REQUEST FOR QUOTE –
HUME CIVIC STORYTELLING PROJECT

Research, Content Development, Design, Digital Development & Engagement Support



Image credit: Hume Stolen Generations Marker, Malcolm Creek Wetlands, Craigieburn, 2022. Lead artist: Robert Young.

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Project Overview

Hume City Council is seeking to engage suitably qualified and experienced heritage specialists, researchers, historians or interpretation specialists to research, document and present the history of the municipality's civic development through to today.

The project will produce a local history publication tracing Hume City Council's formation and civic evolution, while recognising the Traditional Owners' enduring connection to Country, culture and community. Through rigorous research, respectful engagement and engaging storytelling, it will explore the people, decisions, services, places, events and partnerships that have shaped Council and provide an enduring resource for the community.

Project Background

This project will build on Council's existing heritage resources through the development of a local history publication that documents and presents Hume City Council's civic story. It will trace the formation of Hume City Council and the municipality's civic evolution to the present day, while recognising that the history of the lands now known as Hume extends far beyond Council's establishment. The publication will acknowledge Traditional Owners' enduring connection to Country, culture and community, and their continuing contribution to Hume's story.

Through rigorous research, respectful engagement and engaging storytelling, the publication will explore the key decisions, leaders, services, places, events and community partnerships that have shaped Council and its role in serving a growing and diverse municipality. It will shine a light on local community stories, lived experiences and perspectives, recognising the people and communities who have contributed to Hume's development. In doing so, it will strengthen public understanding of Council's civic legacy, foster community pride and connection to local history, and provide an accessible and enduring resource for residents, staff, visitors and future generations.

The publication should combine compelling storytelling and strong visual design with accessible content and culturally respectful representation, appealing to a broad and diverse audience. Hume's Civic Collection offers a rich source of heritage photographs to support and enhance the publication's visual storytelling - Civic Collection - Hume City Council.

Council strongly encourages the involvement of Hume-based historians, researchers, heritage practitioners, creatives and suppliers wherever possible, recognising the value of their local knowledge, established community connections and contribution to the local economy. Local participation will help ensure the publication is grounded in Hume's distinctive history, places and communities, while building local capability and supporting an authentic and enduring civic story.

This project aligns with:

- Creative Community Strategy 2020–2025 (Strategic Objective 1.4: strengthening community pride, heritage storytelling, and access to civic collections).
- Local Government Act 2020 service performance principles (innovation, equitable service delivery, transparency, long-term community benefit).

Context

Hume City is one of Victoria's fastest-growing and most culturally diverse municipalities, strategically located in Melbourne's north and home to more than 270,000 residents from over 160 cultural backgrounds.

The municipality is located on the traditional lands of the Wurundjeri Woi Wurrung people, whose enduring connection to Country, culture and community forms an essential part of Hume's identity and story.

Hume combines significant urban growth and strong economic activity - particularly in advanced manufacturing, logistics and emerging industries - with continued investment in arts, culture, heritage and community infrastructure.

Hume's distinctive mix of ancient cultural heritage, established and emerging communities, natural landscapes and ongoing development provides a rich context for documenting the municipality's civic evolution and the people and partnerships that have shaped it.

Scope

Council invites expressions of interest from suitably qualified respondents able to deliver the following integrated scope of services within the available budget and agreed timeframe.

A. Research & Content Development

- Undertake primary and secondary research to develop an accurate, engaging and accessible account of Hume City Council's formation, civic evolution and role in the municipality, recognising that Hume's story extends well beyond Council's establishment.
- Develop a proposed narrative framework and table of contents identifying the key eras, themes, decisions, leaders, services, places, events and community partnerships to be covered.
- Consult with Council, Traditional Owners, local historians, community groups and other identified stakeholders to test themes, identify stories and ensure culturally respectful and historically sound representation.
- Prepare, edit and fact-check all publication copy, including captions, timelines, profiles and other supporting text, with sources documented for Council.
- Identify, source and secure permissions for suitable photographs, maps, archival records and other visual material, maintaining a complete register of sources, rights and acknowledgements.

B. Publication Design & Production

- Develop a cohesive creative concept and design system for a professionally curated, accessible and Council-branded local history publication.
- Design engaging layouts that integrate text, photographs, maps, timelines, archival material, captions and acknowledgements in a clear narrative sequence.
- Manage editing, proofreading, image treatment, accessibility checks and design revisions, allowing for Council review and approval at agreed milestones.
- Supply the approved publication as print-ready artwork and accessible digital files, together with packaged editable source files, fonts, linked assets and a final image and permissions register.

C. Print Management

- Recommend a publication specification achievable within the total project budget, including proposed page extent, finished size, cover and stock, binding, colour treatment, print method and any other relevant production assumptions.
- Provide for the production and delivery of 100 finished copies of the publication.
- Obtain and manage printing, review proofs, coordinate Council approval, oversee production quality and arrange delivery of the completed print run.
- A copy of final print-ready files are required to enable reprinting by Council if required.

Governance

The Consultant will report to the Project Manager, Anna Clabburn (Arts & Culture) and liaise with the Arts & Culture team.

Engagement will require collaboration with the following stakeholders:

- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation.
- Heritage Victoria
- Local historical societies and heritage groups
- Other relevant local stakeholders
- Hume Councillors and staff

Hume City Council retains the final authority over all content and design matters related to this project. All proposed publication materials are subject to Council review, and Council's decision shall be final and binding. All content and design must comply with Council's current policies, strategic priorities, and branding/style guides.

Timelines

Milestones will act as payment hold points linked to completion of key deliverables.

Activity	Date	Deliverables aligned to scope
EOI period	November 2026	Conforming submissions received, assessed and evaluated against the EOI requirements.

Consultant contracted	December 2026	Contract executed; detailed project plan, delivery timeline, consultation approach and milestone schedule confirmed.
Planning & engagement	January - February 2027	Develop a draft narrative framework and table of contents. Undertake consultation with Council, Traditional Owners and identified stakeholders with key themes, stories and culturally appropriate permissions documented.
Research & content development	March - May 2027	Research findings, source register, and prepare draft content. Complete fact-checked manuscript and captions, approved image and permissions register, creative concept, and designed publication proof submitted for Council review.
Project completion	June 2027	Final approved publication delivered as 100 finished copies, print-ready artwork, accessible digital files, packaged editable source files, linked assets, fonts, and final source and permissions documentation.

Fee Schedule

Activity	Indicative Date	Deliverables
Consultant contracted	December 2027	25% Fee Payment
Planning & engagement	Feb 2027	25% Fee Payment
Research & content development	May 2027	25% Fee Payment
Project completion	June 2027	25% Fee Payment

Budget

A total budget of up to $30,000 excluding GST is available for the project, covering all costs from development through to the production and delivery of the printed copies.

Evaluation Criteria

Submissions will be assessed against the following criteria:

- **Capability 20%** - Demonstrated capability in heritage publications, including research, stakeholder engagement, publication development and print management
- **Experience 20%** - Relevant experience of key personnel, supported by examples of previous work that demonstrate compelling storytelling, strong visual design, accessibility and culturally respectful representation.
- **Local 20%** - Hume-based business, employees or local supplier participation.
- **Methodology & capacity 10%** - Proposed methodology and ability to deliver within timeframe.
- **Value 30%** - Price and overall value for money.

Consultant role and obligations

The Consultant will be required to:

- Enter into Council's Minor Services Agreement.
- Report to and maintain regular liaison with the Project Manager.
- Consult with key stakeholders identified by Council.
- Provide fortnightly progress reports outlining completed and upcoming activities, emerging risks and issues, and any outstanding information or decisions required from Council.
- Attend milestone meetings, either online or in person, and report on progress against agreed deliverables.
- Ensure First Nations knowledge is represented respectfully and that all necessary culturally appropriate permissions are obtained before content is used.

Intellectual Property

All work produced or generated by this project shall be the property of Hume City Council. Council reserves the right to amend and publish the final work provided by the Consultant.

Costs borne by consultants

All costs and expenses incurred by consultants associated with the development, preparation and submission of proposal, including attendance at meetings and provision of additional information, shall be borne entirely by the Consultant.

Council roles and responsibilities

- Coordinate meetings and introductions.
- Provide stakeholder contact details.
- Provide access to relevant Council documentation and background research.
- Review and approve deliverables at agreed milestones.

Key Information & Contact Details

Please submit the following:

- Detailed proposal that clearly responds to the selection criteria.
- Proposal to include:
  - Project timeline
  - Demonstrated understanding of project tasks
  - Proposed publication type & deliverables
  - Examples of previous work including visuals
  - Current CVs of key personnel outlining relevant experience
  - An itemised budget & anticipated hours
- A copy of:
  - Public Liability Insurance for $20million.
  - Professional Indemnity Insurance of $2million.
- Copy of Working with Children Check for all key personnel involved in the project.

Contact: Anna Clabburn - Arts Officer
Email: artsandculture@hume.vic.gov.au

Phone: 0477 443 833

Submit document/s to Hume City Council by 5:00pm Monday 30 November 2026 via email artsandculture@hume.vic.gov.au with the subject line "RFQ – Hume Civic Storytelling Publication".

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