
Roads	15,893	12,920
Bridges	140	36
Footpaths and cycleways	5,647	3,523
Car parks	1,958	2,129
Drainage	2,315	768
<b>Total infrastructure</b>	<u>25,953</u>	<u>19,376</u>
<b>Total capital works expenditure</b>	<u>90,930</u>	<u>64,491</u>
<b>Represented by:</b>		
New asset expenditure	32,422	18,287
Asset renewal expenditure	28,460	24,688
Asset expansion expenditure	17,209	11,635
Asset upgrade expenditure	12,839	9,881
<b>Total capital works expenditure</b>	<u>90,930</u>	<u>64,491</u>

The total capital works expenditure includes an amount of \$4.49m in 2018/19 (\$9.7m in 2017/18) of expenditure on assets not owned by Council or on assets which did not meet Council's asset recognition threshold as outlined in note 6.2.

The above statement of capital works should be read with the accompanying notes.

**Notes to the Financial Report  
For the Year Ended 30 June 2019**

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**Overview****Introduction**

The Hume City Council was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate. The Council's main office is located at 1079 Pascoe Vale Rd, Broadmeadows.

**Statement of compliance**

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, plant and equipment and infrastructure (refer to note 6.2).
- the determination of depreciation for buildings, plant and equipment and infrastructure (refer to note 6.2).
- the determination of employee and landfill provisions (refer to note 5.5).

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

**(b) Rounding**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.

**Hume City Council**  
Notes to the Financial Report  
For the Year Ended 30 June 2019

**Note 1 Performance against budget**

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of 10 percent or \$1 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 25 June 2018. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council set guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**1.1 Income and expenditure**

	Budget 2019 \$'000	Actual 2019 \$'000	Variance 2019 \$'000	%	Ref
<b>Income</b>					
Rates and charges	181,608	183,145	1,537	1%	1
Statutory fees and fines	14,160	15,463	1,303	9%	2
User fees	29,128	28,602	(526)	(2%)	
Grants - operating	44,120	49,856	5,736	13%	3
Grants - capital	11,368	16,568	5,200	46%	4
Contributions - monetary	24,639	35,215	10,576	43%	5
Contributions - non-monetary assets	90,000	154,601	64,601	72%	6
Net gain on disposal of property, plant, equipment and infrastructure	-	319	319	100%	7
Net gain on property development	1,888	1,897	9	0%	
Fair value adjustments for investment property	961	965	4	0%	
Other income	5,468	8,991	3,523	64%	8
<b>Total income</b>	<b>403,340</b>	<b>495,622</b>	<b>92,282</b>		
<b>Expenses</b>					
Employee costs	114,594	109,260	5,334	5%	9
Materials and services	77,712	86,534	(8,822)	(11%)	10
Depreciation and amortisation	46,626	45,962	664	1%	
Bad and doubtful debts	-	873	(873)	(100%)	11
Financing costs	205	4,883	(4,678)	(2,282%)	12
Other expenses	7,257	14,319	(7,062)	(97%)	13
<b>Total expenses</b>	<b>246,394</b>	<b>261,831</b>	<b>(15,437)</b>		
<b>Surplus for the year</b>	<b>156,946</b>	<b>233,791</b>	<b>76,845</b>		

*Hume City Council*  
Notes to the Financial Report  
For the Year Ended 30 June 2019

**Note 1.1 Performance against budget (cont.)**

**a) Income and Expenditure (cont.)**

**Explanation of variations greater than 10% or \$1 million.**

Ref	Item	Explanation
1	Rates and charges	The favourable variance is predominantly due to the raising of supplementary rates income above budget as a result of strong growth throughout the municipality.
2	Statutory fees and fines	The favourable variance relates to the continued growth and increase in market activity across the municipality which has led to higher planning and building fees. Also contributing to the favourable variance are Local Law infringements due to increased enforcement activity.
3	Grants - operating	The favourable variance relates to: <ul style="list-style-type: none"> <li>• The advance payment of 50% of the 2019/20 Financial Assistance Grant of \$8.69m which was received in 2018/19, offset by a 50% prepayment of the 2018/19 Financial Assistance Grant in 2017/18 (\$7.65m). In addition, the Financial Assistance Grant for 2018/19 was \$990k favourable to budget;</li> <li>• Additional funding in Family, Youth and Children Services of \$1.2m for the unbudgeted preschool ratio supplement and the higher utilisation in preschools and childcare activities;</li> <li>• Additional funding in Health and Community Services of \$1.4m primarily due to growth in Home Care Packages, Maternal and Child Health and Population Health relating to the Refugee Immunisation Program; and</li> <li>• Unbudgeted additional funding across various other Council services.</li> </ul>
4	Grants - capital	The favourable variance relates to the unbudgeted Growing Suburbs Fund grant and the timing of a number of other grants including the Jackson's Hill Arts and Cultural Precinct, Hume Global Learning Centre Sunbury and Greenvale West Community Hub project.
5	Contributions - monetary	The favourable variance is due to a higher level of developer contributions as a result of continued growth in the north of the municipality including Mickleham, Lockyerbie, Sunbury and Greenvale. It should be noted that this income gives rise to future infrastructure obligations that Council must deliver including roads and community facilities.
6	Contributions - non-monetary assets	The favourable variance is due to a higher level of developer contributed assets in the form of land, land under roads, roads, footpaths and drainage as a result of continued growth in the City's north. Contributed assets were received from 72 subdivisions which have resulted in an additional 44km of roads and an additional 101km of footpaths during the financial year.
7	Net gain on disposal of property, plant, equipment and infrastructure	The gain is due to the disposal of plant and equipment and a parcel of land.
8	Other income	The favourable variance relates to investment interest as a result of holding higher than expected cash balances throughout the year due to receiving unbudgeted grants and a larger than expected carried forward capital works.
9	Employee costs	The favourable variance is due to staff vacancies.
10	Materials and services	The unfavourable variance primarily relates to the following unbudgeted expenditure: <ul style="list-style-type: none"> <li>• \$6.22m in agency staff due to temporary resources employed to backfill vacant positions during the recruitment process, offset by a favourable variance in employee costs. It is the practice of Council to budget for a full compliment of staff and not for agency staff; and</li> <li>• \$4.49m in capital works projects expensed as they did not meet Council's asset recognition thresholds.</li> </ul> Offsetting this is a favourable variance in contractors of \$1.1m.
11	Bad and doubtful debts	Council does not budget for bad debts as all attempts are made to recover outstanding amounts.
12	Financing costs	Council recognises the net present value (NPV) of its future liabilities for its employee benefits and landfill rehabilitation and aftercare costs. The accounting standards require the effect of the increase in the liability caused by the movement in discount interest rates and inflation rates, known as the unwinding interest effect, to be shown as financing costs. In 2018/19, the Reserve Bank of Australia reduced official interest rates to a record low of 1.25% which has significantly reduced the discount rate. This has had the effect of increasing the provision by \$4.88m in 2018/19.
13	Other expenses	The unfavourable variance relates to the write-off of the remaining written down value of infrastructure assets which were renewed during the year e.g. roads and footpaths.

Notes to the Financial Report  
For the Year Ended 30 June 2019

Note 1 Performance against budget (cont.)

1.2 Capital works

	Budget 2019 \$'000	Actual 2019 \$'000	Variance 2019 \$'000	%	Ref
<b>Property</b>					
Land	7,400	5	7,395	100%	1
Land improvements	23,759	12,435	11,324	48%	2
Buildings	53,133	44,494	8,639	16%	3
<b>Total property</b>	<b>84,292</b>	<b>56,934</b>	<b>27,358</b>		
<b>Plant and equipment</b>					
Heritage	239	31	208	87%	4
Plant and equipment	4,216	4,649	(433)	(10%)	5
Furniture and equipment	4,087	3,363	724	18%	6
<b>Total plant and equipment</b>	<b>8,542</b>	<b>8,043</b>	<b>499</b>		
<b>Infrastructure</b>					
Roads	15,131	15,893	(762)	(5%)	
Bridges	308	140	168	55%	7
Footpaths and cycleways	5,354	5,647	(293)	(5%)	
Car parks	3,296	1,958	1,338	41%	8
Drainage	1,484	2,315	(831)	(56%)	9
<b>Total infrastructure</b>	<b>25,573</b>	<b>25,953</b>	<b>(380)</b>		
<b>Total capital works expenditure</b>	<b>118,407</b>	<b>90,930</b>	<b>27,477</b>		
<b>Represented by:</b>					
New asset expenditure	51,953	32,422	19,531		
Asset renewal expenditure	31,262	28,460	2,802		
Asset expansion expenditure	14,183	17,209	(3,026)		
Asset upgrade expenditure	21,009	12,839	8,170		
<b>Total capital works expenditure</b>	<b>118,407</b>	<b>90,930</b>	<b>27,477</b>		

Explanation of variations greater than 10% or \$1 million.

Ref	Item	Explanation
1	Land	<p>The variance relates to a number of budgeted acquisitions which did not occur during the year for:</p> <ul style="list-style-type: none"> <li>• Land for additional car parking within the Broadmeadows Town Centre. Council is currently in negotiations for the proposed purchase of land; and</li> <li>• Land for a potential depot site. Council is currently in the process of determining a suitable site for a new depot.</li> </ul> <p>Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.</p>
2	Land improvement	<p>The variance relates to a number of incomplete projects including:</p> <ul style="list-style-type: none"> <li>• Works at Jacana Valley as part of the masterplan;</li> <li>• Elmhurst Park site development;</li> <li>• Works at Willowbrook Recreation Reserve as part of the masterplan;</li> <li>• Broadmeadows Town Park Precinct Enhancement;</li> <li>• Open space upgrades and Playspace Replacement Program; and</li> <li>• Riddell Road Landfill rehabilitation.</li> </ul> <p>Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.</p>
3	Buildings	<p>The variance relates to a number of incomplete projects including:</p> <ul style="list-style-type: none"> <li>• Bolinda Road Resource Recovery Centre Upgrade;</li> <li>• Sunbury Skate Park Pavilion;</li> <li>• Merrifield North Community Centre;</li> <li>• Hume Global Learning Centre in Sunbury; and</li> <li>• Greenvale West Community Centre.</li> </ul> <p>Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.</p>
4	Heritage	<p>The variance relates to incomplete public art projects for the Hume Global Learning Centre in Sunbury which is under construction.</p> <p>Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.</p>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**Note 1 Performance against budget (cont.)**

**1.2 Capital works (cont.)**

<b>Ref</b>	<b>Item</b>	<b>Explanation</b>
5	Plant and equipment	The variance predominantly relates to expenditure on a multi-year project for plant equipment upgrades at Broadmeadows Aquatic and Leisure Centre which has occurred ahead of the 2019/20 budget.
6	Furniture and equipment	The variance predominantly relates to the incomplete IT equipment replacement and upgrade, software and related projects.  Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.
7	Bridges	The variance predominantly relates to: <ul style="list-style-type: none"> <li>• Bridge repairs at Konagaderra Road at Oaklands Junction that is no longer required as a new replacement bridge was constructed nearby; and</li> <li>• Works on the Vaughan Street pedestrian bridge which will be completed in 2019/20.</li> </ul>
8	Car parks	The variance relates to a number of incomplete and delayed carpark constructions including: <ul style="list-style-type: none"> <li>• Broadmeadows Town Centre Carpark;</li> <li>• Carpark construction at Dallas Shopping Centre; and</li> <li>• Carpark construction at new Hume Global Learning Centre in Sunbury.</li> </ul> Funds for these projects have been carried forward into and are expected to be spent in the 2019/20 financial year.
9	Drainage	The variance relates to the delivery of incomplete works from the 2017/18 financial year for: <ul style="list-style-type: none"> <li>• Banksia Grove, Tullamarine drainage upgrade; and</li> <li>• 2017/18 drainage pipe rehabilitation program.</li> </ul>

**Notes to the Financial Report  
For the Year Ended 30 June 2019**

**Note 2      Analysis of Council's results by program**

Council delivers its functions and activities through the following programs.

**2.1 (a)      Communications, Engagement and Advocacy**

Communications, Engagement and Advocacy lead Council's corporate planning and strategic decision making processes and reviews of Council services. It undertakes community engagement and consultation, leads Council's advocacy on behalf of the Hume community and is responsible for communication and the promotion of Council and Hume City. This division is responsible for recruiting, training and payroll supporting Council's staff, and for directing and guiding organisational change and development. It also operates three customer service centres, provides community facilities and delivers Council's major events.

**Planning and Development**

Planning and Development is responsible for Council's land use planning portfolio, including statutory and strategic planning, subdivisional development, economic development, building control services and urban and open space planning. This multidisciplinary division focuses on the sustainable development of Hume, fostering economic prosperity through investment attraction and business growth, facilitating development through Council's statutory and strategic town planning functions, promoting urban design excellence and recreation planning.

**Corporate Services**

Corporate Services is responsible for managing corporate support and governance to ensure compliance with corporate business obligations. This includes risk management, local laws and domestic animal management, environmental health, financial planning and management, property development, contracts, procurement and knowledge management. This division is also responsible for Council leisure centres and recreation facilities, information technology and telecommunications support.

**Sustainable Infrastructure and Services**

Sustainable Infrastructure and Services is responsible for managing a diverse range of community infrastructure and services for Council and the users of Council's infrastructure. Services include project management of Council's capital works program, waste management and municipal emergency management. Community infrastructure includes roads, parks, bridges, buildings and landfills. The division is also responsible for managing environmental and natural heritage planning and driving Council's environmental sustainability agenda.

**Community Services**

Community Services advocates, plans and provides support, services and programs that enhance community wellbeing, promote healthy living and provide opportunities to participate in the life of the City. This includes community services such as maternal and child health, immunisation, preschool, childcare, libraries, learning programs, youth services, aged and disability support services and arts and cultural program. This division is also responsible for community safety, social and community planning as well as emergency recovery.



**Notes to the Financial Report  
For the Year Ended 30 June 2019**

**Note 2.1 Analysis of Council's results by program**

**2.1 (b) Summary of revenues, expenses, assets and capital expenses by program**

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2019</b>					
Communications, Engagement and Advocacy	1,663	14,102	(12,439)	40	190
Planning and Development	56,663	15,033	41,630	12,006	31,319
Corporate Services	235,878	53,460	182,418	20,437	591,300
Sustainable Infrastructure and Services	164,669	126,947	37,722	2,601	3,149,517
Community Services	36,749	52,289	(15,540)	31,340	112,957
	<b>495,622</b>	<b>261,831</b>	<b>233,791</b>	<b>66,424</b>	<b>3,885,283</b>

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2018</b>					
Communications, Engagement and Advocacy	1,405	13,202	(11,797)	-	70
Planning and Development	50,277	13,570	36,707	3,239	4,442
Corporate Services	232,880	61,559	171,321	22,739	522,775
Sustainable Infrastructure and Services	139,318	104,651	34,667	4,156	2,828,733
Community Services	37,131	48,538	(11,407)	31,253	105,909
	<b>461,011</b>	<b>241,520</b>	<b>219,491</b>	<b>61,387</b>	<b>3,461,929</b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
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**Note 3 Funding for the delivery of our services**

**3.1 Rates and charges**

Council uses the Capital Improved Value (CIV) as the basis for valuation of all properties within the municipal district. The CIV is an assessment of the market value of a property on a specific date.

The valuation base used to calculate general rates for 2018/19 was \$47.299 billion (2017/18 - \$34.780 billion). The 2018/19 rate in the CIV dollar was 0.33868 (2017/18 - 0.43364).

Residential	128,416	116,954
Commercial	7,916	8,304
Industrial	19,110	20,232
Rural	8,185	8,718
Organic waste fees	2,593	2,378
Interest on rates	954	1,089
Revenue in lieu of rates	15,971	15,399
<b>Total rates and charges</b>	<b>183,145</b>	<b>173,074</b>

The increase in rates and charges is primarily due to a rate increase of 2.25% together with the raising of supplementary rates during the year as a result of continued growth throughout the municipality.

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2019, and the valuation will be first applied in the rating year commencing 1 July 2019.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**3.2 Statutory fees and fines**

Land information certificates	184	222
Building fines and infringements	2,672	2,235
Registrations and permits	2,231	1,937
Subdivisions	4,131	3,968
Traffic / Fines Victoria / animals	4,407	4,389
Town planning	1,725	1,706
Other / miscellaneous	113	310
<b>Total statutory fees and fines</b>	<b>15,463</b>	<b>14,767</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

The increase year-on-year is primarily due to increased building fines and infringements due to increased enforcement activity and town planning fees, subdivision fees, road opening and asset protection registrations and permits, due to continued strong growth throughout the municipality.

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>3.3 User fees</b>			
Landfill / garbage		3,892	5,719
Recreational facilities		13,112	10,564
Community services		5,384	6,033
Building		1,459	1,600
General and supplementary valuation data		995	294
Cemetery fees		303	427
Town planning		449	446
Human resources		503	406
Community facilities		1,012	883
Other / miscellaneous		1,493	451
<b>Total user fees</b>		<b>28,602</b>	<b>26,823</b>

User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.

There has been an increase in recreational facilities income due to the higher utilisation and first full year impact of the SPLASH facility. The increase in fees across the board reflects the continued growth and increase in market activity across the municipality. The drop in landfill / garbage relates to the loss of a large commercial customer and the restriction on the recyclable waste industry where Council is no longer able to sell its waste but instead has to pay for its disposal.

**3.4 Funding from other levels of government**

Grants were received in respect of the following:

**Summary of grants**

Commonwealth funded grants	28,789	30,010
State funded grants	37,635	31,377
<b>Total grants</b>	<b>66,424</b>	<b>61,387</b>

**(a) Grants - operating**

**Recurrent - Commonwealth Government**

Financial Assistance Grant - general purpose	14,325	13,195
Financial Assistance Grant - local roads	2,660	2,315
Aged and disability services	5,499	5,301
Family, youth and children's services	3,302	2,833
Community strengthening	1,014	679
Other	286	41

The increase in Financial Assistance Grants is due to the increased allocation received from the Victorian Grants Commission.

**Recurrent - State Government**

Family, youth and children's services	13,360	12,399
Maternal and child health	2,935	2,587
Aged and disability services	2,712	2,060
Community strengthening	1,805	1,616
City laws	513	460
Economic development	-	367
Environmental services	37	47
Parks	112	131
Population health	555	474
Other	741	410

<b>Total grants - operating</b>	<b>49,856</b>	<b>44,915</b>
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**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>(b) Grants - capital</b>			
<b>Recurrent - Commonwealth Government</b>			
Roads to recovery		854	1,961
<b>Total recurrent capital grants</b>		<b>854</b>	<b>1,961</b>
<b>Non-recurrent - Commonwealth Government</b>			
Buildings		-	2,273
Roads, carpark and footpaths		729	1,412
Land improvements		120	-
		<u>849</u>	<u>3,685</u>
<b>Non-recurrent - State Government</b>			
Buildings		1,520	8,617
Roads, carpark and footpaths		-	357
Footpaths and cycleways		600	-
Buildings		10,640	-
Land improvements		2,076	1,852
Furniture and equipment		29	-
		<u>14,865</u>	<u>10,826</u>
<b>Total non-recurrent capital grants</b>		<b>15,714</b>	<b>14,511</b>
<b>Total grants - capital</b>		<b>16,568</b>	<b>16,472</b>
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>			
Balance at start of year		11,176	7,560
Received during the financial year and remained unspent at balance date		12,115	5,523
Received in prior years and spent during the financial year		(11,176)	(1,907)
<b>Balance at year end</b>		<b>12,115</b>	<b>11,176</b>

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal).

**3.5 Contributions**

Monetary	35,215	37,273
Non-monetary assets	154,601	127,396
<b>Total contributions</b>	<b>189,816</b>	<b>164,669</b>

The high level of developer contributions is the result of continued growth in the City's north.

Contributions of non monetary assets were received in relation to the following asset classes:

Land under roads	44,256	30,116
Buildings	74	502
Roads	41,954	37,403
Bridges	1,303	-
Footpaths and cycleways	7,538	5,484
Drainage works	26,753	21,449
Land	23,305	28,682
Car parks	-	70
Land improvements	9,418	3,690
<b>Total non-monetary contributions</b>	<b>154,601</b>	<b>127,396</b>

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

Contributed assets are assets transferred to Council as a result of subdivisional activities or from other entities.

The overall increase is primarily due to the receipt of infrastructure assets of land under roads and roads, footpaths and bridges predominantly from sub-divisions in Mickleham, Craigieburn and Kalkallo where sub-divisional activity is strong.

	Note	2019 \$'000	2018 \$'000
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**3.6 Net gain on disposal of property, plant, equipment and infrastructure**

*Land*

Proceeds from sale		470	315
Less cost of assets sold		(467)	(206)
Gain on disposal		<u>3</u>	<u>109</u>

The proceeds from sale of land in 2019 includes a land swap valued at \$407k.

*Plant and equipment*

Proceeds from sale		1,027	817
Less cost of assets sold		(711)	(722)
Gain on disposal		<u>316</u>	<u>95</u>

**Total gain on disposal of property, plant, equipment and infrastructure**

	<u>319</u>	<u>204</u>
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The cost of assets sold includes expenses associated with auction fees.

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

**3.7 Net gain on property development**

*Racecourse Road development*

Proceeds from sale	18,490	45,901
Interest earned on deposits	18	24
Less cost of assets sold	(2,676)	(10,267)
Less development fee expenses	(17,297)	(43,320)
Add unwinding of development fee obligation	3,362	12,898
Gain on property development	<u>1,897</u>	<u>5,236</u>

In December 2011, Council entered into an agreement with Frasers Property Australia (Frasers) for the development of 50.1 ha of land at 275 Racecourse Road, Sunbury. The agreement was conditional upon obtaining rezoning and planning approval. These were obtained in March 2015, making the agreement unconditional. The nature of the agreement required Frasers to pay to Council \$24.6m upfront giving rise to an obligation for Council to grant a non-exclusive licence over the site to Frasers to develop it.

Council treats the upfront payment received from the developer of \$24.6m as a liability (developer fee obligation) which is extinguished to the Income Statement based on the number of lots settled in a year. The split between current and non-current liabilities is based on the timing of the expected future settlements.

**3.8 Other income**

*(a) Rental income*

Investment property rent	1,043	1,019
Other rent	1,258	917
<b>Total rental</b>	<u>2,301</u>	<u>1,936</u>

Rent is recognised as revenue when a payment is due or is received, whichever first occurs. Rental payments received in advance are recognised as unearned income until they are due.

Notes to the Financial Report

For the Year Ended 30 June 2019

3.8 Other income (cont.)	Note	2019	2018
<i>(b) Interest income</i>		\$'000	\$'000
Interest		5,823	4,913
Unwinding interest effect for provisions		-	70
<b>Total Interest income</b>		<b>5,823</b>	<b>4,983</b>
Interest is recognised as it is earned.			
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.			
The favourable variance relates to investment interest as a result of holding higher than expected cash balances throughout the year due to receiving unbudgeted grants and a larger than expected carried forward capital works.			
<b>(c) Reimbursement other</b>			
Capital works and building maintenance		378	145
Fleet services		219	301
Family, youth and children services		108	95
Waste		107	187
Other		55	44
<b>Total Reimbursement other</b>		<b>867</b>	<b>772</b>
The favourable variance predominantly relates to insurance reimbursements and deisel fuel rebates.			
<b>Total other income</b>		<b>8,991</b>	<b>7,691</b>

Note 4 The cost of delivering services

4.1 Employee costs

Wages and salaries		88,189	84,565
Workcover		2,285	2,375
Superannuation	9.3	8,578	8,226
Annual leave and long service leave		8,406	7,608
Other employee related expenses		1,696	1,728
Fringe benefits tax		106	102
<b>Total employee costs</b>		<b>109,260</b>	<b>104,604</b>

(b) Superannuation

Council made contributions to the following funds:

**Defined benefit fund**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)		489	544
		<b>489</b>	<b>544</b>

**Accumulation funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)		5,290	5,231
Employer contributions - other funds		2,799	2,451
		<b>8,089</b>	<b>7,682</b>

<b>Total superannuation</b>	9.3	<b>8,578</b>	<b>8,226</b>
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Refer to note 9.3 for further information relating to Council's superannuation obligations.

**Notes to the Financial Report  
For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>4.2 Materials and services</b>			
<b>a) Contractors</b>			
Council made payments to Contractors according to the following functions:			
Asset maintenance		3,456	2,818
Capital works and building maintenance		4,595	4,011
Communications and events		253	240
Community strengthening		381	252
Customer service		903	686
Economic development		294	249
Family, youth and children's services		1,033	771
City laws and governance		3,366	3,170
Health and community wellbeing		1,110	1,233
Information and technology		282	203
Leisure centres and sports		2,290	1,726
Parks		16,160	13,819
Statutory planning and building control services		1,849	1,070
Sustainable environment		2,390	2,255
Waste		14,914	14,427
Other		625	712
		<u>53,901</u>	<u>47,642</u>
<b>b) Other materials and services</b>			
Materials		10,172	8,864
Capital works expensed		4,488	9,719
Fleet expenses		2,776	2,610
Consultants, legal fees and other professional services		3,008	2,981
Insurance		1,585	1,380
Information technology		2,837	2,486
Building and utility charges		6,799	5,983
Advertising and promotions		812	736
Other		156	154
		<u>32,633</u>	<u>34,912</u>
<b>Total materials and services</b>		<u>86,534</u>	<u>82,554</u>

The increase in total materials and services is due to the costs associated with the maintenance of parks and open spaces due to subdivisional growth throughout the municipality and the cost of agency staff used as temporary resources to backfill vacant positions during the recruitment process. These are included in contractors.

**4.3 Depreciation and amortisation**

**Depreciation**

**Property**

Land improvements	6,818	6,435
Buildings	5,387	4,377

**Plant and Equipment**

Plant and equipment	2,934	2,304
Plant and equipment - finance leases	-	281
Furniture and equipment	3,001	2,770

**Infrastructure**

Roads	17,692	16,934
Bridges	830	750
Footpaths and cycleways	2,631	2,515
Drainage	5,240	4,777
Car parks	342	267

<b>Total depreciation</b>	6.2 <u>44,875</u>	<u>41,410</u>
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**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

4.3 Depreciation and amortisation (cont.)	Note	2019 \$'000	2018 \$'000
<b>Amortisation</b>			
Intangible assets (landfill restoration assets)		1,087	1,160
<b>Total amortisation</b>	5.2	<u>1,087</u>	<u>1,160</u>
<b>Total depreciation and amortisation</b>		<u>45,962</u>	<u>42,570</u>

Refer to note 5.2 and 6.2 for a more detailed breakdown of depreciation and amortisation charges.

**4.4 Bad and doubtful debts**

Statutory planning and building control services	186	108
City laws	353	401
Family, youth and childrens services	265	3
Other	69	92
<b>Total bad and doubtful debts</b>	<u>873</u>	<u>604</u>

**Movement in provisions for doubtful debts**

Balance at the beginning of the year	462	427
New provisions recognised during the year	-	35
Amounts already provided for and written off as uncollectible	(4)	-
Balance at end of year	<u>458</u>	<u>462</u>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.5 Financing costs**

Interest - finance leases	4	62
Unwinding interest effect for provisions	4,879	723
<b>Total financing costs</b>	<u>4,883</u>	<u>785</u>

Council recognises the net present value (NPV) of its future liabilities for its employee benefits and landfill rehabilitation and aftercare costs. The accounting standards require the effect of the increase in the liability caused by the movement in discount and inflation rates, known as the unwinding interest effect, to be shown as financing costs. In 2018/19, the Reserve Bank of Australia reduced official interest rates to a record low of 1.25% which has significantly reduced the discount rate. This has had the effect of increasing the provision by \$4.88m in 2018/19.

**4.6 Other expenses**

Grants, contributions and donations	3,985	4,552
Auditors' remuneration - external	100	104
Auditors' remuneration - internal	128	123
Councillors' allowances	443	434
Operating lease rentals	1,126	1,206
Bank charges	604	551
Assets written off	7,933	3,433
<b>Total other expenses</b>	<u>14,319</u>	<u>10,403</u>

Assets written off relate to the write-off of the remaining written down value of infrastructure assets which were renewed during the year.



**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position</b>			
<b>5.1 Financial assets</b>			
<b>(a) Cash and cash equivalents</b>			
Cash at bank and on hand		9,196	7,814
Money market call account		31,034	30,735
Committees of management bank accounts		105	59
<b>Total cash and cash equivalents</b>		<b>40,335</b>	<b>38,608</b>
<b>(b) Other financial assets</b>			
<b>Current</b>			
Term deposits greater than 90 days		255,423	200,415
		<b>255,423</b>	<b>200,415</b>
<b>Non-current</b>			
Unlisted shares at fair value - Regional Kitchen Pty Ltd		310	310
		<b>310</b>	<b>310</b>
This investment in the Regional Kitchen is a joint venture between a number of Victorian Councils which the Kitchen project with the aim of providing affordable, nutritious and culturally sensitive meals to older and other vulnerable residents.			
<b>Total other financial assets</b>		<b>255,733</b>	<b>200,725</b>
<b>Total financial assets</b>		<b>296,068</b>	<b>239,333</b>
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:			
Trust funds and deposits	5.3	9,624	9,530
Total restricted funds		<b>9,624</b>	<b>9,530</b>
<b>Total unrestricted cash and cash equivalents</b>		<b>30,711</b>	<b>29,078</b>
<b>Intended allocations</b>			
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:			
Cash held to fund carried forward capital works		37,955	55,231
Statutory reserves		500	500
Conditional grants unspent	3.4	12,115	11,176
Total funds subject to intended allocations		<b>50,570</b>	<b>66,907</b>
Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.			

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

Note	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.1 Financial assets (cont.)</b>		
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Rates debtors	14,952	14,954
Statutory fees	5,185	6,066
Other debtors	4,003	7,333
Less: provision for doubtful debts	(458)	(462)
GST receivable	2,662	3,040
	<u>26,344</u>	<u>30,931</u>
<b>Non-current</b>		
Other debtors - Special rate scheme	82	92
	<u>82</u>	<u>92</u>
<b>Total trade and other receivables</b>	<u>26,426</u>	<u>31,023</u>
<p>Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.</p>		
<b>d) Ageing of receivables</b>		
<p>At balance date other debtors representing financial assets were past due but not impaired. The ageing of these debtors are as follows:</p>		
Between 0 and 30 days	1,414	4,306
Past due between 31 and 60 days	480	1,206
Past due between 61 and 90 days	292	588
Past due by more than 90 days	1,899	1,325
<b>Total other debtors</b>	<u>4,085</u>	<u>7,425</u>
<b>e) Ageing of individually impaired receivables</b>		
<p>At balance date, other debtors representing financial assets with a nominal value of \$4.09m (2017/18: \$7.43m) were partly impaired. The amount of the provision raised against these debtors was \$0.46m (2017/18: \$0.46m) based on its historical observed default rates.</p>		

Notes to the Financial Report  
For the Year Ended 30 June 2019

	Note	2019 \$'000	2018 \$'000
<b>5.2 Non-financial assets</b>			
<b>(a) Other assets</b>			
Prepayments		908	842
Accrued income		2,590	1,422
<b>Total other assets</b>		<b>3,498</b>	<b>2,264</b>
<b>(b) Intangible assets</b>			
Intangible assets - Landfill airspace		18,164	13,917
<b>Total intangible assets</b>		<b>18,164</b>	<b>13,917</b>
<b>Gross carrying amount</b>			
Opening balance		20,444	20,444
Additions		5,334	-
<b>Closing balance</b>		<b>25,778</b>	<b>20,444</b>
<b>Accumulated amortisation and impairment</b>			
Opening balance		(6,527)	(5,367)
Amortisation expense		(1,087)	(1,160)
<b>Closing balance</b>		<b>(7,614)</b>	<b>(6,527)</b>
<b>Net book value</b>		<b>18,164</b>	<b>13,917</b>

Intangible assets of landfill airspace with finite lives are amortised as an expense on a systematic basis over the asset's useful life of 27 years. Amortisation is generally calculated on a straight-line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. In 2018/19 a revaluation has been conducted based on the updated rehabilitation expenditure in the 2018/19 long term Capital Works program in accordance with EPA requirements.

**5.3 Payables**

<b>(a) Trade and other payables</b>			
Trade payables		4,853	4,830
Accrued expenses		23,929	20,797
Net GST payable		227	311
<b>Total trade and other payables</b>		<b>29,009</b>	<b>25,938</b>
<b>(b) Trust funds and deposits</b>			
<b>Current</b>			
Refundable deposits		2,266	3,126
Fire services levy		1,107	907
<b>Total current trust funds and deposits</b>		<b>3,373</b>	<b>4,033</b>
<b>Non-current</b>			
Other refundable deposits		4,238	3,571
Developer contributions - equalisation trusts		2,013	1,926
<b>Total non-current trust funds and deposits</b>		<b>6,251</b>	<b>5,497</b>
<b>Total trust funds and deposits</b>		<b>9,624</b>	<b>9,530</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Purpose and nature of items*

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Notes to the Financial Report  
For the Year Ended 30 June 2019

5.3 Payables (cont.)	Note	2019 \$'000	2018 \$'000
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(b) Trust funds and deposits (cont.)

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Developer contributions - equalisation trusts - A land owner who subdivides land within a Precinct Structure Plan (PSP) must make a contribution to Council for public open space in accordance with Clause 52.01 of the Hume Planning Scheme. This is calculated as a percentage of the land that will be used for commercial or residential purposes (the developable land). Where open space is being provided on one property in excess of the percentage required, the developer is considered to have overprovided open space. Where open space is not provided or open space is provided below the percentage amount the developer is considered to have underprovided. Under providers are required to pay a levy which is calculated based on the value of their land. Council collects the levy and reimburses the money collected to developers who have overprovided.

5.4 Interest-bearing loans and borrowings

*Finance leases*

*Current*

Finance leases	-	559
<b>Total current</b>	<b>-</b>	<b>559</b>
<b>Total finance leases</b>	<b>-</b>	<b>559</b>

Aggregate carrying amount of interest-bearing loans and borrowings:

Current	-	559
<b>Total interest-bearing loans and borrowings</b>	<b>-</b>	<b>559</b>

Council had the following obligations under finance leases for the lease of equipment (the sum of which is recognised as a liability after deduction of future lease finance charges included in the obligation):

Not later than one year	-	564
Total minimum lease payments	-	564
Less: Future finance charges	-	(5)
Present value of minimum lease payments	-	559

Leases of assets where substantially all the risks and benefits incidental to ownership of the asset, but not the legal ownership, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are amortised on a straight line basis over their estimated useful lives to Council where it is likely that Council will obtain ownership of the asset or over the term of the lease, whichever is the shorter.

All finance leases were paid out in full during the 2018/19 financial year.

Notes to the Financial Report  
For the Year Ended 30 June 2019

5.5 Provisions

	Employee benefits				Total \$ '000
	Annual leave \$ '000	Long service leave \$ '000	Other employee benefits \$ '000	Landfill rehabilitation and after care \$ '000	
<b>2019</b>					
Balance at beginning of the financial year	8,301	18,932	219	24,304	51,756
Additional provisions	7,315	2,841	371	5,334	15,861
Amounts used	(7,242)	(2,005)	(345)	(217)	(9,809)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	32	1,130	-	3,717	4,879
<b>Balance at end of the financial year</b>	<b>8,406</b>	<b>20,898</b>	<b>245</b>	<b>33,138</b>	<b>62,687</b>
<b>2018</b>					
Balance at beginning of the financial year	7,876	18,466	198	23,798	50,338
Additional provisions	6,908	2,455	456	-	9,820
Amounts used	(6,474)	(1,928)	(435)	(217)	(9,054)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(9)	(61)	-	723	653
<b>Balance at end of the financial year</b>	<b>8,301</b>	<b>18,932</b>	<b>219</b>	<b>24,304</b>	<b>51,757</b>

(a) Employee benefits	2019 \$'000	2018 \$'000
<i>Current provisions expected to be wholly settled within 12 months</i>		
Annual leave	7,173	6,807
Long service leave	1,675	1,507
Other	245	219
<b>Total</b>	<b>9,093</b>	<b>8,533</b>
<i>Current provisions expected to be wholly settled after 12 months</i>		
Annual leave	1,233	1,494
Long service leave	16,898	15,287
<b>Total</b>	<b>18,131</b>	<b>16,780</b>
<i>Non-current</i>		
Long service leave	2,325	2,138
<b>Total</b>	<b>2,325</b>	<b>2,138</b>
Aggregate carrying amount of employee benefits:		
Current	27,224	25,314
Non-current	2,325	2,138
<b>Total aggregate carrying amount of employee provisions</b>	<b>29,549</b>	<b>27,452</b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**5.5 Provisions (cont.)**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Wages and salaries and annual leave**

Liabilities for wages and salaries, including annual leave and accrued rostered days off (RDO) expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long service leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

<i>Key assumptions:</i>	<b>2019</b>	<b>2018</b>
- discount rate	1.15%	2.36%
- inflation rate	3.50%	3.50%
- settlement rate LSL	10.00%	9.50%

**(b) Landfill restoration**

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
Current	3,552	1,996
Non-current	<u>29,586</u>	<u>22,308</u>
	<b><u>33,138</u></b>	<b><u>24,304</u></b>

Council is obligated to restore the Bolinda Road, Campbellfield and the Riddell Road, Sunbury landfill sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

<i>Key assumptions:</i>	<b>2019</b>	<b>2018</b>
- discount rate	1.32%	2.63%
- inflation rate	1.60%	1.90%
- estimated nominal cost to rehabilitate (\$'000)	18,685	12,702

**Total provisions**

Current	30,776	27,310
Non-current	31,911	24,447
<b>Total</b>	<b><u>62,687</u></b>	<b><u>51,757</u></b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	2019 \$'000	2018 \$'000
<b>5.6 Financing arrangements</b>		
Credit card facility	400	400
Less: used facilities	(128)	(102)
Unused facilities	<u>272</u>	<u>298</u>

**5.7 Commitments**

Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented exclusive of the GST payable.

**Operating**

Waste collection	2,525	5,477
Delivered meals	450	-
Parking management and enforcement services	-	5
<b>Total operating</b>	<u>2,975</u>	<u>5,482</u>

The decrease in operating commitments primarily relates to a number of contracts expiring in 2017/18 and 2018/19 for the provision of waste collection and parking management and enforcement services. Council has also recently committed to a minimum spend for delivered meals.

Not later than 1 year	2,947	2,635
Later than 1 year and not later than 2 years	28	2,705
Later than 2 years and not later than 5 years	-	114
Later than 5 years	-	28
<b>Total commitments</b>	<u>2,975</u>	<u>5,482</u>

**Capital**

Buildings	18,339	44,708
Road construction and development	1,729	5,957
Fleet	1,098	-
Other	4,817	3,559
<b>Total capital</b>	<u>25,983</u>	<u>54,224</u>

The decrease in the capital commitments for buildings primarily relates to the redevelopment and construction of the Broadmeadows Town Hall, construction of the Hume Global Learning Centre in Sunbury and the Broadmeadows Aquatic and Leisure Centre which are scheduled to be completed during 2019/20.

Not later than 1 year	25,736	53,068
Later than 1 year and not later than 2 years	247	1,156
<b>Total commitments</b>	<u>25,983</u>	<u>54,224</u>

<b>Total commitments</b>	<u>28,958</u>	<u>59,706</u>
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**Operating lease commitments**

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

Not later than 1 year	375	404
Later than 1 year and not later than 2 years	342	360
Later than 2 years and not later than 5 years	272	532
Later than 5 years	324	360
<b>Total operating lease commitments</b>	<u>1,313</u>	<u>1,656</u>

Notes to the Financial Report  
For the Year Ended 30 June 2019

	2019 \$'000	2018 \$'000
<b>5.8 Development fee obligation</b>		
<i>Current</i>		
Opening balance	3,374	12,962
Transfer from non-current	-	3,310
Unwinding of developer fee obligation	(3,362)	(12,898)
	<u>12</u>	<u>3,374</u>
<i>Non-current</i>		
Opening balance	-	3,310
Transfer to current	-	(3,310)
	<u>-</u>	<u>-</u>
<b>Total development fee obligation</b>	<u>12</u>	<u>3,374</u>

In December 2011, Council entered into an agreement with Frasers Property Australia (Frasers) for the development of 50.1 ha of land at 275 Racecourse Road, Sunbury. The agreement was conditional upon obtaining rezoning and planning approval. These were obtained in March 2015, making the agreement unconditional. The nature of the agreement required Frasers to pay to council \$24.6m upfront giving rise to an obligation for Council to grant a non-exclusive licence over the site to Frasers to develop it.

Council treated the upfront payment received from Frasers of \$24.6m as a non-current liability (developer fee obligation). Assets were transferred from non-current to current assets held for sale and the corresponding portion of the developer fee obligation liability was transferred from a non-current to a current liability based on the expected timing of the settlement. The outstanding developer fee obligation liability will be recognised in the Income Statement progressively as Council fulfils its obligation when the lots are settled - this effect is referred to as the unwinding of the development fee obligation.

During the 2018/19 financial year, a total of 57 lots were sold (178 lots in 2017/18) with a total area of 32,714 square metres (125,519 square metres in 2017/18) representing approximately 14% of the total developable area (52% in 2017/18).

Note 6 Assets we manage

6.1 Non-current assets classified as held for sale

<i>Current</i>		
Balance at beginning of the financial year	2,686	10,517
Transfer from non-current assets held for sale	-	2,635
Disposals	(2,676)	(10,466)
<b>Total current</b>	<u>10</u>	<u>2,686</u>
<i>Non-current</i>		
Balance at beginning of the financial year	-	2,635
Transfer to current assets held for sale	-	(2,635)
<b>Total non-current</b>	<u>-</u>	<u>-</u>
<b>Total non-current assets classified as held for sale</b>	<u>10</u>	<u>2,686</u>



**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**6.2 Property, plant, equipment and infrastructure**

**Summary of property, plant, equipment and infrastructure**

	At fair value 30 June 2018 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Assets written off \$'000	Transfers \$'000	Capital works WIP expensed \$'000	At fair value 30 June 2019 \$'000
Land	1,559,628	417	76,979	45,854	(6,818)	(467)	-	10,966	-	1,686,559
Buildings	263,717	16	74	6,223	(5,387)	-	(989)	20,386	-	284,040
Plant and equipment	26,193	438	-	-	(5,935)	(669)	-	8,548	-	28,575
Infrastructure	1,241,866	87	77,548	127,312	(26,735)	-	(6,944)	25,525	-	1,438,659
Work in progress	36,701	90,930	-	-	-	-	-	(65,425)	(4,488)	57,718
	<b>3,128,105</b>	<b>91,888</b>	<b>154,601</b>	<b>179,389</b>	<b>(44,875)</b>	<b>(1,136)</b>	<b>(7,933)</b>	<b>-</b>	<b>(4,488)</b>	<b>3,495,551</b>

**Summary of work in progress**

	Opening WIP 2018 \$'000	Additions \$'000	Transfers \$'000	Capital works WIP expensed \$'000	Closing WIP 2019 \$'000
Land improvements	5,167	12,440	9,585	809	7,213
Buildings	22,055	44,494	23,611	490	42,448
Plant and equipment	1,847	8,043	8,108	587	1,195
Infrastructure	7,632	25,953	24,121	2,602	6,862
Total	<b>36,701</b>	<b>90,930</b>	<b>65,425</b>	<b>4,488</b>	<b>57,718</b>

	Land - specialised \$'000	Land - non specialised \$'000	Land improvements \$'000	Total Land \$'000	Buildings - specialised \$'000	Total Buildings \$'000	Work In Progress \$'000	Total Property \$'000
At fair value 1 July 2018	1,389,869	116,987	90,937	1,597,793	263,717	263,717	27,220	1,888,730
Accumulated depreciation at 1 July 2018	-	-	(38,164)	(38,164)	-	-	-	(38,164)
	<b>1,389,869</b>	<b>116,987</b>	<b>52,773</b>	<b>1,559,629</b>	<b>263,717</b>	<b>263,717</b>	<b>27,220</b>	<b>1,850,566</b>
<b>Movements in fair value</b>								
Additions	407	-	10	417	16	16	56,934	57,367
Contributions	67,020	541	9,418	76,979	74	74	-	77,053
Revaluation	41,448	4,406	-	45,854	2,174	2,174	-	48,028
Fair value of assets disposed	(467)	-	-	(467)	-	-	-	(467)
Fair value of assets written off	-	-	-	-	(995)	(995)	-	(995)
Capital works WIP expensed	-	-	-	-	-	-	(1,299)	(1,299)
Transfers	(34,691)	36,731	8,899	10,939	20,413	20,413	(33,196)	(1,844)
	<b>73,717</b>	<b>41,678</b>	<b>18,327</b>	<b>133,722</b>	<b>21,682</b>	<b>21,682</b>	<b>22,439</b>	<b>177,843</b>
<b>Movements in accumulated depreciation</b>								
Depreciation and amortisation	-	-	(6,818)	(6,818)	(5,387)	(5,387)	-	(12,205)
Accumulated depreciation of assets written off	-	-	-	-	6	6	-	6
Revaluation increments	-	-	-	-	4,049	4,049	-	4,049
Transfers	-	-	27	27	(27)	(27)	-	-
	<b>-</b>	<b>-</b>	<b>(6,791)</b>	<b>(6,791)</b>	<b>(1,359)</b>	<b>(1,359)</b>	<b>-</b>	<b>(8,150)</b>
At fair value 30 June 2019	1,463,586	158,665	109,264	1,731,514	285,399	285,399	49,661	2,066,573
Accumulated depreciation at 30 June 2019	-	-	(44,955)	(44,955)	(1,359)	(1,359)	-	(46,314)
	<b>1,463,586</b>	<b>158,665</b>	<b>64,309</b>	<b>1,686,559</b>	<b>284,040</b>	<b>284,040</b>	<b>49,661</b>	<b>2,020,260</b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**Note 6.2 Property, infrastructure, plant and equipment (cont'd)**

Plant and Equipment	Heritage	Plant and equipment	Furniture and equipment	Leased plant and equipment	Work In Progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	541	23,774	40,891	4,578	1,847	71,631
Accumulated depreciation at 1 July 2018	-	(9,443)	(29,570)	(4,578)	-	(43,591)
	541	14,331	11,321	-	1,847	28,040
<b>Movements in fair value</b>						
Additions	-	141	297	-	8,043	8,481
Disposals	-	(1,974)	-	-	-	(1,974)
Assets written off	-	(397)	(20,697)	-	-	(21,094)
Capital works WIP expensed	-	-	-	-	(587)	(587)
Transfers	-	4,457	4,091	-	(8,108)	440
	-	2,227	(16,309)	-	(652)	(14,734)
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	-	(2,934)	(3,001)	-	-	(5,935)
Accumulated depreciation of disposals	-	1,305	-	-	-	1,305
Accumulated depreciation of assets written off	-	397	20,697	-	-	21,094
Transfers	-	-	-	-	-	-
	-	(1,232)	17,696	-	-	16,464
At fair value 30 June 2019	541	26,001	24,582	4,578	1,195	56,897
Accumulated depreciation at 30 June 2019	-	(10,675)	(11,874)	(4,578)	-	(27,127)
	541	15,326	12,708	-	1,195	29,770

Infrastructure	Roads	Bridges	Footpaths and cycleways	Car Parks	Drainage	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	898,399	76,768	131,517	15,174	496,166	7,632	1,625,658
Accumulated depreciation at 1 July 2018	(197,162)	(20,444)	(34,159)	(3,846)	(120,549)	-	(376,160)
	701,237	56,324	97,358	11,328	375,619	7,632	1,249,498
<b>Movements in fair value</b>							
Additions	87	-	-	-	-	25,953	26,040
Contributions	41,954	1,303	7,538	-	26,753	-	77,548
Revaluation	45,983	11,683	59,043	(640)	37,861	-	153,930
Fair value of assets written off	(8,116)	(86)	(1,808)	(342)	(1,042)	-	(11,394)
Capital works WIP expensed	-	-	-	-	-	(2,602)	(2,602)
Transfers	17,164	106	3,666	1,827	2,762	(24,121)	1,404
	97,072	13,006	68,439	845	66,334	(770)	244,926
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	(17,692)	(830)	(2,631)	(342)	(5,240)	-	(26,735)
Accumulated depreciation of assets written off	3,529	8	598	80	235	-	4,450
Revaluation increments/(decrements)	1,409	(2,816)	(15,914)	(162)	(9,135)	-	(26,618)
	(12,754)	(3,638)	(17,947)	(424)	(14,140)	-	(48,903)
At fair value 30 June 2019	995,471	89,775	199,956	16,019	562,502	6,862	1,870,584
Accumulated depreciation at 30 June 2019	(209,916)	(24,083)	(52,106)	(4,270)	(134,689)	-	(425,063)
	785,555	65,692	147,850	11,749	427,813	6,862	1,445,521

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**Note 6.2 Property, plant, equipment and infrastructure (cont'd)**

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 6.2 have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

	<b>Depreciation Period</b>	<b>Threshold Limit \$'000</b>
<b>Property</b>		
<b>Land</b>		
land	-	1
land improvements	1 - 20 years	5
landfill restoration assets	2 - 20 years	10
land under roads	-	1
<b>Buildings</b>		
buildings	20 - 50 years	10
<b>Plant and Equipment</b>		
Plant and machinery	1 - 10 years	1
Furniture and equipment	1 - 10 years	1
<b>Heritage Assets</b>		
Heritage and culture	-	10
<b>Infrastructure</b>		
<b>Roads</b>		
road pavements and seals	12 - 75 years	1
road formation (earthworks)	-	1
Bridges	50 - 100 years	1
Footpaths and cycleways	50 - 75 years	1
Kerb and channel	60 years	1
<b>Car parks</b>		
sealed	12 - 75 years	1
unsealed	-	1
Drainage assets (pits and pipes)	100 years	1
Other infrastructure	5 - 75 years	1

*Land under roads*

Council recognises land under roads it controls at fair value acquired on, or after, 1 July 2008.

*Depreciation and amortisation*

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed previously and are consistent with the prior year unless otherwise stated.

*Finance leases*

Leases of assets where substantially all the risks and benefits incidental to ownership of the asset, but not the legal ownership, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are amortised on a straight line basis over their estimated useful lives to the Council where it is likely that the Council will obtain ownership of the asset or over the term of the lease, whichever is the shorter.

*Repairs and maintenance*

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is reflected in the carrying value of the asset.

**Notes to the Financial Report  
For the Year Ended 30 June 2019**

**Note 6.2 Property, plant, equipment and infrastructure (cont'd)**

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by a qualified in-house Senior Valuer, Mr Bill Katsianis AAPI, Certified Practising Valuer, Australian Property Institute Member No: 62961. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A revaluation was conducted in the current year for land and buildings.

Details of the Council's information about the fair value hierarchy as at 30 June 2019 are as follows:

Asset Class	Level 1 \$ '000	Level 2 \$ '000	Level 3 \$ '000	Total \$ '000	DoV
<b>Land and Buildings</b>					
Land - non specialised	-	100,846	57,819	158,665	Jan-19
Land - specialised	-	-	1,463,586	1,463,586	Jan-19
Buildings - specialised	-	-	284,040	284,040	Jan-19
<b>Total</b>	-	<b>100,846</b>	<b>1,805,445</b>	<b>1,906,291</b>	

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**Note 6.2 Property, plant, equipment and infrastructure (cont'd)**

**2019**      **2018**  
**\$'000**      **\$'000**

**Valuation of infrastructure**

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Mr. David Fricke, a Professional Engineer (Bachelor of Engineering, Civil) & MBA, Manager Assets.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Economic obsolescence and the asset's condition has also been factored into the calculation. Infrastructure assets contain significant unobservable adjustments, therefore these assets are classified as Level 3.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2019 are as follows:

Asset Class	Level 1 \$ '000	Level 2 \$ '000	Level 3 \$ '000	Total \$ '000	DoV
<b>Infrastructure</b>					
Roads	-	-	785,555	785,555	Jan-19
Bridges	-	-	65,692	65,692	Jan-19
Footpaths and cycleways	-	-	147,850	147,850	Jan-19
Car parks	-	-	11,749	11,749	Jan-19
Drainage works	-	-	427,813	427,813	Jan-19
<b>Total</b>	-	-	<b>1,438,659</b>	<b>1,438,659</b>	

**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 10% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1.50 and \$1,320 per square metre.

1,463,586      1,389,869

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$75 to \$7,500 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 1 year to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

284,040      263,717

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

1,438,659      1,241,865

**Reconciliation of specialised land**

Land under roads

307,795      259,675

Parks and reserves

1,155,791      1,130,194

**Total specialised land**

**1,463,586**      **1,389,869**

Notes to the Financial Report  
For the Year Ended 30 June 2019

	2019 \$'000	2018 \$'000
<b>6.3 Investment property</b>		
<b>Land</b>		
Balance at beginning of the financial year	34,720	31,712
Transfers from land into investment property	-	910
Transfers from investment property into land	-	(3,149)
Fair value adjustments	123	5,247
<b>Balance at end of the financial year</b>	<u>34,843</u>	<u>34,720</u>
<b>Buildings</b>		
Balance at beginning of the financial year	9,881	6,710
Transfers from buildings into investment property	-	1,258
Fair value adjustments	842	1,913
<b>Balance at end of the financial year</b>	<u>10,723</u>	<u>9,881</u>
<b>Total investment property at end of the financial year</b>	<u>45,566</u>	<u>44,601</u>

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by Council's valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the comprehensive income statement on a straight line basis over the lease term.

**Valuation of investment property**

Valuation of investment property has been determined by a qualified in-house Senior Valuer, Mr Bill Katsianis AAPI, Certified Practising Valuer, Australian Property Institute Member No: 62961, who has significant experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

Note 7 People and relationships	2019 No.	2018 No.
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**7.1 Council and key management remuneration**

**(a) Related parties**

During the 2018/19 financial year there were no entities that were either controlled, jointly controlled or which Council had a significant influence over (2017/18 nil).

**(b) Key management personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

**Councillors**

Councillor Geoff Porter	Mayor 1/11/2017 to 1/11/2018
Councillor Steve Medcraft	
Councillor Ann Potter	
Councillor Drew Jessop	
Councillor Carly Moore	Mayor 1/11/2018 to Current
Councillor Jana Taylor	
Councillor Karen Sherry	
Councillor Joseph Hawell	
Councillor Jodi Jackson	
Councillor Leigh Johnson	
Councillor Naim Kurt	
Chief Executive Officer	
Director - Communications, Engagement and Advocacy	
Director - Planning and Development	
Director - Corporate Services	
Director - Sustainable Infrastructure and Services	
Director - Community Services	

Total number of councillors	11	11
Chief executive officer and other key management personnel	8	7
<b>Total key management personnel</b>	<b>19</b>	<b>18</b>

**(c) Remuneration of key management personnel**

	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits	2,044	1,977
Post employment benefit	141	139
Other long-term benefits	40	40
<b>Total remuneration</b>	<b>2,225</b>	<b>2,156</b>

Where a senior officer has temporarily acted in a Key Management Personnel (KMP) position which was not vacant during the financial year, their remuneration has been included in the senior officer remuneration and therefore is not reported above.

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2019 No.	2018 No.
\$20,000 - \$29,999	1	-
\$30,000 - \$39,999	9	9
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	-
\$70,000 - \$79,999	-	1
\$80,000 - \$89,999	1	-
\$110,000 - \$119,999	-	1
\$120,000 - \$129,999	-	1
\$210,000 - \$219,999	1	-
\$250,000 - \$259,999	1	1
\$260,000 - \$269,999	-	1
\$270,000 - \$279,999	1	-
\$280,000 - \$289,999	-	1
\$290,000 - \$299,999	2	1
\$390,000 - \$399,999	-	1
\$400,000 - \$409,999	1	-
	<b>19</b>	<b>18</b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

**Note 7 People and relationships (cont.)** **2019 2018**

**(d) Senior officer remuneration**

**No. No.**

A Senior officer is an officer of Council, other than KMP, who:  
a) has management responsibilities and reports directly to the Chief Executive; or  
b) whose total annual remuneration exceeds \$148,000. (2017/18 \$145,000)

The number of senior officers are shown below in their relevant income bands:

Income Range:	2019	2018
Less than \$148,000	11	11
\$148,000 - \$149,999	1	8
\$150,000 - \$159,999	15	9
\$160,000 - \$169,999	4	6
\$170,000 - \$179,999	4	3
\$180,000 - \$189,999	2	1
\$190,000 - \$199,999	3	7
\$200,000 - \$209,999	3	3
\$210,000 - \$219,999	2	1
\$220,000 - \$229,999	-	-
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	1	1
\$250,000 - \$259,999	1	-
	<b>47</b>	<b>51</b>

**\$'000 \$'000**

Total Remuneration for the reporting year for Senior Officers included above, amounted 7,629 8,194

Seniors officers who have acted as a KMP during a permanent vacancy have been disclosed in both KMP and senior officer sections.

**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council entered into the following transactions with related parties.

Nature of transaction	2018/19 \$'000	Comment
Employee Costs	51	A close family member of a Council's KMP was employed part time by Council under the relevant pay award on an arm's length basis.

**(b) Outstanding balances with related parties**

There were no significant outstanding balances at the end of the reporting period in relation to transactions with related parties (2017/18, Nil).

**(c) Loans to/from related parties**

No loans have been made, guaranteed or secured by the Council to a related party during the reporting year (2017/18, Nil).

**(d) Commitments to/from related parties**

No loans have been made, guaranteed or secured by the Council to a related party during the reporting year (2017/18, Nil).



**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Note 8 Managing uncertainties</b>		
<b>8.1 Contingent assets and liabilities</b>		
<b>(a) Contingent assets</b>		
<b>Developer contributed assets</b>		
Developer contributions to be received in respect of estates currently under development total \$96m (2017/18, \$126m).		
<b>Operating lease receivables</b>		
The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 3 years. All leases include a CPI based revision of the rental charge annually.		
Future minimum rentals receivable under non-cancellable operating leases are as follows:		
Not later than 1 year	774	759
Later than 1 year and not later than 5 years	1,218	1,775
<b>Total operating lease commitments</b>	<b>1,992</b>	<b>2,534</b>
<b>(b) Contingent liabilities</b>		
<b>Legal matters</b>		
Council is presently involved in some confidential legal matters, which are being conducted through Council's solicitors.		
As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.		
As at 30 June 2019, current public liability claims excess which are considered to have a financial exposure for Council was \$280k (2017/18, \$230k).		
<b>Superannuation</b>		
Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below in Note 9.3. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.		
<b>Liability Mutual Insurance</b>		
Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI Scheme provides public liability and professional indemnity cover to participant Councils. The LMI Scheme states that each participant may be liable to make further contributions to the scheme in respect of any insurance year in which Council was a participant, to the extent of its participant share of any shortfall in the provision set aside in respect of that insurance year. Such liability may exist whether or not the Council remains a participant in the LMI Scheme in subsequent years.		
<b>Guarantees for loans to other entities</b>		
As at 30 June 2019, Council does not have any guarantees for loans to other entities (2017/18 Nil).		
Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.		
Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.		

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

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**8.2 Change in accounting standards**

The following new AAS's have been issued that are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

*Revenue from contracts with customers (AASB 15) (applies 2019/20 for LG sector)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

The financial impact on Council, had the standard been adopted in 2018/19, would have resulted in \$11m of grant income being deferred and recognised as a liability instead of income.

*Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019/20).*

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

*Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has elected to adopt the modified retrospective approach to the transition to the new lease standard. This will mean that only existing operating leases for non low value assets, with remaining terms greater than 12 months, will be recognised on transition (1 July 2019).

The financial impact on Council, had the standard been adopted in 2018/19, would have resulted in an immaterial impact in the Income Statement and \$1.1m as a right-of-use asset based on the NPV of future lease payments and an equivalent liability for the future lease commitments to be recognised in the Balance Sheet using an assumed cost of finance of 4% per annum.

*Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)*

This standard is expected to apply to certain transactions currently accounted for under AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable a not-for-profit entity to further its objectives.

Notes to the Financial Report  
For the Year Ended 30 June 2019

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**8.3 Financial instruments****(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**Notes to the Financial Report  
For the Year Ended 30 June 2019**

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities (if applicable) are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -0.5% in market interest rates (AUD) from year-end rates of 1.5%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**Notes to the Financial Report**  
**For the Year Ended 30 June 2019**

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**8.4 Fair value measurement***Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than furniture, plant, equipment, heritage and land improvements are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

*Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

Notes to the Financial Report  
For the Year Ended 30 June 2019

Note 9 Other matters

9.1 Reserves	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
(a) Asset revaluation reserves	\$'000	\$'000	\$'000
<b>2019</b>			
<b>Property</b>			
Land	891,561	41,990	933,551
Buildings	65,420	6,223	71,643
Land under roads	105,514	3,864	109,378
	<u>1,062,495</u>	<u>52,077</u>	<u>1,114,572</u>
<b>Plant and equipment</b>			
Plant and equipment	285	-	285
	<u>285</u>	<u>-</u>	<u>285</u>
<b>Infrastructure</b>			
Roads	283,530	47,392	330,922
Bridges	17,201	8,867	26,068
Footpaths and cycleways	36,631	43,129	79,760
Car parks	5,089	(802)	4,287
Drainage	146,956	28,726	175,682
	<u>489,407</u>	<u>127,312</u>	<u>616,719</u>
<b>Investment property</b>			
Land	33,297	-	33,297
Buildings	328	-	328
	<u>33,625</u>	<u>-</u>	<u>33,625</u>
<b>Total asset revaluation reserves</b>	<b><u>1,585,812</u></b>	<b><u>179,389</u></b>	<b><u>1,765,201</u></b>
<b>2018</b>			
<b>Property</b>			
Land	561,343	330,218	891,561
Buildings	19,960	45,460	65,420
Land under roads	35,310	70,204	105,514
	<u>616,613</u>	<u>445,882</u>	<u>1,062,495</u>
<b>Plant and equipment</b>			
Plant and equipment	285	-	285
	<u>285</u>	<u>-</u>	<u>285</u>
<b>Infrastructure</b>			
Roads	283,530	-	283,530
Bridges	17,201	-	17,201
Footpaths and cycleways	36,631	-	36,631
Car parks	5,089	-	5,089
Drainage	142,251	4,705	146,956
	<u>484,702</u>	<u>4,705</u>	<u>489,407</u>
<b>Investment property</b>			
Land	33,297	-	33,297
Buildings	328	-	328
	<u>33,625</u>	<u>-</u>	<u>33,625</u>
<b>Total asset revaluation reserves</b>	<b><u>1,135,225</u></b>	<b><u>450,587</u></b>	<b><u>1,585,812</u></b>

Notes to the Financial Report  
For the Year Ended 30 June 2019

Note 9 Other matters (cont.)

(b) Other reserves	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>2019</b>				
Recreation land	4,835	2,460	(1,242)	6,053
Development levies	89,957	32,723	(7,399)	115,281
Conditional grants	11,176	12,115	(11,176)	12,115
Reserve - landfills	500	-	-	500
Investment reserve	8,384	1,212	-	9,596
<b>Total other reserves</b>	<b>114,852</b>	<b>48,510</b>	<b>(19,817)</b>	<b>143,545</b>
<b>2018</b>				
Recreation land	3,431	2,593	(1,189)	4,835
Development levies	69,077	34,576	(13,696)	89,957
Conditional grants	7,560	5,523	(1,907)	11,176
Reserve - landfills	500	-	-	500
Investment reserve	5,622	2,762	-	8,384
<b>Total other reserves</b>	<b>86,190</b>	<b>45,454</b>	<b>(16,792)</b>	<b>114,852</b>

The recreation land and development levies reserves are restricted reserves whereby funds are required to be spent on specific projects in accordance with the monies received.

The conditional grants reserve represents grants received but were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date.

The reserve - landfills has been mandated by the Environmental Protection Agency (EPA) for funds to be set aside in the event of a landfill emergency.

The investment reserve relates to money Council has set aside to fund future investment activities.

Notes to the Financial Report  
For the Year Ended 30 June 2019

	2019 \$'000	2018 \$'000
<b>9.2 Reconciliation of cash flows from operating activities to surplus</b>		
Surplus for the year	233,791	219,491
Depreciation and amortisation	45,962	42,570
Gain on disposal of property, plant, equipment and infrastructure	(362)	(243)
Net gain on property development	(1,897)	(5,236)
Contributions - non-monetary assets	(154,601)	(127,396)
Asset written off	7,933	3,433
Fair value adjustments for investment property	(965)	(7,160)
Financing costs	4	62
<i>Change in assets and liabilities:</i>		
Decrease in rates debtors	12	1,520
Decrease in other debtors	4,588	50
Increase in provision for doubtful debts	-	35
Increase in other assets	(1,234)	(645)
Increase in intangible assets	(5,334)	-
Increase in trade and other payables	2,437	4,344
Increase/(decrease) in trust funds and deposits	94	(1,279)
Increase in provisions	10,930	1,418
<b>Net cash provided by operating activities</b>	<b>141,356</b>	<b>130,964</b>

**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019, this was 9.5% as required under Superannuation Guarantee legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. For the year ended 30 June 2019, this rate was 9.5% of members' salaries (9.5% in 2017/2018).



**Notes to the Financial Report  
For the Year Ended 30 June 2019**

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**9.3 Superannuation (cont.)**

As at 30 June 2017, a full triennial actuarial investigation was completed. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 103.1%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

Net investment returns 6.5% pa

Salary information 3.5% pa

Price inflation (CPI) 2.5% pa.

Vision Super has advised that the estimated VBI at 30 June 2019 was 107.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2017 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Defined benefit 2017 triennial actuarial investigation surplus amounts**

The Fund's triennial investigation as at 30 June 2017 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$69.8 million

A total service liability surplus of \$193.5 million.

A discounted accrued benefits surplus of \$228.8 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2017. Council was notified of the 30 June 2017 VBI during August 2017.

An interim actuarial investigation will be conducted for the Fund's position as at 30 June 2019. It is anticipated that this actuarial investigation will be completed in December 2019.

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Our File: HCC16/217  
 Enquiries: Robert Costa  
 Telephone: 9205-2611



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Monday, 9 September 2019

Ms Kathie Teasdale  
 Partner  
 RSD AUDIT

Dear Ms Teasdale

**RE: Representations by the Chief Executive Officer and Director Corporate Services in relation to the financial report of Hume City Council for the year ended 30 June 2019**

This representation letter is provided in connection with your audit of the financial report and performance statement of Hume City Council for the **Error! Reference source not found.** ended **Error! Reference source not found.**. The audit is undertaken for the purpose of you being able to obtain sufficient and appropriate audit evidence on which to express an opinion as to whether the financial report presents fairly, in all material respects, in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989* and whether the performance statement presents fairly in accordance with the requirements of the *Local Government Act 1989*.

We confirm that, to the best of our knowledge and belief, the representations we make below are based on information available to us, having made such enquiries as we considered necessary to appropriately inform ourselves on these matters.

**Preparation of the financial report**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 1 November 2017, for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the requirements of *Local Government Act 1989*.

1. We have prepared the financial report as a not-for-profit entity for the purpose of reporting under Australian Accounting Standards.
2. All transactions have been recorded in the accounting records and are reflected in the financial report.<sup>1</sup>
3. Proper accounts and records of the transactions and affairs of the council and such other records as sufficiently explain the financial operations and financial position of the council have been kept in accordance with the *Local Government Act 1989*, where applicable.
4. The effects of uncorrected misstatements are immaterial, both individual and in the aggregate, to the financial report as a whole. A list of all uncorrected misstatements is attached to this representation letter (refer Attachment A)<sup>2</sup>.

**Access to information**

5. We have provided you with:

<sup>1</sup> ASA 580 *Written Representations*, paragraph 11(b)

<sup>2</sup> ASA 450 *Evaluation of Misstatements Identified during the Audit*, paragraph 14

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- a. access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters
- b. any additional information that you have requested from us for the purpose of the audit
- c. unrestricted access to persons within the council from whom you determined it necessary to obtain audit evidence<sup>3</sup>

**Controlled entities**

- 6. We have undertaken a control assessment using the criteria outlined in AASB 10 *Consolidated Financial Statements*. Our assessment has not identified any controlled or jointly controlled entities that require consolidation.

**Joint arrangements**

- 7. We have undertaken an assessment of our contractual arrangements to determine whether they are joint arrangements as per the requirements of AASB 11 *Joint Arrangements*. Our assessment has not identified any joint arrangements that require disclosure.

**Fraud disclosure**

- 8. We are not aware of any actual or suspected fraud affecting Hume City Council that involves:
  - a. management
  - b. employees who have significant roles in internal control or
  - c. others where the fraud could have a material effect on the financial report.<sup>4</sup>
- 9. We are not aware of any allegations (to the extent we are legally able to disclose these to you in accordance with the requirements of the *Independent Broad-based Anti-Corruption Commission Act 2011*) of fraud, or suspected fraud, affecting Hume City Council's financial report communicated by employees, former employees, analysts, regulators or others<sup>5</sup>.

**Internal control**

- 10. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and/or error<sup>6</sup>. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. We have disclosed to you details of all deficiencies in internal control of which we are aware.

**Legal**

- 11. There are no known or suspected instances of non-compliance with laws or regulations whose effects should be considered when preparing the financial report.
- 12. There is no known actual or possible litigation and claims whose effects should be considered when preparing the financial report.
- 13. The council has satisfactory title to all assets (excluding those assets held in the name of the Crown), and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 14. The council has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of noncompliance.
- 15. Hume City Council has been properly managed in accordance with the requirements of the *Local Government Act 1989*.

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<sup>3</sup> ASA 580.11(a)/ASA 210 *Agreeing the Terms of Audit Engagements*, paragraph 6

<sup>4</sup> ASA 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report*, paragraph 39(c)

<sup>5</sup> ASA 240.39(d)

<sup>6</sup> ASA 240.39(b)

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16. We have complied with, in all material respects, the requirements of *Local Government Act 1989* for the establishment and keeping of relevant accounts, registers and other appropriate records.

**Accounting estimates**

17. We believe that the significant assumptions and judgements we have used in making accounting estimates for inclusion in the financial report are reasonable, appropriately supported and, where required, disclosed<sup>7</sup>.

**Financial statement disclosures**

18. The financial report discloses all significant accounting policies used in the preparation of the financial report. We considered the substance of the underlying transactions as well as their legal form in selecting the appropriate accounting policies and related disclosures for the financial report.

**Asset and liability fair values (including property, plant and equipment)**

19. We consider the measurement methods, including related assumptions, used to determine fair values relating to assets and liabilities to be appropriate based on the nature and purpose of the asset/liability. These have been consistently applied and appropriately disclosed in the financial report.

In addition, we have considered the requirements of AASB 13 *Fair Value Measurement* relating to the fair value of property, plant and equipment. These assets have been valued on the basis that the highest and best use of the asset is obtained from its current use, taking into consideration what is physically possible, legally permissible and financially feasible. Our fair value assessment did not identify any internal or external events that would trigger a reassessment of the assets' highest and best use. Further, we confirm that the assumptions used by us in the categorisation of observable and unobservable inputs within the fair value valuation hierarchy are reasonable and have been fully disclosed in accordance with the accounting standards and other applicable financial reporting requirements.

20. We have considered the requirements of AASB 136 *Impairment of Assets* when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
21. Asset useful lives have been reviewed and we are satisfied that they reflect the assets' expected period of use.
22. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable.

**Related parties and key management personnel**

23. We have determined who are the key management personnel of Hume City Council in accordance with AASB 124 *Related Party Disclosures* and we are satisfied that our assessment is complete and appropriate.
24. We are satisfied that the compensation paid to key management personnel has been properly reported in note 7.1 to the financial statements in accordance with AASB 124 *Related Party Disclosures*, and includes all required components of compensation.
25. We have identified and appropriately disclosed all significant transactions with government-related entities in accordance with AASB 124 *Related Party Disclosures*.

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<sup>7</sup> ASA 540 *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures*, paragraph 22

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26. We are not aware of any non-government related parties (including any controlled entities), related party relationships or transactions which would require disclosure under AASB 124 *Related Party Disclosures*.

**Responsible persons and executive officer disclosures**

27. We have disclosed the number and names of any individual who held a responsible person position for Hume City Council at any time during the **Error! Reference source not found.**, including all remuneration received/receivable by those individuals as per the requirements of AASB 124 *Related Party Disclosures*.
28. We have disclosed the names of the relevant responsible Ministers at any time during the **Error! Reference source not found.**
29. We have disclosed the remuneration of all executive officers as per the requirements of AASB 124 *Related Party Disclosures*. This includes all short-term, post-employment, other long-term benefits and any termination benefits.

**Future plans**

30. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
31. We have no plans or intentions that may materially affect the carrying values or classification of any assets and liabilities.

**Going concern**

32. We have assessed the council's ability to continue as a going concern and believe there are reasonable grounds to believe that the entity will be able to pay its debts as and when they fall due.

**Subsequent events**

33. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.

**Preparation of the performance statement**

34. We have prepared and presented the performance statement in conformity with the requirements of *Local Government Performance Reporting Framework*. We consider the indicators to present fairly the performance of the council.
35. All relevant matters have been recorded in the council's records and are reflected in the performance statement<sup>8</sup>.
36. We believe the effects of uncorrected misstatements are not material, both individually and in aggregate, to the performance statement taken as a whole. A list of all uncorrected misstatements is attached to this representation letter (refer Appendix A)<sup>9</sup>.
37. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and/or error. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable performance statement. We have disclosed to you details of all deficiencies in internal control of which we are aware<sup>10</sup>.

**Publication of the financial report**

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<sup>8</sup> ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information*, paragraph 56(b)

<sup>9</sup> ASAE 3000.A137

<sup>10</sup> ASAE 3000.A137

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38. With respect to publication of the financial report and performance statement in hard copy, we will ensure that:
  - a. the financial report and performance statement accurately reflects the audited financial report and performance statement and
  - b. the independent auditor's report has been reproduced accurately and in full.
39. The electronic presentation of the financial report and performance statement is our responsibility. Our responsibility includes ensuring that the electronic version of the financial report, the performance statement and the independent auditor's report presented on the website are the same as the final signed version of the financial report, the performance statement and independent auditor's report.
40. The Annual Report may include additional financial and/or non-financial information other than the financial report, the performance statement and the independent auditor's report (referred to as 'other information'). With respect to other information that is included in the council's Annual Report, we have informed you of all the sections/separate documents that we expect to issue that may comprise other information. The financial report and any other information obtained by you prior to the date of the auditor's report is consistent with one another, and the other information does not contain any material misstatements.

**Conclusion**

We understand that your examination was made in accordance with the *Audit Act 1994* and Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an audit opinion on the financial report and performance statement of the council taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

This letter is provided for and on behalf of Hume City Council.

Yours sincerely

**Domenic Isola**  
Chief Executive Officer

**Daryl Whitfort**  
Director Corporate Services

**Attachment A**

Provided below is a list of the uncorrected financial report misstatements:

Component(s) affected	Amount of adjustment	Underlying cause of difference
Nil	DR CR	

Provided below is a list of the uncorrected performance statement misstatements:

Nil.