

HUME CITY COUNCIL

2024/25 Event Grant Program Guidelines

hume.vic.gov.au



Acknowledgement of traditional owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

HumeLink

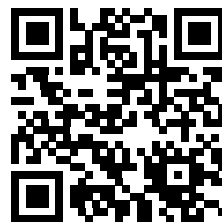
Multilingual telephone
information service

Enquiries 9205 2200

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Print too small?

For a larger print version of this information kit, please contact our Community Grants Officer on 9205 2200 or communitygrants@hume.vic.gov.au.

Contents

- Events, Festivals and Community Celebrations 4
- Eligibility Criteria..... 5
- Program Dates..... 8
- Program Categories..... 10
 - Community and Neighbourhood Events - Small 10
 - Community and Neighbourhood Events - Medium 13
 - Major Events..... 15
 - Established Major Events 17
- Frequently Asked Questions..... 19
- Important Information..... 20
- Assistance, Support - Contact Us..... 20
- Definitions 21



Events, Festivals and Community Celebrations

Program Context

Hume City is one of the fastest growing and most culturally diverse communities in Australia. A mix of new and established neighbourhoods, it is home to a vibrant, diverse, and growing community.

Events, festivals, and community celebrations have a key role to play in helping Council achieve its **Community Vision** for a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging.

Events raise community spirit, help celebrate Hume's diverse cultures and interests, foster pride in local neighbourhoods, building the identity and lifestyle of what it means to live in Hume. Events create reasons for people to engage in their local community and build the capacity of the community to engage and participate locally.

A strong events calendar ensures that Hume City is a vibrant place to live and visit.

Program Aims

Vibrant and Inclusive, Events and Festivals Strategy 2023-2026 commits Council to providing an enabling environment that actively encourages commercial and community event organisers to deliver events and festivals in Hume.

The Event Grant program aims to support local community and event organisers to establish new events and continue to host existing events in Hume. These Hume events will build community capacity, foster resilience, recognise local talent, and the city's artistic and cultural strengths.

The program will create opportunities for local musicians, performers, food vendors and suppliers to participate in events in Hume.

What is an event?

An event is an organised public gathering that brings people together for a common purpose by some pre-arrangement. It is open to members of the public and is publicly announced or advertised.

What the program supports

The program supports events that:

- Celebrate communities.
- Activate neighbourhoods.
- Foster capacity building and resilience.
- Encourage the Hume community to connect and participate locally.
- Recognise local talent, and artistic and cultural strengths.
- Create opportunities for musicians, performers, food vendors and suppliers.
- Contribute to social justice, community health and wellbeing.
- Promote Hume City's lifestyle and visitor economy, recognising it as a vibrant place to live and visit.

Program Categories

There are four program categories:

Category	Attendance	Support Available (cash and/or in-kind)
Community and Neighbourhood Events – Small	Up to 1,000	up to \$2,000
Community and Neighbourhood Events – Medium	Up to 3,000	up to \$12,000
Major Events	3,000+	up to \$20,000
Established Major Events	5000+	up to \$30,000 per year for up to 3 years

Eligibility Criteria

Event Eligibility

To be eligible to apply, the event must:

- take place between 1 July 2024 and 30 June 2025.
- be held in Hume City.
- be an organised public gathering that brings people together for a common purpose by some pre-arrangement.
- open to members of the public and is publicly announced or advertised, whether ticketed or not.
- be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).

In addition to this, applicants must undertake to comply with all event planning requirements, including obtaining appropriate event permits as required.

Eligible Applicants – Community and Neighbourhood Small and Medium, and Major Events Categories

Applicant organisations must meet the following criteria:

- be a community group or organisations based in Hume. They may be incorporated, or auspiced.
- be a business or not for profit organisation based in Hume.
- the community group, organisation or business making the application must be incorporated, or auspiced by another organisation. (See auspicing in Program Definitions).
- be the event organiser with the right to hold and/or re-schedule the event that is the subject of the application.

Eligible Applicants – Established Major Events

Applicant organisations must meet the following criteria:

- be an established Major Event which has taken place in Hume Council area for a minimum of 3 years.
- be an event organised by Hume based community groups or organisations. They may be incorporated or auspiced.
- volunteers contribute significantly to the development and delivery of the event.
- be the event organiser with the right to hold and /or re-schedule the event that is the subject of the application.

Ineligible Applications

The Event Grant program is unable to support:

- applications made by individuals.
- applicants /applicant organisations with
 - outstanding Post Event Reports from previous funding
 - outstanding debts with Council.
- applications from political organisations or which propose events with a political purpose.
- events that exclude or may offend part of the community.
- proposals to host events or activities that are not located in Hume City.
- applications made by Hume City Council employees.

Applications may be considered ineligible if:

- they are incomplete, including applications which do not include the required documentation.
- the proposal doesn't align with Council's Social Justice Charter and principles of equity, access, engagement and participation, rights, and accessibility for all community groups.
- the event proposals does not align with Council's plans and policies, Safeguarding Children and Young People Policy.
- the event may compromise Council's reputation, image, probity, or ability to fulfil its functions and responsibilities.

Funding Restrictions:

The program is unable to provide funding requests for:

- money to support alcohol licenses, tobacco and gambling related activities
- prize money or awards (such as trophies)
- reimbursement of personal expenses (such as, petrol or utility bills)
- money for fixed or permanent equipment, building maintenance or capital improvement. This funding is specifically for the delivery of events within the Hume community.

This list is not exhaustive, and Council will make the final decision on what is deemed to be ineligible expenditure.

Due Diligence Assessments

Applicants may be subject to a risk assessment which verifies business details lodged with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or another applicable regulator.

Any of the following circumstances may be taken into consideration in any decision whether to recommend or award a grant and in contracting with successful applicants.

- the veracity of the information provided in the application
- any adverse findings by a regulator regarding an applicant
- an applicant is placed under external administration
- there is a petition to wind up or deregister the applicant
- the applicant is or becomes deregistered or unregistered (including cancellation or lapse in registration).

Council may, at any time, remove an applicant from the application process, if in Council's opinion, association with the applicant may bring Council in disrepute.



Program Dates

Community and Neighbourhood Events – Small and Medium

There are two rounds in this category.

Application Dates - Round 1

- Applications open on 29 January 2024 at 9:00am
- Applications close on 4 March 2024 at 4:00pm (late applications will only be accepted in accordance with Council's Grant Giving Policy).
- Events must take place between 1 July 2024 and 31 December 2024.
- Applicants are expected to be notified of the outcome of their application following the Council meeting in May 2024.

Application Dates - Round 2

- Applications open on 27 May 2024 at 9:00am
- Applications close on 1 July 2024 at 4:00pm (late applications will only be accepted with Councils Grant Giving Policy).
- Events must take place between 1 January 2025 to 30 June 2025.
- Applicants are expected to be notified of the outcome of their application following the Council meeting in September 2024.

Category Summary

Category	Attendance	Support Available
Community and Neighbourhood Events – Small	Up to 1,000	up to \$2,000 (cash and/or in-kind)
Community and Neighbourhood Events – Medium	Up to 3,000	Up to \$12,000 (cash and/or in-kind)

Major Events Category

There is one round in this category.

Application Dates:

- Applications open on 29 January 2024 at 9:00am
- Applications close on 4 March 2024 at 4:00pm (late applications only be accepted with Councils Grant Giving Policy).
- Events must take place between 1 July 2024 and 30 June 2025.
- Applicants are expected to be notified of the outcome of their application following the Council meeting in May 2024.

Category Summary

Category	Attendance	Support Available
Major Events	3,000+	up to \$20,000 (cash and/or in-kind)

Established Major Events Category

Application Dates:

- Applications open on 29 January 2024 at 9:00am
- Applications close on 4 March 2024 at 4:00pm (late applications only be accepted with Councils Grant Giving Policy).
- Events must take place between 1 July 2024 and 30 June 2025.
- Applicants are expected to be notified of the outcome of their application following the Council meeting in May 2024.

Category Summary

Category	Attendance	Support Available
Established Major Events (Events which have taken place in Hume for at least 3 years)	5,000+	up to \$30,000 (cash and/or in-kind)

Program Categories

Community and Neighbourhood Events - Small

Definition

Community and Neighbourhood Events - Small are events which are:

- planned and staged for a particular interest or purpose, and
- bring people together, usually in a local or neighbourhood setting.
- provide opportunities for people to connect and participate.
- are organised by community groups and organisations.
- expected to be attended by up to 1,000 people.

What you can apply for

Applicants can apply for funding, in-kind support, or a mix of both.

Funding

Applicants can apply for up to \$2,000 if they meet the eligibility criteria.

In-kind support

Applicants can apply for in kind support for:

- Permit fees
- Venue or site hire
- Bin hire

Eligibility Criteria

The Community and Neighbourhood Events - Small program is for events which meet the following criteria:

- the event must take place between **1 July 2024** and **30 June 2025**.
- the event must be held in Hume City.
- expected attendance at the event is up to 1,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement, open to members of the public, and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.

Application – Key Information

In your application, you will be asked to demonstrate that:

- the event includes and celebrates the local community.
- it will encourage the Hume community to connect and participate locally.
- it fosters capacity building and resilience in your organisation and community.
- it recognises local talent, and/or artistic and cultural strengths.
- it contributes to social justice, community health and wellbeing.
- you are able to plan and deliver this event in a safe and successful manner.

Your application will be assessed on how well your event meets these criteria.



Assessment Criteria

Assessment	Considerations	Weighting
Community Connection	<p>Provides opportunity for the community to connect and participate locally.</p> <p>Activates local neighbourhoods.</p> <p>Recognises local talent, artistic and cultural strengths.</p> <p>Has community relevance and benefit</p>	40%
Participation and Growth	<p>Fosters capacity building and resilience</p> <p>Contributes to social justice, community health and wellbeing</p> <p>Creates opportunities for musicians, performers to participate</p>	40%
Capacity and Capability	<p>Experience in organising similar events.</p> <p>Demonstrating the event is well planned, and that you understand what is needed to deliver the event.</p> <p>Ability to show the costs and resources needed to deliver the event.</p> <p>Venue identified, and availability tentatively confirmed.</p>	20%



Community and Neighbourhood Events - Medium

Definition

Community and Neighbourhood Events- Medium are events which are:

- planned and staged for a particular interest or purpose, and
- bring people together and provide opportunities for them to connect and participate.
- are organised by community groups and organisations.
- expected to be attended between 1,000 and 3,000 people.

Available Support – Funding / In-Kind Support

Applicants can apply for funding, in-kind support, or a mix of both.

Funding

Applicants can apply for up to \$12,000 if they meet the eligibility criteria.

In-kind support

Applicants can apply for in kind support for:

- Permit fees
- Venue or site hire
- Bin hire

Eligibility Criteria

The Community and Neighbourhood Events – Medium program is for events which meet the following criteria:

- the event must take place between **1 July 2024** and **30 June 2025**.
- the event must be held in Hume City.
- the expected attendance at the event must be between 1,000 and 3,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement, is open to members of the public, and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.
- Council is not the sole funding source of the event:
 - if you are a community or not-for-profit organisation, you must be able to demonstrate a contribution to holding the event, either through in-kind support, voluntary services, or cash. The value of contribution demonstrated must be half of (50 per cent) of the funding request. For example, if you ask for \$5,000, you must show a contribution of at least \$2,500 (cash or in-kind).
 - If you are a business or commercial organisation, you must be able to demonstrate that you can match (100 per cent) the amount of funding you are requesting in cash. For example, if you ask for \$5,000, you must show a contribution of at least \$5,000 (cash or in-kind).

Application – Key Information

In your application, you will be asked to demonstrate that:

- the event includes and celebrates the local community.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event contributes to social justice, community health and wellbeing.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- you have experience of delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and that a considered and realistic budget is provided relative to the event size, and funding request.
- In addition to these, the event may promote Hume City's lifestyle, and visitor economy, recognising it as a vibrant place to live and visit.

Applications will be assessed on how well they meet these criteria. Expected attendance, community engagement and participation opportunities are factored into determining the level of support provided.

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience Contributes to social justice, community health and wellbeing Creates opportunities for musicians, performers to participate	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure	30%

Major Events

Definition

Major Events are event which:

- attract a municipal wide audience
- attended by more than 3,000 people
- can attract visitors to Hume
- planned and staged for a particular interest or purpose, and involve multiple stakeholders
- provide opportunities for community connection and participation.
- can be organised by community groups, not for profit organisations,

Available Support – Funding / In-Kind Support

Applicants can apply for funding, in-kind support, or a mix of both.

Funding

Applicants can apply for between \$12,000 and \$20,000

In-kind support

Applicants can apply for in kind support for:

- Permit fees
- Venue or site hire
- Bin hire

Eligibility Criteria

The Major Events program is for events which met the following criteria:

- the event must take place between **1 July 2024** and **30 June 2025**.
- the event must be held in Hume City.
- expected attendance at the event is more than 3,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement and is open to members of the public and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must provide evidence of event planning capacity, including event, and risk management plans, a project schedule, and a copy of the event budget.
- applicants must provide an event promotion plan showing how attendees will be attracted to the event.
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.
- if you are a community or not for profit organisation, you must be able to demonstrate a matching co-contribution to holding the event, either through in-kind support, voluntary services, or cash.
- If you are a business or commercial organisation, you must be able to demonstrate that you can match the amount of funding you are requesting in cash.

Application – Key Information

In your application, you will be asked to demonstrate that:

- the event includes and celebrates the local community.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- it contributes to social justice, community health and wellbeing.
- you have experience in planning and delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and a considered and realistic budget is provided.
- the event promotes Hume City’s lifestyle, and visitor economy, recognising it as a vibrant place to live and visit.

Applications will be assessed on how well they meet these criteria. Evidence of planning, expected attendance, community engagement and participation opportunities are factored into determining the level of support provided.

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience Contributes to social justice, community health and wellbeing Creates opportunities for musicians, performers to participate	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure	30%

Established Major Events

Definition

Established Major Events are events which:

- have been successfully conducted in Hume for at least 3 years.
- are community led, organised by local groups, or organisations.
- attended by more than 5,000 people.
- attract a municipal wide audience.
- can attract visitors to Hume.
- planned and staged for a particular interest or purpose, and involve multiple stakeholders.
- provide opportunities for community connection and participation

Available Support – Funding / In-Kind Support

Applicants can apply for funding, in-kind support, or a mix of both.

Funding

Applicants can apply for up to \$30,000 annually, for up to 3 years.

In-kind support

Applicants can apply for in kind support for:

- Permit fees
- Venue or site hire
- Bin hire

Eligibility Criteria

The Major Events program is for events which met the following criteria:

- the event must take place between **1 July 2024 and 30 June 2025**.
- the event must be held in Hume City and have been conducted in Hume City for at least 3 years.
- it must be organised by a community group or organisations based in Hume. They may be incorporated or auspiced.
- volunteers must contribute significantly to the development and delivery of the event.
- expected attendance at the event is more than 5,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement and is open to members of the public and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must provide evidence of event planning capacity, including event, and risk management plans, a project schedule, and a copy of the event budget.
- applicants must provide an event promotion plan showing how attendees will be attracted to the event.
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.

- applicants must discuss their proposal with a Council officer from the Events and Festivals team prior to making an application.
- if you are a community or not for profit organisation, you must be able to demonstrate a matching co-contribution to holding the event, either through in-kind support, voluntary services, or cash.

A multi-year funding agreement may be entered into between Council and the event organiser. To meet criteria for funding in years 2 and 3, applicants must successfully acquit the previous year’s funding, and provide evidence of event outcomes. Subsequent years funding is at the discretion of Council and will consider the success of past events, and evidenced planning for future year’s program.

Application – Key Information

- the event includes and celebrates the local community.
- volunteers are involved in the planning and the delivery of the event.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- it contributes to social justice, community health and wellbeing.
- you have experience in planning and delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and a considered and realistic budget is provided.
- the event promotes Hume City’s lifestyle, and visitor economy, recognising it as a vibrant place to live and visit. (optional).

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience Contributes to social justice, community health and wellbeing Creates opportunities for musicians, performers to participate	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure	30%

Frequently Asked Questions

Can I make more than one application to the Event Grant Program in 2024/25?

No. You can only apply for one grant in any category for the financial year.

Can I apply for other Council Grants?

Applying for an Event Grant does not prevent you from applying for other Council grants (such as, Community Grants or Arts Grants). However, this may be taken into consideration, to ensure fairness across Council's grant opportunities.

What is auspicing?

You can approach a larger organisation to partner with your community group or organisation to receive funding. The 'auspice organisation' takes responsibility (legal and financial) of the funding on your group's behalf. They will sign your agreement, receive, and distribute the funds under the agreement, ensure events are completed, and submit accountability and evaluation reports on your behalf.

Why choose an auspice arrangement?

You may consider an auspice arrangement with another organisation if your group or organisation is ineligible to apply for funding (e.g., if your group is not incorporated). You may also wish to take advantage of the infrastructure, skills, and management of an established organisation, especially if your group does not have experience with applying for and managing grants.

What happens after I apply

Applications are reviewed by an internal assessment panel and a summary of the recommended applicants is reviewed by the Councillor Review Panel. The recommendations are presented to Councillors at a Council Meeting for their endorsement.

Successful applicants

- Will receive a Letter of Agreement which will include information on Council's terms for releasing the grant.
- You will be asked to complete, sign, and return the Letter of Agreement before the grant funding can be paid or in-kind support actioned.
- Grant funds will be paid by electronic fund transfer.

Unsuccessful applicants

Will receive a letter explaining the decision. Contact details will be provided so you can speak with an Officer if you wish.

There is no appeals process for the Event Grant Program. Complaints will be handled in accordance with Council's Complaints Policy. If you have concerns about your application, please submit an enquiry or complaint to events@hume.vic.gov.au or communitygrants@hume.vic.gov.au.

Important Information

The Event Grant program is conducted in line with the Grant Giving Policy and the Sponsorship Policy. Event grants are awarded subject to Council budget and demand.

Any attempts to influence Councillors or Council Officers on the outcome of the grant application or process, is prohibited and will render the application ineligible.

If grant recipients fail to meet these conditions at the time of the event, they may be required to return funding support to Council, or their in-kind support may be revoked.

You need to notify Council if there are any changes to your event plan (such as budget, timing, or location). You will need to submit a Variation Request to Council, for approval. If you do not notify Council of the changes, Council will request for the funding to be returned.

Council reserves the right to withdraw support, including the return of funds, if Council policy or the terms of the Letter of Offer are not followed

All events or activities held on private land must comply with relevant requirements. This may include obtaining permits, completing application forms, and providing an event and risk management plan.

Preparing for your event:

- Keep receipts so you can track how the funding was spent. These will be useful for the Post Event Report.
- For large events, Council support for your event will need to be acknowledged, as outlined in the Funding Agreement.

After your events:

- Submit a Post Event Report to show how the grant money was used.
- Return remaining funds to Council unless you have been granted prior written consent.

Assistance, Support - Contact Us

Information Sessions

Information Sessions will be held during the time the grants are open for application. At these sessions you can hear more about the program and discuss your application with an officer.

Drop In Sessions

You can drop in to speak to the Events and Festivals officer /Community Grants Officer about your application.

Contact an Officer

Call and speak with the Events and Festivals Officer or Community Grants Officer if you need help with your application:

Phone: 9205 2200

Email: events@hume.vic.gov.au or communitygrants@hume.vic.gov.au

Definitions

Term	Definition
Auspice/Auspicings	Where one organisation agrees to apply for and manage a grant, on behalf of another organisation. See Frequently Asked Questions section for more information.
Auspicings organisation	Agrees to distribute and manage the grant, on behalf of another (usually smaller, and unincorporated) group.
Event	An event is an organised public gathering that brings people together for a common purpose by some pre-arrangement. It is open to members of the public and is publicly announced or advertised.
Funding Agreement	Sets out Council's terms for releasing grant funding. This needs to be signed by both Council and the funding recipient before funding can be released.
In-kind support (Council offering)	Waiving or reducing Council fees. These include permit fees, Council venue or site hire and bin hire.
In-kind (third parties)	Support offered by individuals or businesses to support an event (such as, volunteering, or waiving venue or equipment hire costs).
Incorporated	An incorporated business is its own legal entity. Incorporated businesses, will have been issued with a Certificate of Incorporation, issued by the Australian Securities & Investments Commission.
Letter of Offer	States your applicant has been successful and confirm the financial, and/or in-kind support granted.
Political organisations	A political organisation is any organisation that involves itself in the political process, including political parties, non-governmental organisations, and special interest advocacy groups.

Connect with us

Customer Service Centres are open
from 8am to 5pm Monday to Friday:

 **Broadmeadows (Council Offices)**
1079 Pascoe Vale Road

 **Craigieburn**
75–95 Central Park Avenue

 **Sunbury**
40 Macedon Street

 **PO Box 119, Dallas VIC 3047**

 **9205 2200**

 **contactus@hume.vic.gov.au**

 **hume.vic.gov.au**



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HumeCityCouncil