



**COUNCIL MEETING OF  
THE HUME CITY COUNCIL**

**MONDAY, 24 NOVEMBER 2025**

**7:00PM**

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

**HUME COMMUNITY VISION 2045:**

***A thriving community with a strong sense of belonging.***

An audio and video recording of this meeting of the Hume City Council will be published to Council's website within two (2) working days.





# HUME CITY COUNCIL

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## Notice of a

### **COUNCIL MEETING OF THE HUME CITY COUNCIL**

to be held on Monday, 24 November 2025

**at 7:00PM**

at the Council Chamber - Hume Global Learning Centre Broadmeadows

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Attendees:	a: Council	Cr Carly Moore Cr Ally Watson Cr Jarrod Bell Cr Daniel English Cr Steve Gagen Cr John Haddad Cr Kate Hamley Cr Naim Kurt Cr Sam Misho Cr Jim Overend Cr Karen Sherry	Mayor Deputy Mayor
	b: Officers	Ms Sheena Frost Ms Rachel Dapiran Ms Kristen Cherry Mr Fadi Srour  Ms Ann-Michel Greenwood Ms Danielle Prentice	Chief Executive Officer Director City Planning and Places Director City Services & Living Chief Financial Officer Acting Director Customer & Strategy Chief People Officer Acting Director Infrastructure and Assets

## **ORDER OF BUSINESS**

### **1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Hume City Council would like to acknowledge that we are meeting on Country for which the members and Elders of the Wurundjeri Woi-wurrung people and their forebears have been custodians for many thousands of years. The Wurundjeri Woi-wurrung, which includes the Gunung-Willam-Balluk clan, are the Traditional Custodians of this land. Hume City Council would also like to pay its respects to their Elders, past and present, and to all Aboriginal and Torres Strait Islander peoples who may be here today.

### **2. PRAYER**

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Rev. Fa'amata'u Leota, from St Andrew's Uniting Church, on behalf of the HIN.

**3. APOLOGIES****4. DISCLOSURE OF INTEREST**

Councillors' attention is drawn to the provisions of the *Local Government Act 2020* and Council's Governance Rules 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. CONGRATULATIONS AND CONDOLENCES****6. CONFIRMATION OF MINUTES**

Minutes of the Council Meeting held on 27 October 2025 and the 12 November 2025.

**RECOMMENDATION:**

**THAT the Minutes of the Council Meetings held on 27 October 2025 and the 12 November 2025, be confirmed.**

**7. PUBLIC QUESTION TIME****8. 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.

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**10. ITEMS TO BE TABLED****11. URGENT BUSINESS****12. DELEGATES REPORTS****13. CONFIDENTIAL ITEMS**

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

**RECOMMENDATION:**

**THAT Council close the meeting to the public pursuant to section 66(2) of the *Local Government Act 2020* to consider the following items:**

**Item No   Title****8.8 CONTRACT NO. 30 25 3660 - CONSULTANCY SERVICES FOR URBAN PRECINCTS PARTNERSHIP BROADMEADOWS**

Attachment 1: Tender Evaluation Report - Confidential Attachment 1

Attachment 2: Tender Evaluation Matrix

Attachment 3: List of Directors and Officeholders

**8.9 CONTRACT NO. 30 25 3624 - INFORMATION TECHNOLOGY PRODUCTS & SERVICES & MULTI-FUNCTIONAL DEVICES (PA2706/0714)**

Attachment 1: Procurement Australia Tender Evaluation Report

Attachment 2: Sharp Corporation of Australia Pty Ltd - Schedule of Rates

**8.10 CONTRACT NO. 30 25 3634 - KERBSIDE RECYCLABLE COLLECTION SERVICE**

Attachment 1: Tender Evaluation Report

Attachment 2: Evaluation Matrix

Attachment 3: Probity Report

Attachment 4: Pricing Schedule

Attachment 5: List of Company Officeholders

**8.11 CONTRACT NO. 30 25 3647 - HANSON ROAD, CRAIGIEBURN - ROAD RECONSTRUCTION AND ROUNDABOUT AT HANSON ROAD AND CREEKWOOD DRIVE**

Attachment 1: Tender Evaluation Report

Attachment 2: Tender Evaluation Matrix

Attachment 3: List of Company Directors and Officeholders

**8.15 MONTHLY CAPITAL WORKS UPDATE**

Attachment : Monthly Capital Works Report - October 2025

**14. CLOSURE OF MEETING**

**SHEENA FROST  
CHIEF EXECUTIVE OFFICER**

**19/11/2025**

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<b>REPORT NO:</b>	8.1
<b>REPORT TITLE:</b>	2026/27 Hume Event Grant Program
<b>SOURCE:</b>	Hazel Finnie, Coordinator Arts, Culture & Events
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC20/134
<b>POLICY:</b>	POL/303 Grant Giving Policy
<b>STRATEGIC OBJECTIVE:</b>	SO3.3 An inclusive and socially connected community that celebrates diversity and culture
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Event Grant Guidelines 2026-27</i></li><li>2. <i>Terms of Reference - Hume Event Grant Program</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

### 1. SUMMARY OF REPORT:

- 1.1 This Hume Event Grant Program provides direct support (financial and / or in-kind) to third-party event organisers, helping them to develop and deliver vibrant, inclusive, and engaging events in Hume City.
- 1.2 The 2026/27 Event Grant Program Guidelines and Terms of Reference have been reviewed in consideration of feedback and learnings from the 2025/26 Program.
- 1.3 In response to increasing program demand, there is the opportunity to consider an increase to the 2026/27 program budget. Officers will prepare options for Councillor consideration during upcoming budget deliberations, seeking to support more locally led events that will benefit the Hume community.

### 2. RECOMMENDATION:

**That Council**

- 2.1 **Adopt the 2026/27 Hume Event Grant Program Guidelines (Attachment 1) and Terms of Reference (Attachment 2).**
- 2.2 **Note that the 2026/27 Hume Event Grant Program is funded from the 2026/27 budget and program funding will be confirmed when Council adopts the budget in June 2026.**
- 2.3 **Note the following application timelines for the 2026/27 Event Grant Program:**
  - 2.3.1 **Community and Neighbourhood Events (Small) and Community and Neighbourhood Events (Medium) applications open:**
    - (a) **Round 1: Monday 12 January 2026 – Friday 20 February 2026.**
    - (b) **Round 2: Monday 25 May 2026 – Monday 6 July 2026.**
  - 2.3.2 **Major Events and Established Major Events (single round) applications open:**
    - (a) **Monday 12 January 2026 until Friday 20 February 2026.**
- 2.4 **Nominate Councillor XXX, Councillor XXX and Councillor XXX to be members of the Councillor Review Panel.**

**REPORT NO: 8.1 (cont.)**

- 2.5 Note that Council will receive reports on recommended applications for funding approval in two stages:**

**2.5.1 May 2026 for Round 1 (all categories)**

**2.5.2 October 2026 for Round 2 (Community and Neighbourhood Events – Small and Medium only)**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 The provision of grants is aligned to the Service Performance principles (Part 5, Division 1, Section 106) of the Local Government Act, 2020 and, Council’s Vibrant and Inclusive Events and Festivals Strategy 2023-2026 and Grant-giving Policy (adopted 8 August 2022).

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council in giving effect to the following Overarching Governance Principles:

- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- e) innovation and continuous improvement are to be pursued.
- i) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

The human rights relevant to this Report are:

- 5.1.1 right to recognition and equality before the law (section 8)
- 5.1.2 protection of privacy and reputation (section 13); and
- 5.1.3 cultural rights (section 19)

The above rights are not being limited by the recommended action in this Report.

**5.2 GENDER EQUALITY ACT 2020**

The Event Grant program has a direct and significant impact on the public; therefore, a Gender Impact Assessment was completed. The key recommendations and findings were:

- 5.2.1 To continue to encourage applications from under-represented cohorts, including from across Hume’s diverse communities, LGBTIQA+ and people living with a disability.
- 5.2.2 Consider the diversity and diverse experiences when appointing the Officer Assessment Panel.
- 5.2.3 Councillors consider gender and diversity when nominating the Review Panel.

- 5.3 The policy, program or service includes these opportunities to ensure that it promotes gender equality and better and fairer outcomes for the public.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 The Event Grant Program is funded from Council’s annual operating budget. In 2025/26, \$290,000 was allocated for distribution.

- 6.2 Since 2024/25, the program has included an Established Major Event category which commits funds to large events for a period of three years to help provide funding

**REPORT NO: 8.1 (cont.)**

certainty (commitment is pending successful annual acquittal). In 2026/27 the program will have \$146,000 of pre-committed expenditure. This leaves \$144,000 to be allocated to new applicants.

- 6.3 It is noted that the Event Grant program is consistently over-subscribed, with more applicants seeking to deliver events than funds available. Recognising this, and the community capacity opportunities that are generated by supporting locally led initiatives, there is an opportunity to review the Event Grant program budget allocation, increasing it from its current allocation of \$290,000. Options will be presented for Councillor consideration in the 2026/27 budget process.
- 6.4 The Event Grant Program includes the opportunity to provide in-kind support to event organisers. In-kind support can be funded through Council operating budgets and will be outlined in the Council reports recommending program recipients for the 2026/27 year.

**7. OPPORTUNITIES & RISKS:**

- 7.1 The Event Grant Program offers community groups and event organisers the opportunity to seek funds to realise event ideas to support the celebration of culture, connect with community and attend events in Hume City.
- 7.2 The demand for the Event Grant Program is higher than the funds available, this creates an increasing risk that not all eligible applications can receive funding, and that some eligible events may not take place because of this.
- 7.3 There is an increasing risk that past grant recipients may no longer be competitive, as the number and quality of new applications are increasing. This could lead to unsuccessful outcomes for applicants who expect to receive funding again based on previous experiences of success.
- 7.4 Grant program related risks include potential for fraud, conflicts of interest, and a reputational risk arise if decisions are not in line with community expectations or delivered fairly and transparently.
  - 7.4.1 These risks are mitigated by adherence to Council policies, having a separation of duties across Officers, a stringent approvals process, including; eligibility checks completed for every applicant, and Assessor and Councillor Panel members must complete conflict of interest and fraud training.
  - 7.4.2 At the end of their grant period, successful applicants must satisfactorily complete financial acquittal. Failure to do so will result in Council requesting recoupment of funds and ineligibility for future funding.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 Consultation on the *Vibrant and Inclusive – Events and Festivals Strategy 2023-2026*. noted that provision of grants is one of the most important ways that Council can support local events.
- 8.2 The 2026/27 Event Grant Program and guidelines were informed by feedback. This review of the 2025/26 grants indicated that additional funding would be appreciated and enable more events to be supported, helping to balance the competitiveness of new events with long-standing applicants. Overall, only minor changes to the Guidelines were identified (i.e. clarity on eligibility), and the program categories were deemed to be appropriate and aligned to community need / local event types.

REPORT NO: 8.1 (cont.)

9. DISCUSSION:

**Background**

- 9.1 Hume City Council has a long history of providing funding support to event organisers to deliver events and festivals in Hume. This is supported through the *Vibrant and Inclusive – Events and Festivals Strategy 2023-2026* which seeks to provide an enabling environment that actively encourages commercial and community event organisers to deliver events and festivals in Hume City.

**Learnings from 2026/27 Program**

- 9.2 In 2025/26, the program received 54 applications, the same number as in 2024/25.
- 9.2.1 The creation of the Established Major Events category has meant that 4 applicants no longer need to apply for funds on an annual basis, as they have been recommended to receive funding for 3 years (until 2026/27), subject to satisfactory acquittals.
- 9.3 Demand for the program was again greater than available funds. In total \$374,500 was requested. The program budget is \$290,000 and \$116,000 was pre committed to 4 Established Major Events.
- 9.4 The program sought to address the challenge of over-subscription by reducing the amount of funds offered to each applicant to deliver their event. This helped to maximise dispersal across the City, but it does run the risk of impacting quality and sustainability for event organisers.
- 9.5 Compared to 2024/25, in 2025/26 there was a marked increase in the number of applicants scoring 50 or more who were unable to be offered funds.
- 9.5.1 In 2024/25, this was the case for 2 applicants in the Major Events category.
- 9.5.2 In 2025/26, this was the case for 16 applicants.
- (a) 6 (31%) in the in the Community and Neighbourhood Small category.
- (b) 10 (45%) in the Community and Neighbourhood Medium category.
- 9.6 The Community and Neighbourhood Small and Medium categories provide opportunities for the community to connect and participate locally and disperse events across the city, providing relevant, resonant, content that builds community capacity and resilience.
- 9.7 To better support these categories, Officers recommend increasing the program funds in the 2026/27 budget. Options will be prepared and presented for Councillor consideration in the 2026/27 budget process.

**2026/27 Program Guidelines and Application**

- 9.8 Program Guidelines for 2026/27 (Attachment 1) have been updated to more clearly indicate applicant and event eligibility and important dates.
- 9.9 SmartyGrants application process has been refined to prevent ineligible applications.
- 9.10 Program categories are outlined in the table below:

Category	Purpose	Category maximum
Community and Neighbourhood – Small	<ul style="list-style-type: none"><li>• Bring people together in a local or neighbourhood setting.</li><li>• Planned &amp; staged for a particular interest or purpose.</li><li>• Up to 1,000 attendees.</li></ul>	Up to \$2,000



**REPORT NO: 8.1 (cont.)**

Community and Neighbourhood – Medium	<ul style="list-style-type: none"><li>• Planned and staged for a particular interest or purpose.</li><li>• Bring people together in a local or neighbourhood setting.</li><li>• Provides opportunities for people to connect and participate</li><li>• Up to 3,000 attendees.</li></ul>	Up to \$12,000
Major Events	<ul style="list-style-type: none"><li>• Larger scale events</li><li>• Attracting a municipal wide audience.</li><li>• More than 3,000 attendees.</li></ul>	Up to \$20,000
Established Major Events	<ul style="list-style-type: none"><li>• Events delivered in Hume for at least 5 years</li><li>• Community led, and can demonstrate strong planning and visitation (i.e., municipal wide audience / attracting visitors to Hume).</li><li>• Commercial and For-Profit entities are not eligible for this category.</li><li>• More than 5,000 attendees.</li></ul>	Up to \$30,000 per year for 3 years (pending successful annual acquittals).

**Assessment Process**

- 9.11 The Assessment Process is detailed in the Event Grant Assessment Panel Terms of Reference (Attachment 2).
- 9.12 In line with Council’s Grant-giving Policy, the Event Grant Program assessment process will be managed online via the SmartyGrants portal, with interpreter support made available.
- 9.13 Applications undergo a pre-eligibility check before progressing to assessment.
- 9.14 The Councillor Review Panel provides oversight over the process.
- 9.15 Grant recommendation reports will be presented to Council for approval in May (Round 1, all categories) and October (Round 2, Community and Neighbourhood Small and Medium).

**Notification of Grants and Conditions**

- 9.16 Following Council decision on recommendations Officers will notify successful applicants via email. Their responsibilities will be outlined in a funding agreement.
- 9.17 Unsuccessful or ineligible applicants can discuss their application with Officers and receive advice to improve applications in future rounds. Officers may also help connect them with other funding opportunities or potential partners.
- 9.18 Grant recipients must comply with the funding agreement, use funds as intended, and complete acquittal at the end of the funding period.

**Program Evaluation**

- 9.19 A review of the 2026/27 Event Grant Program will be conducted to guide improvements for the 2027/28 program, including funding categories and allocations.

**10. CONCLUSION:**

- 10.1 Hume Event Grant program supports the delivery of vibrant, inclusive, and engaging events in Hume City, helping to achieve the Council vision of a thriving community with a strong sense of belonging.

**REPORT NO: 8.1 (cont.)**

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HUME CITY COUNCIL

# 2026/27 Event Grant Program Guidelines

[hume.vic.gov.au](https://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.

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## **Need translation services?**

Our website is easily translatable into many languages. Simply visit **[www.hume.vic.gov.au](http://www.hume.vic.gov.au)** and select the English (Australia) drop down menu to find the language of your preference.

Alternatively you can scan the QR code, or if you need an interpreter to discuss your grant application, please use call 9205 2200 to speak to our team.



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## **Print too small?**

For a larger print version of this information kit, please contact our Events Team on 9205 2200 or [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au)

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## 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 and festivals have a key role to play in helping Council achieve its **Community Vision** for a thriving community with 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 2026** and **30 June 2027**. (For specific grant round dates see page 6).
- 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 be 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.

See pages 10-18 for additional eligibility information for each category.

### Eligible organisation types

- Community groups/organisations (incorporated or auspiced).
- Not-for-Profits (registered with the Australian Charities and Not-for-Profits Commission (ACNC)). *Expected to match every \$1 of Council funds with \$1 cash or in kind.*
- For-profit businesses and commercial organisations (excluding sole traders). *Expected to match every \$1 of Council funds with \$3 cash. Not eligible for Established Major Events Grant.*



### **Ineligible Applications**

The Event Grant program is not able to support:

- applications made by individuals.
- applicants / applicant organisations with
  - outstanding Post Event Reports from previous funding
  - outstanding debts with Council.
- applications for events which have taken place.
- 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 or Councillors.

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 proposal does not align with Council's plans and policies, including Council's 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 will not provide funding for:

- alcohol licenses, tobacco and gambling related activities
  - prize money or awards (such as trophies)
  - reimbursement of personal expenses (such as, petrol or utility bills)
  - 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.

## **Program Dates**

### **Round 1 - All categories**

For events taking place between 1 July 2026 and 30 June 2027.

- Open Monday 12 January 2026 at 9:00am.
- Closed Friday 20 February 2026 at 4:00pm.
- Major Established and Major Event
- Community and Neighbourhood Events - Small and Medium.
- Applicants will be notified of the outcome in June 2026.



### **Round 2 - Community and Neighbourhood Events - Small and Medium Only**

- Open 25 May 2026 at 9:00am.
- Closed 6 July 2026 at 4:00pm.
- For events taking place between 1 January 2027 and 30 June 2027.
- Applicants will be notified of the outcome in October 2026.

## **Program Categories**

### **Community and Neighbourhood Events - Small**

Events that 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.
- organised by community groups and organisations.
- expected to be attended by up to 1,000 people.

#### **How much can I apply for?**

Applicants can apply for up to \$2,000.

Community groups/organisations are not required to match funding.

Not-for-Profit applicants must match funding 1:1 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$1 cash or in kind).

Commercial and/or For-Profit applicants must match funding 1:3 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$3 in cash).

#### **In-kind support**

In addition to this funding, Community Groups and Not-for-Profit applicants can apply for in-kind support to cover Council permit fees.

#### **Eligibility Criteria**

- Round 1: the event must take place between **1 July 2026** and **30 June 2027**.
- Round 2: the event must take place between **1 January 2027** and **30 June 2027**.
- 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.
- encourages the Hume community to connect and participate locally.
- fosters capacity building and resilience in your organisation and community.
- recognises local talent, and/or artistic and cultural strengths.
- contributes to social justice, community health and wellbeing.
- can be delivered in a safe and successful manner.

### Assessment Criteria

Assessment	Considerations	Weighting
<b>Community Connection</b>	Provides opportunity for the community to connect and participate locally. Activates local neighbourhoods. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit	40%
<b>Participation and Growth</b>	Fosters capacity building and resilience. Contributes to social justice, community health and wellbeing. Creates opportunities for musicians, performers to participate.	40%
<b>Capacity and Capability</b>	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 the costs and resources needed to deliver the event. Venue identified, and availability tentatively confirmed.	20%

## **Community and Neighbourhood Events - Medium**

Events that are:

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

### **How much can I apply for?**

Applicants can apply for between \$2,001 and \$12,000 if they meet the eligibility criteria.

Community groups/organisations are not required to match funding.

Not-for-Profit applicants must match funding 1:1 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$1 cash or in kind).

Commercial and/or For-Profit applicants must match funding 1:3 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$3 in cash).

### **In-kind support**

In addition to this funding, Community Groups and Not-for-Profit applicants can apply for in-kind support to cover Council permit fees.

### **Eligibility Criteria**

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

- Round 1: the event must take place between **1 July 2026** and **30 June 2027**.
- Round 2: the event must take place between **1 January 2027** and **31 July 2027**.
- 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.

### 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.

Expected attendance, community engagement and participation opportunities are factored into determining the level of support provided.

### Assessment Criteria

Assessment	Considerations	Weighting
<b>Community Connection</b>	Provides opportunity for the community to connect and participate locally.  Recognises local talent, artistic and cultural strengths.  Has community relevance and benefit.	40%
<b>Participation and Growth</b>	Fosters capacity building and resilience.  Contributes to social justice, community health and wellbeing.  Creates opportunities for musicians, performers to participate.	30%
<b>Capacity and Capability</b>	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**

Events that:

- attract a municipality wide audience.
- are expected to be attended by more than 3,000 people.
- can attract visitors to Hume.
- are 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, and businesses.

## **How much can I apply for?**

Applicants can apply for between \$12,001 and \$20,000.

Community groups/organisations are not required to match funding.

Not-for-Profit applicants must match funding 1:1 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$1 cash or in kind).

Commercial and/or For-Profit applicants must match funding 1:3 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$3 in cash).

## **In-kind support**

In addition to this funding, Community Groups and Not-for-Profit applicants can apply for in-kind support to cover Council permit fees.

## **Eligibility Criteria**

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

- the event must take place between 1 July 2026 and 30 June 2027.
- 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.

### 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.

Evidence of planning, expected attendance, community engagement and participation opportunities are factored into determining the level of support provided.

### Assessment Criteria

Assessment	Considerations	Weighting
<b>Community Connection</b>	Provides opportunity for the community to connect and participate locally.  Recognises local talent, artistic and cultural strengths.  Has community relevance and benefit.	40%
<b>Participation and Growth</b>	Fosters capacity building and resilience.  Contributes to social justice, community health and wellbeing.  Creates opportunities for musicians, performers to participate.	30%
<b>Capacity and Capability</b>	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**

Events that:

- have been successfully conducted in Hume for at least 5 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.

### **How much can I apply for?**

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

Community groups/organisations are not required to match funding.

Not-for-Profit applicants must match funding 1:1 (for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$1 cash or in kind).

Commercial and/or For-Profit applicants are not eligible for this category.

### **In-kind support**

In addition to this funding, Community Groups and Not-for-Profit applicants can apply for in-kind support to cover Council permit fees.

## **Eligibility Criteria**

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

- the event must take place between **1 July 2026 and 30 June 2027**.
- the event must be held in Hume City and have been conducted in Hume City for at least 5 years.
- it must be organised by a community group or or Not-for-Profits 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.

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 Criteria**

<b>Assessment</b>	<b>Considerations</b>	<b>Weighting</b>
<b>Community Connection</b>	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
<b>Participation and Growth</b>	Fosters capacity building and resilience. Contributes to social justice, community health and wellbeing. Creates opportunities for musicians, performers to participate.	30%
<b>Capacity and Capability</b>	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 2026/27?

You can only apply in one Event Grant category per round. You will only receive one Event Grant in a 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

You 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](mailto:events@hume.vic.gov.au).

## Important Information

The Event Grant program is conducted in line with the Grant Giving 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 about your application.

### **Contact an Officer**

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

Phone: 9205 2200








Email: [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au)

## Definitions

Term	Definition
<b>Auspice/Auspecting</b>	Where one organisation agrees to apply for and manage a grant, on behalf of another organisation. See Frequently Asked Questions section for more information.
<b>Auspecting organisation</b>	Agrees to distribute and manage the grant, on behalf of another (usually smaller, and unincorporated) group.
<b>Commercial and/or For-profit</b>	Any entity that intends to make a profit.
<b>Community group/organisation</b>	Any group of people engaged in community-based activity, which is not established for the purpose of making a profit, and has not been registered as a 'Not-for-Profit' with the Australian Charities and Not-for-Profits Commission.
<b>Event</b>	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.
<b>Funding Agreement</b>	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.
<b>In-kind support (Council offering)</b>	Waiving or reducing Council permit fees.
<b>In-kind (third parties)</b>	Support offered by individuals or businesses to support an event (such as, volunteering, or waiving venue or equipment hire costs).
<b>Incorporated</b>	An incorporated business is its own legal entity. An incorporated community group will have been issued with a Certificate of Incorporation, issued by Consumer Affairs Victoria. An incorporated community group will have been issued with a Certificate of Incorporation, issued by Consumer Affairs Victoria.
<b>Letter of Offer</b>	States your applicant has been successful and confirm the financial, and/or in-kind support granted.
<b>Not-for-Profit</b>	An organisation that does not operate for the profit, personal gain or other benefit of particular people and is registered as a Not-for-Profit with the Australian Charities and Not-for-Profits Commission.
<b>Political organisations</b>	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**



Stay informed:



**HumeCityCouncil**



## Hume Event Grant Program Assessment Panels TERMS OF REFERENCE

<b>Governance Context</b>	<ul style="list-style-type: none"> <li>• The Event Grant Assessment Panel operates in accordance with Council's Grant Giving Policy.</li> <li>• Council delegates responsibility for assessing applications submitted under the Event Grant Program to the Event Grant Assessment Panel.</li> <li>• This document outlines the operation and scope of the Officer Assessment Panel and the Councillor Review Panel.               <ul style="list-style-type: none"> <li>○ The Assessment Panel comprises of Council Officers.</li> <li>○ The Review panel comprises nominated Councillors.</li> </ul> </li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• To assess and award funds to applicants based on merit, and without prejudice, ensuring Hume City Council's grants distribution is equitable, efficient, and transparent.</li> </ul>
<b>Membership Terms</b>	<ul style="list-style-type: none"> <li>• The panels are 12 months in duration.</li> <li>• Members of the Councillor Review Panel are nominated by Council at an Ordinary Meeting when the Guidelines are adopted.</li> <li>• All panel members must complete Fraud, Corruption and Conflict of Interest training prior to commencing the assessment process.</li> <li>• Members must adhere to the Conflict-of-Interest Policy, maintaining confidentiality and declaring any potential conflicts during the assessment process.</li> <li>• All listed members of assessment panels are required to score applications. Non scoring secretariat roles sit outside membership of the panel.</li> </ul>
<b>Reference Documents</b>	<ul style="list-style-type: none"> <li>• Council's Grant Giving Policy.</li> <li>• Conflict of Interest Policy.</li> <li>• Councils Sponsorship Policy.</li> <li>• Events Grant Program Application Guidelines 2026-2027.</li> <li>• SmartyGrants User Guide.</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Senior Events and Festivals Officer - Program will provide administrative support (unless otherwise specified).</li> </ul>



Name	Officer Assessment Panel
1. Scope	Assessment of Hume Event Grant applications (all categories)
2. Membership and chairperson	<ul style="list-style-type: none"> <li>Coordinator Arts, Culture and Events (Chair).</li> <li>One officer from the Events and Festivals team.</li> <li>Three officers from other teams / departments with knowledge of Hume's Events and Festivals communities and/or community needs</li> <li>At least the Chair and two other Officers must be present at a meeting to constitute a quorum.</li> </ul>
3. Role of Members	<ul style="list-style-type: none"> <li>Panel members (except Chair) will be assigned applications to assess within SmartyGrants and score independently.</li> <li>Panel members will meet to discuss and agree on recommendations regarding the distribution of funds.</li> <li>The Panel is accountable for providing recommendations to Council regarding:               <ul style="list-style-type: none"> <li>which applicants are recommended / not recommended for funding.</li> <li>the recommended distribution of funds.</li> </ul> </li> </ul>
4. Role of Chair	<ul style="list-style-type: none"> <li>The Chair will facilitate meeting(s) of the Panel.</li> <li>The Chair is responsible for determining final recommendations to Council in accordance with recommendations from the Officer Assessment Panel, Council's Grant Giving Policy, the Event Grant Program Guidelines, and feedback received on the probity of the process from the Councillor Review Panel</li> </ul>
5. Conflict of Interest / Alternative Members	<ul style="list-style-type: none"> <li>In the event of a conflict of interest;               <ul style="list-style-type: none"> <li>Conflict will be recorded as per Staff Conflict of Interest Policy.</li> <li>The Officer will be removed from the panel and replaced with a member who does not have a conflict.</li> </ul> </li> <li>If the Panel is unable to source a non-conflicted Officer, the Panel will continue the assessment process as long as a quorum can be reached.</li> <li>If the Chair has a conflict, the Coordinator Events and Festivals will replace the Coordinator Arts, Culture and Events as Chair.</li> </ul>
6. Meeting frequency, location and duration	<ul style="list-style-type: none"> <li>The panel meets once during each Round, assessing Round 1 and Round 2 applications.</li> <li>Initial assessment by Panel members will be undertaken independently via SmartyGrants.</li> <li>For each round, the panel meets at least once (this may be separated into sessions depending on number of applications received).</li> <li>Each session should be 3 hours maximum – multiple sessions to be scheduled as needed.</li> <li>Meetings may be held in-person or remotely.</li> </ul>
7. Accountability	<ul style="list-style-type: none"> <li>The panel is accountable for providing recommendations to Council regarding the distribution of funds.</li> </ul>
8. Assessment processes	<ul style="list-style-type: none"> <li>Applications will be considered against the assessment criteria and issued a score via SmartyGrants.</li> <li>An average of scores will be compiled and provided to the entire panel.</li> <li>Panel members will meet to review scores and discuss before deciding the applications to be recommended for funding.</li> </ul>

	<ul style="list-style-type: none"> <li>• If assessors’ scores differ by more than 30 points, assessors may choose to discuss the application and confirm a final score. If agreement cannot be reached, the Chair will undertake an additional assessment of the application, and the average of all scores will be used to determine the final score.</li> <li>• Should the total of eligible grants requested exceed the total available funds, the panel will make recommendations regarding the distribution of funds.</li> <li>• The Panel and/or Chair may make recommendations regarding the distribution of funds in each category based on the applicants received.</li> </ul>
<b>9. Reporting requirements</b>	<ul style="list-style-type: none"> <li>• At the conclusion of assessment, the Chair will: Present a summary of the process to the Councillor Review Panel to provide oversight and transparency over the process.</li> <li>• Produce a Council Report including a summary of the assessment, scores, recommended allocation, and unsuccessful applications</li> </ul>

Name	Councillor Review Panel
<b>1. Scope</b>	Consider recommendations from Officer Assessment Panel for the Event Grant Program (all rounds / all categories).
<b>2. Membership and chairperson</b>	<ul style="list-style-type: none"> <li>• Manager City Lifestyle (Chair)</li> <li>• Three nominated Councillors.</li> <li>• Coordinator Arts and Culture and Events, or Officer Panel Chair (advisory capacity only).</li> <li>• At least two Councillors and the Chair must be present to constitute a quorum.</li> </ul>
<b>3. Role of Members</b>	<ul style="list-style-type: none"> <li>• Review probity of process across the program.</li> <li>• Consider Officer Assessment Panels’ recommendations.</li> </ul>
<b>4. Conflict of Interest / Alternative Members</b>	<ul style="list-style-type: none"> <li>• In the event of a conflict of interest: <ul style="list-style-type: none"> <li>• The Mayor would replace a Councillor on the panel.</li> <li>• If the Mayor also has a conflict or is unavailable the Panel will meet as long as a quorum can be reached.</li> <li>• If the Manager City Lifestyle has a conflict, the Manager Community Health and Wellbeing would replace the Manager City Lifestyle as the Chair.</li> </ul> </li> </ul>
<b>5. Meeting frequency, location and duration</b>	<ul style="list-style-type: none"> <li>• Panel meets twice per annum (coinciding with Round 1 / Round 2 application assessments).</li> <li>• Meetings may be held in-person or virtually.</li> <li>• Email comments / confirmation of review may be used in lieu of a meeting.</li> </ul>
<b>6. Accountability</b>	<ul style="list-style-type: none"> <li>• Accountable to review recommendations and the probity of process across the program.</li> <li>• Funding recommendations will be considered and endorsed at an Ordinary Meeting of Council.</li> </ul>
<b>7. Review considerations</b>	<ul style="list-style-type: none"> <li>• Review probity of assessment process.</li> <li>• Review equitability of distribution.</li> </ul>
<b>8. Reporting requirements</b>	<ul style="list-style-type: none"> <li>• On the basis of the Panel’s completed review, the Coordinator Arts, Culture and Events (or Officer Panel Chair) will prepare a Council Report including a summary of recommended applications, those not recommended, and a request to distribute funds.</li> <li>• This Report will be considered at an Ordinary Meeting of Council.</li> </ul>



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<b>REPORT NO:</b>	8.2
<b>REPORT TITLE:</b>	2025/26 & 2026/27 Hume Arts Grants Program
<b>SOURCE:</b>	Feyza Yazar, Coordinator Arts & Culture Hazel Finnie, Coordinator Arts, Culture & Events
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC22/809
<b>POLICY:</b>	POL/303 Grant Giving Policy
<b>STRATEGIC OBJECTIVE:</b>	SO3.3 An inclusive and socially connected community that celebrates diversity and culture
<b>ATTACHMENTS:</b>	1. 2025/26 Arts Grants Program Guidelines 2. Arts Grants Program Terms of Reference

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 The Hume Arts Grants Program empowers artists and creative practitioners to enhance their craft and deliver engaging, inclusive arts and cultural experiences. By fostering a vibrant creative community, the program seeks to contribute to the growth of Hume’s creative economy.
- 1.2 Historically the Arts Grants Program has been delivered as a calendar year initiative, however, to improve administrative efficiency, including the timely dispersal of funds and reporting of outcomes, this report recalibrates the Arts Grants program to financial year. As such, it is recommending that Council adopt the guidelines and terms of reference for both the 2025/26 program and the 2026/27 program.
- 1.3 The Arts Grant Program Guidelines (Attachment 1) and Terms of Reference (Attachment 2) have been reviewed in consideration of feedback and learnings from the 2024/2025 Program, and benchmarking research. A key program change recommended for the 2025/2026 and 2026/2027 programs is the alteration of criteria so that funding no longer available for equipment purchases.

## 2. RECOMMENDATION:

**That Council:**

- 2.1 **Adopt the 2025/2026 and 2026/2027 Hume Arts Grants Program including the Program Guidelines (Attachment 1) and Terms of Reference (Attachment 2).**

### 2.2 Note that:

#### 2.2.1 For the 2025/2026 Hume Arts Grants Program:

- (a) \$74,300 has been allocated for program delivery.
- (b) Applications will be open on Monday 2 February 2026 and close on Tuesday 10 March 2026.
- (c) A report on Program recommendations will be presented to Council in May 2026.

#### 2.2.2 For the 2026/2027 Hume Arts Grants Program:

**REPORT NO: 8.2 (cont.)**

- (a) **The program budget will be confirmed when Council adopts the 2026/27 budget in June 2026.**
- (b) **The Program will be open for applications on Monday 25 May 2026 and close on Tuesday 30 June 2026.**
- (c) **A report on Program recommendations will be presented to Council in October 2026.**

**2.3 Nominates Councillor XXX, Councillor XXX and Councillor XXX to be members of the Councillor Review Panel for both the 2025/26 and 2026/27 Arts Grants Program.**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 The provision of grants is aligned to the Service Performance principles (Part 5, Division 1, Section 106) of the Local Government Act, 2020 and Grant-giving Policy (adopted 8 August 2022).

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council in giving effect to the following Overarching Governance Principles:

- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- e) innovation and continuous improvement are to be pursued.
- i) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

The human rights relevant to this Report are:

- 5.1.1 Right to recognition and equality before the law (section 8)
- 5.1.2 Protection of privacy and reputation (section 13); and
- 5.1.3 Cultural rights (section 19)

The above rights are not being limited by the recommended action in this Report.

**5.2 GENDER EQUALITY ACT 2020**

The program in this Report has a direct and significant impact on the public; therefore, a Gender Impact Assessment was completed. The key recommendations and findings of this assessment were:

- 5.2.1 To continue to encourage applications from under-represented cohorts, including from across Hume’s diverse communities, LGBTIQ+ and people living with a disability.
- 5.2.2 Consider the diversity and diverse experiences when appointing the Officer Assessment Panel.
- 5.2.3 Councillors consider gender and diversity when nominating the Review Panel.

- 5.3 The policy, program or service includes these opportunities to ensure that it promotes gender equality and better and fairer outcomes for the public.

REPORT NO: 8.2 (cont.)

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 Council has allocated \$74,300 for the delivery of the 2025/2026 Arts Grants Program.
- 6.2 Pending the adoption of the 2026/2027 budget, it is anticipated \$74,300 plus a CPI increase will be allocated to the 2026/2027 Hume Arts Grants Program.
- 6.3 For both years, this budget is forecast to be distributed across two categories as follows:

Category	Forecast Allocation
Creative Project Grants	\$40,000 (54%)
Creative Activity Grants	\$34,300 (46%)
<b>Total</b>	<b>\$74,300</b>

**7. OPPORTUNITIES & RISKS:**

- 7.1 The opportunities presented by this program include:
- 7.1.1 Empowering artists and creative practitioners to enhance their craft and deliver engaging, inclusive arts and cultural experiences throughout the city.
- 7.1.2 Fostering a vibrant creative community, effectively strengthening social connection, a sense of belonging, and supporting the growth of Hume’s creative economy.
- 7.1.3 Adjusting the program timing to financial year from 2026/27, reducing risks related to establishing funding agreements at the end of each financial year.
- 7.2 Risks relating to the program include:
- 7.2.1 The 2024/25 guidelines supported artists to apply for funds to buy personal art / creative equipment. This approach raised concerns relating to risks of misuse of ratepayer funds and has been discontinued for the 2025/26 and 2026/27 programs.
- 7.2.2 The potential for fraud, conflicts of interest, and a reputational risk arise if decisions are not in line with community expectations or delivered fairly and transparently.
- (a) These risks are mitigated by adherence to Council policies, having a separation of duties across Officers, a stringent approvals process, including:
- Eligibility checks completed for every applicant.
  - Assessor and Councillor Panel members must complete conflict of interest and fraud training.
  - Successful applicants must satisfactorily complete financial acquittal at the end of grant life cycle. Failure to do so will result in Council requesting recoupment of funds and ineligibility for future funding.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 The revised Arts Grants Program and guidelines were informed by feedback. A review of the 2024/2025 program indicated that the guidelines were clear and consistent, and the process easy. Feedback noted that the Creative Activity Grants had significant and tangible outcomes in the creative practice of early-career artists in Hume.

**9. DISCUSSION:**

**Background**

**REPORT NO: 8.2 (cont.)**

- 9.1 Guided by the Creative Community Strategy 2020-2025, the Arts Grants Program is committed to the principles that creativity is a central element to learning, creating pathways to training, employment and thriving cultural industries, and that all people should be enabled to participate fully in their society.

**Learnings from 2024/25 Program**

- 9.2 In 2024/2025, the program received 22 applications. This was 20 fewer applications than in 2024 but an increase on the number received in 2022 (19) and 2023 (16).
- 9.3 The overall funding request for the program was over-subscribed, with applicants requesting over \$107,000 (\$74,000 was available). As a result of this, and to support as many applicants to be funded as possible, some applicants received full funding, whilst others received a proportionate amount (i.e. 75%).
- 9.4 Whilst the program was over-subscribed, with the change in guidelines to remove the eligibility of equipment purchases, it is considered there are sufficient funds allocated within the Program to meet anticipated need for 2026/27.
- 9.5 The review of the 2024/2025 program indicated that the guidelines were clear, the categories appropriate and the process easy.

**Program Guidelines and Application**

- 9.6 The 2025/26 Arts Grant Program Guidelines are shown in Attachment 1. These guidelines will remain the same for the 2026/2027 program, with the only change being the program dates.
- 9.7 Program categories and estimated allocations as outlined in the table below:

Category	Purpose	Category maximum	Est. no.	Estimated Allocation
Creative Project Grants	<ul style="list-style-type: none"><li>• Long term impacts.</li><li>• Delivery of public outcomes of significance.</li></ul>	<ul style="list-style-type: none"><li>• Up to \$20,000</li><li>• Requires matched funds at a ratio of 3:1 (This means that for every \$3 applied for from Council, the applicant must demonstrate a contribution of at least \$1 (cash or in-kind)).</li></ul>	2 - 4	\$40,000
Creative Activity Grants	<ul style="list-style-type: none"><li>• Emerging artists and creative organisations.</li><li>• Trial new projects / ideas or works.</li></ul>	<ul style="list-style-type: none"><li>• Up to \$3,000</li></ul>	10-12	\$34,300
<b>TOTAL</b>			<b>12 – 16</b>	<b>\$74,300</b>

- 9.8 The eligibility requirements for the Arts Grants Program require that applicants:
- (a) Demonstrate a strong commitment to chosen arts or heritage practice (individual) and/or have a strong record of achievement in the arts sector (organisation).
  - (b) Are Hume residents (individual), are Hume based, or deliver public programs that engage and benefit Hume residents (group / organisation).
  - (c) Have no outstanding grant acquittals or debts owing to Council.
  - (d) Are not a recipient of a Creative Activity and Creative Project Grant in the previous 12 months.

**REPORT NO: 8.2 (cont.)**

- (e) Group applicants must provide evidence of legal structure Groups that do not have a legal structure (e.g., an Incorporated Entity) must apply through an auspice arrangement.
- 9.9 Applications to the Arts Grants Program do not impact the eligibility of arts, culture, or creative groups for Council’s Community Grants Program.

**Assessment Process**

- 9.10 The Assessment Process is detailed in the Terms of Reference (Attachment 2). It is noted that the Officer Assessment Panel membership has been amended to note the Chair as Coordinator Arts, Culture & Events.
- 9.11 In line with Council’s Grant-giving Policy, the Arts Grants Program assessment process will be managed online via the SmartyGrants portal, with interpreter support made available if needed.
- 9.12 Applications undergo a pre-eligibility check before progressing to assessment.
- 9.13 The Councillor Review Panel provides oversight over the process for both the 2025/26 program and the 2026/27 program.
- 9.14 Grant recommendation reports will be presented to Council for approval as follows:
  - 9.14.1 For the 2025/2026 Program, recommendations will be presented to Council in May 2026.
  - 9.14.2 For the 2026/2027 Program, recommendations will be presented to Council in October 2026.

**Notification of Grants and Conditions**

- 9.15 Following Council decision on recommendations, Officers will notify successful applicants via email. Their responsibilities will be outlined in a funding agreement.
- 9.16 Unsuccessful or ineligible applicants can discuss their application with Officers and receive advice to improve applications in future rounds. Officers may also help connect them with other funding opportunities or potential partners.
- 9.17 Grant recipients must comply with the funding agreement, use funds as intended, and complete acquittal at the end of the funding period.

**Program Evaluation**

- 9.18 A full evaluation of the Arts Grant Program will be conducted in 2027/28. This will be completed in alignment with Events Grants Program, noting the inter-relationship between the two programs.

**10. CONCLUSION**

- 10.1 The Arts Grants Program provides valuable funding to support local artists and creative practitioners in developing their skills and delivering inclusive, arts and cultural experiences across Hume.

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# ACKNOWLEDGMENT OF TRADITIONAL OWNERS

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Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of 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 Elders past, present and future.

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# CONTENTS



## KEY DATES

### ANNUAL GRANTS

Applications open 9am  
2 February 2026

Applications close 5pm  
10 March 2026

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WHAT DOCUMENTATION DO I NEED?	11
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CONTACT DETAILS	16



# GETTING STARTED

Thanks  
for your  
interest in  
the Arts  
Grants  
Program.

If you are ready to apply for a grant,  
go straight to:

**[hume.vic.gov.au/artsgrants](https://hume.vic.gov.au/artsgrants)**

Otherwise, please read these  
guidelines to help you prepare  
your application.

## Questions and support

Questions about your application or  
technical difficulties with your  
online application? Please contact  
our Arts Team for assistance.

## Telephone:

9205 2205

## Email:

[artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)

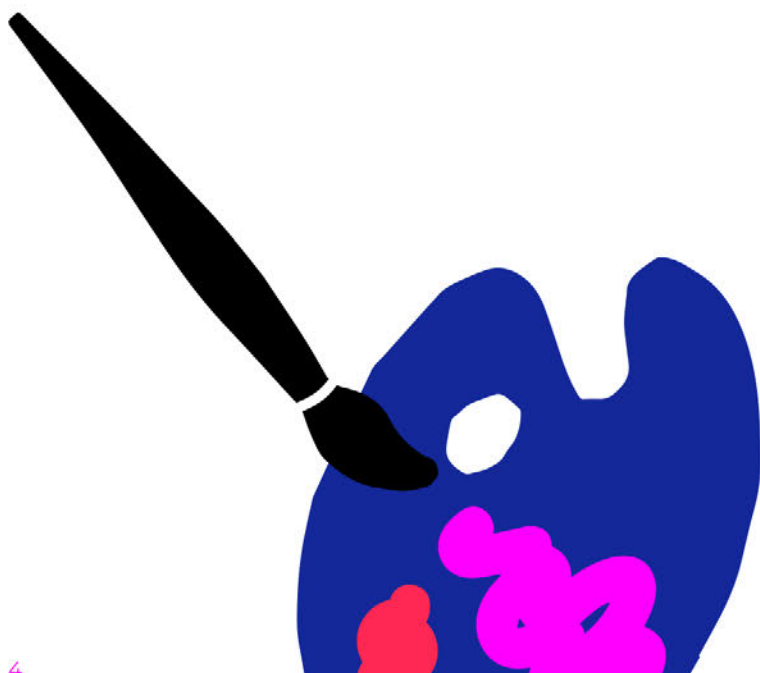
## Print too small?

An accessible word version of this  
kit is available online.

## Need translation services?

Translation services are available via  
Humelink at [www.hume.vic.gov.au](https://www.hume.vic.gov.au).  
Just set your language in the top  
right corner (see picture below).

You can also select a translated  
summary of this document from  
the Arts Grant page on Hume's  
website.



# ABOUT THE ARTS GRANTS PROGRAM

The Arts Grants program supports the vision of the *Hume Creative Community Strategy 2020-2025* that creative expression connects the people and communities of Hume, creating opportunity, building wellbeing, connection and belonging.

The Arts Grants program will assist local artists and creative practitioners to sustainably improve their **practice capability** and **economic viability**, helping to create more visible and accessible arts and cultural practice in Hume.

This program is intended for applicants who have demonstrated a strong commitment to their chosen arts or heritage practice.

This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, photography, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.

The program will prioritise projects and initiatives that:

- Engage and develop practice capability for Hume artists and communities.
- Support the development of creative economic participation.
- Support environmental sustainability in Hume.

- Address a range of social justice barriers and engage members of the community who are more likely to face barriers to participation including:
  - Aboriginal and Torres Strait Islander peoples,
  - young people,
  - people of culturally and linguistically diverse backgrounds,
  - LGBTIQA+ people,
  - people living with disabilities.

## GRANTS AVAILABLE

CATEGORY	MAXIMUM AMOUNT	WHO SHOULD APPLY?	PAGE NO.
Creative Activity Grants	Up to \$3,000	Individuals or organisations that deliver small to medium scale projects, support emerging artistic practice, develop and test new ideas, or help create new work.	p. 8
Creative Project Grants	Up to \$20,000	Individuals or organisations which deliver projects that can demonstrate significant public outcomes. Projects that can demonstrate significant benefit to the arts sector and/or community.	p. 9



# DATES & ELIGIBILITY



Before you apply,  
check that you  
meet the below  
criteria.

## APPLICATIONS OPEN

9am Monday  
2 February 2026

## APPLICATIONS CLOSE

5pm Tuesday  
10 March 2026

### INDIVIDUALS APPLICANTS MUST:

Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.

Be a resident of Hume City.

Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.

Not have received funding in the 2025 Arts Grants round.

### ORGANISATIONS APPLICANTS MUST:

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be based in Hume City and/or run the proposed activity or project from a location within Hume City, and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2025 Arts Grants round.

### AUSPICING

Groups that do not have a legal structure (eg. Incorporated Entity), and individuals applying for the Creative Project Grant must apply through an auspice arrangement.













Auspicings means that an organisation that is incorporated applies on your behalf and takes responsibility for meeting and fulfilling the grant expectations.

More details listed on page 15.

**Note: Successfully receiving an Arts Grant does not exclude you from applying for the Hume Community Grants program.**

# WHAT WE WON'T FUND X

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

WHAT'S NOT FUNDED?	
Alcohol licenses, tobacco, gambling related activities and activities at gambling venues.	
Projects that are for general fundraising and fundraising events, competitions, prizes or awards	
Fixed/permanent equipment and capital improvements (such as portable buildings and artist studio).	
Activities that have already started and/or need retrospective funding.	
Fees associated with tertiary education qualifications.	
Shortfalls in funding from other local, state and/or federal governments.	
Activities, projects, programs and events that are owned, managed or already funded by Hume City Council.	
Projects that do not meet the aims of the Arts Grants Program or Council priorities.	
Personal expenses, equipment and materials (i.e. petrol, phone bills, computers and cameras).	
Applications that do not meet eligibility requirements.	
Schools, Neighbourhood Houses, and other community organisations are not eligible for funding. Artists delivering projects in partnership with the above listed entities are eligible to apply.	
Activities that may compromise Council's reputation, image, probity or ability to fulfill its functions and responsibilities	
Applications without adequate Public Liability Insurance (PLI).	<p>Most projects will require Public Liability Insurance. You will not require PLI if you meet ALL of the following criteria:</p> <ul style="list-style-type: none"> <li>• You are applying as an individual.</li> <li>• You are running the project alone (ie. not paying anyone to work for you, and there are no other people involved in your project either paid or unpaid).</li> <li>• You are using the grant for the sole purpose of purchasing materials, equipment or training from</li> </ul>

# GRANT CATEGORIES

## CREATIVE ACTIVITY GRANTS

### Grant Amount: Up To \$3,000

Apply for this grant if you are an individual or organisation with a small to medium project, or you are wanting to attend a professional development opportunity.

This category is ideal for projects that support emerging artistic practice, develop and trial new ideas and support the generation of new work.

Funding also supports the costs to attend recognised professional development opportunities to further develop your creative practice.

### TO BE ELIGIBLE, APPLICANTS MUST:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City (individuals).
- Have a recognised legal structure (organisations) (ie. company or incorporated association).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have recieved funding in the 2025 Arts Grants round.





## CREATIVE PROJECT GRANTS

### Grant Amount: Up To \$20,000

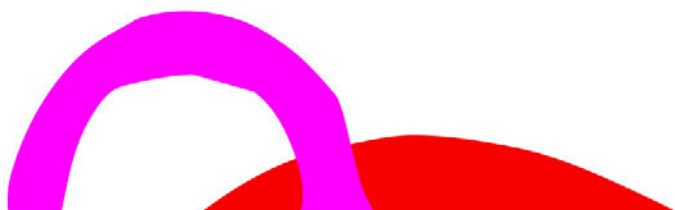
Apply for this grant if you have a larger scale project that can demonstrate significant benefit to the arts sector and/or community. This category requires demonstrated partnerships, matched funding, and public outcomes of significance.

Matched funds are at a ratio of 1:3 - for every \$3 applied for from Council, the applicant must demonstrate a contribution of at least \$1 (cash or in-kind).

#### TO BE ELIGIBLE, APPLICANTS MUST:

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Have a recognised legal structure (organisations) (ie. company or incorporated association) or be auspiced (see p.6).
- Be Hume-based and/or run the proposed activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City (organisations).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2025 Arts Grants round.

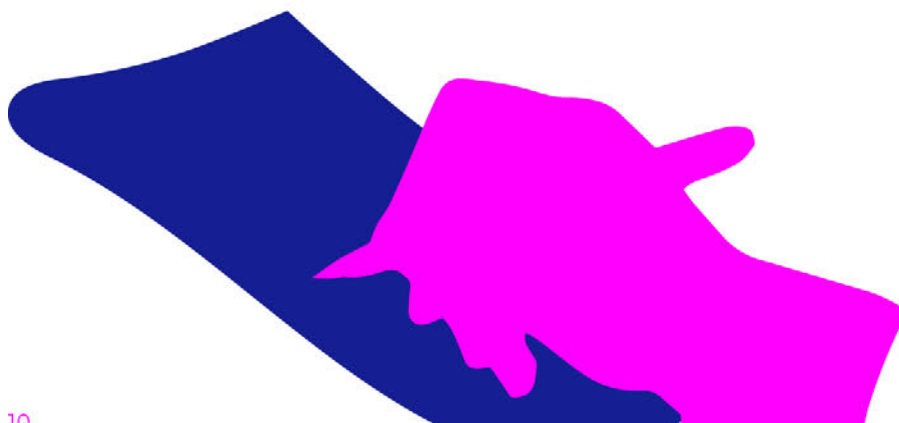
Individuals applying for  
the Creative Project  
Grant must apply through  
an auspice arrangement.



# HOW WE ASSESS GRANTS

We assess eligible applications using the criteria listed below and funding is awarded based on merit.

% OF SCORE	CRITERIA (WHAT YOU NEED TO TELL US)	MEASURE (HOW WE ASSESS IT)
20%	<b>Who is delivering the activity / project?</b> <ol style="list-style-type: none"> <li>1. What do you do? What is your creative record?</li> <li>2. Are you based within Hume City?</li> <li>3. Will this activity / project benefit residents of Hume City?</li> </ol>	<ul style="list-style-type: none"> <li>• To what extent does the project benefit your arts practice, the Hume arts community and residents?</li> <li>• How many local people are likely to benefit from the project?</li> <li>• Will the project promote opportunities for people to participate in the arts?</li> </ul>
40%	<b>Why is the proposed activity / project needed? What do you hope to achieve?</b> <ol style="list-style-type: none"> <li>1. Why is the project / activity important?</li> <li>2. Does the project have a high level of artistic / creative merit?</li> <li>3. What are the expected outcomes of the project?</li> <li>4. How will you know if these outcomes have been achieved?</li> </ol>	<ul style="list-style-type: none"> <li>• Does the proposed creative activity represent a high level of artistic or creative capability or originality?</li> <li>• Are the outcomes of the project clearly identified and do they contribute to one of the areas of focus of the grants program?</li> <li>• How will the applicant evaluate the outcomes of the project (Creative Project Grants)?</li> </ul>
40%	<b>What is the project?</b> <ol style="list-style-type: none"> <li>1. What are the planned activities?</li> <li>2. What is your budget?</li> <li>3. How will you manage the project and the budget?</li> </ol>	<ul style="list-style-type: none"> <li>• Is the project well planned and achievable within the timeframe?</li> <li>• Is the budget clear and realistic?</li> <li>• Is the project financially viable and does it demonstrate sound management?</li> </ul>





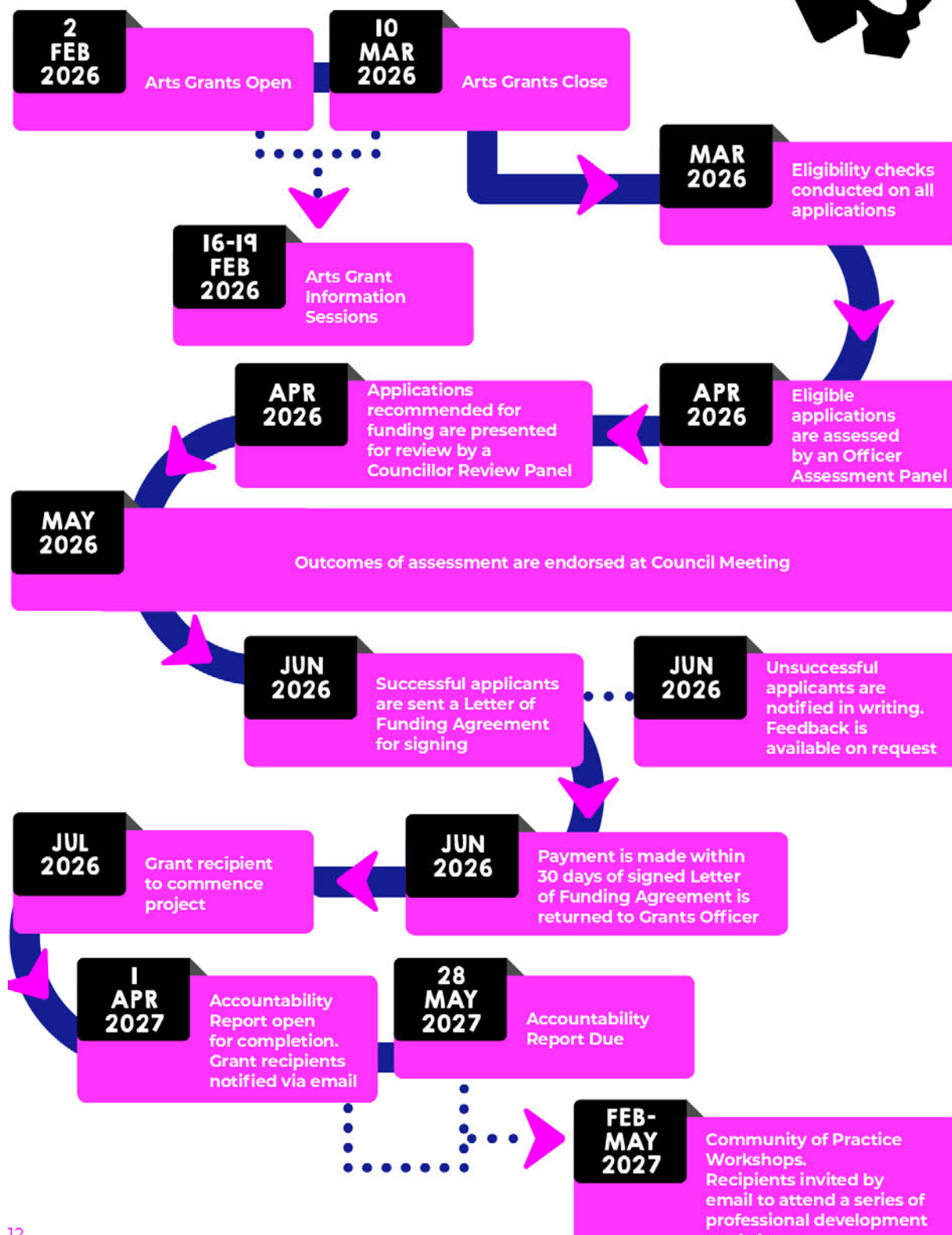
# WHAT DOCUMENTATION DO I NEED?

*To have the best chance possible, please ensure you supply the following supporting documentation with your grant application.*

- For groups/organisations, you will need to provide evidence of your legal status (ie. certificate of incorporation or business registration). If your group/organisation is not incorporated, you can apply for a grant through an auspice organisation. If you do this, you need to supply a letter confirming the auspice agreement. Attach this to the application.
- ABN details or completed Statement by Supplier form for your group/organisation.
- Public Liability Insurance is required to cover your organization's activities for the duration of the grant period, unless you are applying as an individual and meet the exemption criteria on page 7. If unavailable at the time of application, this certificate must be provided before funds can be released.
- Quotes to support your budget (ie. for equipment hire or purchase, venue hire, training and professional development courses, advertising and promotion, flyers, posters etc.).
- Bank details for your group/organisation (so that you can receive payment).
- For Creative Project Grants, a referee report or letters of support. Note that Council may contact referees, so ensure their contact details are correct.
- Artistic support material: links to your website or a link to 3 minutes of video material and a maximum of three A4 pages can be uploaded as a PDF or Word document.
- Individuals will need to provide proof of residency (ie. drivers licence or utility bill with a residential address in Hume City).



# GRANT LIFECYCLE



# IMPORTANT THINGS TO REMEMBER ABOUT THE GRANTS PROCESS

➤ The decision to award grants is made by Hume City Council. Council's decision will be final. There is no review or appeal process.

➤ Hume City Council's Arts Grants Program is a competitive process and funds are awarded based on merit.

➤ Canvassing of Councillors is prohibited. This means that you cannot contact a Councillor and ask them to help you get your grant approved.

➤ Staff and Councillors of Hume City Council are not permitted to apply, either as individuals or as part of a group/organisation. If you are a relative of a staff or Councillor, you may be eligible. Officers will check your relationship for conflict of interest.

➤ Staff and Councillors of Hume City Council cannot act as referees as this could be an actual or perceived conflict of interest.

➤ Council provides funding for the term specified in the Funding Agreement. You or your group is responsible for the future sustainability of your program or activity beyond the funding period.

➤ Council reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into.

➤ To ensure equity of distribution Council reserves the right to award full or partial funding amounts at Council's discretion.



# IF YOUR APPLICATION IS SUCCESSFUL ✓

- You will be informed of the outcome of your grant request in writing.
- If your proposal is successful, you will receive a Letter of Offer with a Funding Agreement document.
- If you are successful, you must enter into a Funding Agreement with Council before any money can be paid (via electronic fund transfer).
- Note that if you are applying in partnership with an auspice organisation, funding will be paid to that organisation, who will then distribute to your group/organisation as agreed in your auspice agreement.
- You will need to provide Council with evidence of Public Liability Insurance unless you meet the exemption criteria on p. 7

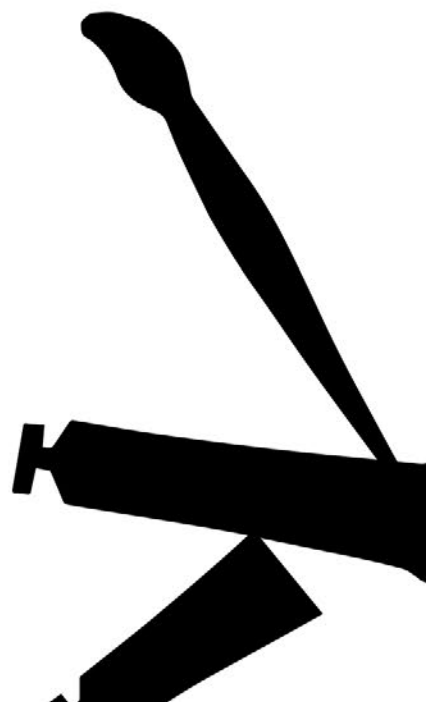
**Accountability  
Reports are due by  
Friday 28 May 2027  
unless otherwise  
approved by Council.**

## WHAT IS EXPECTED OF ME (OR MY GROUP) IF SUCCESSFUL?

If you receive a grant from Council, you will be expected to:

- Attend a series of up-to-six professional development workshops with other practice leaders in Hume City. Sessions may be a combination of online or in-person.
- Spend the money for the purpose outlined in your application and Funding Agreement. If your plans change (timing/budget/project), you need to submit a variation request to Council and have it approved, before you make any changes to your project.
- Submit an Accountability Report that shows how the grant money was used, as set out in the Funding Agreement document.
- Return any unspent funds to Council, unless written consent has otherwise been granted by Council.
- Provide Council, through the Arts Grants Officer, with updates on any public outcomes, planned events or performances, and provide opportunities for Councillors / Council Officers to attend (as relevant).

**As part of the Arts Grant accountability process, Council reserves the right to audit any and all grant recipients for compliance with the grant conditions and expenditure of grant monies received.**





# FAQ

## WHAT IF MY PLANS CHANGE?

**If your plans (timing/activities/budget) change from what you said in your application, you must contact us to seek approval.**

We will then assess your new plans against the original criteria and if approved, you will be given a Variation to your Funding Agreement.

If you spend the grant differently to your application/Funding Agreement **without approval**, Council will ask for all grant monies to be returned.

## WHAT DOES IT MEAN TO BE INCORPORATED?

When you or your organisation is incorporated, it means it has its own legal identity, separate from its members. Activities occur in the group's name, rather than in the names of individual members.

As an example, if an unincorporated group needs to rent a property or arrange insurance, an individual member would need to sign under their name, placing them at personal financial risk.

An incorporated group can instead do this under the group name, which shares and reduces the risk to individual members.

For more information on incorporation, refer to the following helpful guides:

- Justice Connect's Not-for-profit-Law website: [How to decide whether your group should incorporate](#).
- Consumer Affairs Victoria's guide for clubs and community groups: [Should your club incorporate?](#)

## WHAT IS AUSPICING?

The 'auspice organisation' takes responsibility (legal and financial) of the grant on your behalf. They will sign your grant agreement, receive and distribute grant funds under the grant agreement, ensure activities or events are completed, and submit accountability report on your behalf. You or your organisation will still be known as the 'grant recipient'.

If you choose to apply for a grant as part of an auspice agreement, you need to provide all their details in your application, and evidence that you have an agreement with them.

The auspice organisation you choose must be incorporated and have an ABN.

## DO I NEED AN ABN?

When you or your group has a turnover of more than \$75,000 a year you may need to have an ABN as you may collect and pay GST.

It's a good idea to register for an ABN. You can read more at the ATO website [www.ato.gov.au/business/registration](http://www.ato.gov.au/business/registration).

## WHAT IF I DON'T HAVE ABN?

If you or your organisation doesn't have an ABN, you must complete a Statement by Supplier Form and lodge it together with your application. The form is available on the Australian Taxation Office's (ATO) website: [www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/](http://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)

For information about taxation, contact the ATO on 13 28 66 between 8am and 6pm Monday-Friday, or visit [www.ato.gov.au](http://www.ato.gov.au).

## DO I NEED PUBLIC LIABILITY INSURANCE (PLI)?

PLI protects your group against the liability to pay damages for a bodily injury, death, or for property damage that occurs as a result of an activity you run. It also covers the legal costs you would face if you had to defend a claim.

Most projects will require Public Liability Insurance. You will not require PLI if you meet ALL of the following criteria:

- You are applying as an individual.
- You are running the project alone (ie. not paying anyone to work for you, and there are not other people involved in your project either paid or unpaid).
- You are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.

## WHY DOESN'T COUNCIL'S PLI COVER US?

We have our own PLI policy, which covers specific activities and locations. The Arts Grants program funds community-led events and activities and therefore is not covered by Council's PLI.

## CAN YOU ORGANISE PLI FOR ME/US?

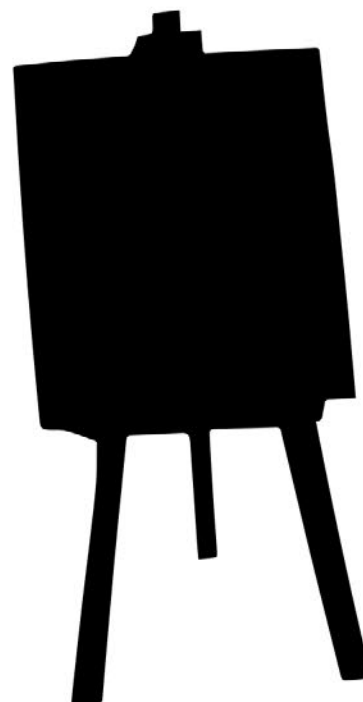
No, each group is unique and needs to have its own PLI.

## CAN I APPLY FOR OTHER HUME CITY COUNCIL GRANTS?

Yes, you are eligible for our other grants, as long as you are applying for a different activity, and meet all of the grant requirements. Read the guidelines carefully and contact us to check.

## WHAT IS "IN-KIND"?

In-kind means any contribution you (or others) make for free, that you would otherwise have to pay for. e.g. volunteer hours, free venues, free advertising etc. Including your in-kind amount in your budget shows us the full scale of your activity, and how much you're contributing.





# INFORMATION SESSIONS



## ONLINE SESSION

**MONDAY 16 FEBRUARY, 6PM -7PM**

Email [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au) to receive a Zoom link

## BROADMEADOWS

**TUESDAY 17 FEBRUARY, 6PM -7PM**

Broadmeadows Library at Hume Global Learning Centre – Broadmeadows  
1093 Pascoe Vale Rd, Broadmeadows

## CRAIGIEBURN

**WEDNESDAY 18 FEBRUARY, 6PM -7PM**

Gee Lee-Wik Doleen Gallery at Hume Global Learning Centre - Craigieburn,  
75-95 Central Park Ave, Craigieburn

## SUNBURY

**THURSDAY 19 FEBRUARY, 6PM-7PM**

Sunbury Gallery at Hume Global Learning Centre – Sunbury,  
44 Macedon St, Sunbury

**No bookings are required for the in-person information sessions.**

We are committed to ensuring our programs can be accessed by all, if you have specific access requirements or any queries please contact [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au) or 9205 2200

## GET IN TOUCH



### HUME CITY COUNCIL

PO Box 119, Dallas,  
Victoria 3047



### PHONE

9205 2205



### EMAIL

[artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)



### WEBSITE

[hume.vic.gov.au](http://hume.vic.gov.au)



### CUSTOMER SERVICE CENTRES

Open Monday to Friday  
8am–5pm

#### BROADMEADOWS

1079 Pascoe Vale Road

#### CRAIGIEBURN

75-95 Central Park Avenue

#### SUNBURY

44 Macedon Street

### Language support

Arabic | العربية

Italiano | Italian

Assyrian | ܐܣܝܪܝܐ

Nepali | नेपाली

Farsi | فارسی

Punjabi | ਪੰਜਾਬੀ

Ελληνικά | Greek

Türkçe | Turkish

हिंदी | Hindi

简体中文 | Simplified Chinese

اردو | Urdu

Tiếng Việt | Vietnamese



For language support visit  
[hume.vic.gov.au/translate](http://hume.vic.gov.au/translate) or call  
9205 2200 to speak to our team.



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## **Arts Grants Assessment Panels TERMS OF REFERENCE**

<b>Governance Context</b>	<ul style="list-style-type: none"> <li>• The Arts Grant Assessment Panel operates in accordance with Council's Grant Giving Policy.</li> <li>• Council delegates responsibility for assessing applications submitted under the Arts Grants Program to the Arts Grants Assessment Panel.</li> <li>• This document outlines the operation and scope of the Officer Assessment Panel and Councillor Review Panel – Arts Grants Program. <ul style="list-style-type: none"> <li>• The Assessment Panels comprises of Council Officers.</li> <li>• The Review panel comprises nominated Councillors.</li> </ul> </li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• To assess and award funds to applicants based on merit, and without prejudice, ensuring Hume City Council's grants distribution is equitable, efficient and transparent.</li> </ul>
<b>Membership Terms</b>	<ul style="list-style-type: none"> <li>• The Assessment Panel are 12 months in duration.</li> <li>• The Councillor Review Panel is 2 years in duration (until 30 June 2027).</li> <li>• Members of the Councillor Review Panel are nominated by Council at an Ordinary Meeting when the Guidelines are adopted.</li> <li>• All members must have completed Fraud, Corruption and Conflict of Interest training within the last 2 years.</li> <li>• Members must adhere to the Conflict-of-Interest Policy, maintaining confidentiality and declaring any potential conflicts during the assessment process.</li> <li>• All listed Members are expected to review applications – non scoring secretariat roles sit outside membership of the Panel.</li> </ul>
<b>Reference Documents</b>	<ul style="list-style-type: none"> <li>• Council's Grant Giving Policy.</li> <li>• Conflict of Interest Policy.</li> <li>• Council's Sponsorship Policy</li> <li>• Arts Grants Application Guidelines.</li> <li>• SmartyGrants User Guide.</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Officers will provide administrative support to all panels.</li> </ul>

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Name	Officer Assessment Panel – Arts Grants Program
<b>1. Scope</b>	Assessment of: <ul style="list-style-type: none"> <li>• Creative Activity Grant</li> <li>• Creative Project Grant</li> </ul>
<b>2. Membership and chairperson</b>	<ul style="list-style-type: none"> <li>• Coordinator Arts Culture and Events (Chair).</li> <li>• One officer from the Arts and Culture team</li> <li>• Three officers from other teams / departments team with knowledge of Hume's arts and cultural communities and/or community need.</li> <li>• At least the Chair and two other Officers must be present at a meeting to constitute a quorum.</li> </ul>
<b>3. Role of Members</b>	<ul style="list-style-type: none"> <li>• Panel members (except Chair) will be assigned applications to assess within <i>SmartyGrants</i> and score independently.</li> <li>• Panel members will meet to discuss and agree on recommendations regarding the distribution of funds.</li> <li>• The Panel is accountable for providing recommendations to Council regarding:                             <ul style="list-style-type: none"> <li>• which applicants are recommended / not recommended for funding,</li> <li>• the recommended distribution of funds.</li> </ul> </li> </ul>
<b>4. Role of Chair</b>	<ul style="list-style-type: none"> <li>• The Chair is responsible for facilitating meeting(s) of the Panel.</li> <li>• The Chair is responsible for determining final recommendations to Council in accordance with recommendations from the Officer Assessment Panel, Council's Grant Giving Policy, the Arts Grant Program Guidelines, and feedback received on the probity of the process from the Councillor Review Panel.</li> </ul>
<b>5. Conflict of Interest / Alternative Members</b>	<ul style="list-style-type: none"> <li>• In the event of a conflict of interest;                             <ul style="list-style-type: none"> <li>• Conflict will be recorded as per Staff Conflict of Interest Policy.</li> <li>• The Officer will be removed from the panel and replaced with a member who does not have a conflict.</li> <li>• If the Panel is unable to source a non-conflicted Officer, the Panel will continue the assessment process as long as a quorum can be reached</li> </ul> </li> <li>• If the Chair has a conflict, the Coordinator Arts and Culture will replace the Coordinator Arts, Culture and Events as Chair.</li> </ul>
<b>6. Meeting frequency, location and duration</b>	<ul style="list-style-type: none"> <li>• Initial assessment by panel members will be undertaken independently via <i>SmartyGrants</i>.</li> <li>• The Panel meets at least once (this may be separated into sessions depending on number of applications received).</li> <li>• Each session should be 2 hours maximum – multiple sessions to be scheduled as needed.</li> <li>• Meetings may be held in-person or remotely.</li> </ul>
<b>7. Accountability</b>	<ul style="list-style-type: none"> <li>• The panel is accountable for providing recommendations to Council regarding the distribution of funds.</li> </ul>
<b>8. Assessment processes</b>	<ul style="list-style-type: none"> <li>• Applications will be considered against the assessment criteria and issued a score via <i>SmartyGrants</i>.</li> <li>• An average of scores will be compiled and provided to the entire panel.</li> <li>• If assessors' scores differ by more than 30 points, assessors may choose to discuss the application and confirm a final score. If agreement cannot be reached, the Chair will undertake an</li> </ul>

	<p>additional assessment of the application, and the average of all scores will be used to determine the final score.</p> <ul style="list-style-type: none"><li>• Panel members will meet to review scores and discuss before deciding the applications to be recommended for funding.</li><li>• Should the total of eligible grants requested exceed the total available funds, the panel will make recommendations regarding the distribution of funds. This may include recommending only the highest-ranking applications for funding.</li></ul>
<b>9. Reporting requirements</b>	<ul style="list-style-type: none"><li>• At the conclusion of assessment, the Chair will:<ul style="list-style-type: none"><li>• Present a summary of the process to the Councillor Review Panel to provide oversight and transparency over the process.</li><li>• Produce a Council Report including a summary of the assessment, scores, recommended allocation, and unsuccessful applications.</li></ul></li></ul>



Name	Councillor Review Panel – Arts Grant Program
<b>1. Scope</b>	<ul style="list-style-type: none"> <li>Consider recommendations from Officer Assessment Panel – Arts Grants.</li> </ul>
<b>2. Membership and chairperson</b>	<ul style="list-style-type: none"> <li>Manager City Lifestyle (Chair)</li> <li>Three nominated Councillors.</li> <li>Coordinator Arts, Culture and Events (advisory capacity only)</li> <li>At least two Councillors and the Chair must be present to constitute a quorum.</li> </ul>
<b>3. Role of members</b>	<ul style="list-style-type: none"> <li>Review probity of process across the program</li> <li>Consider Officer Assessment Panels – Arts Grant recommendations</li> </ul>
<b>4. Conflict of interest / alternative members</b>	<ul style="list-style-type: none"> <li>In the event of a conflict of interest: <ul style="list-style-type: none"> <li>The Mayor would replace the conflicted Councillor.</li> <li>If the Mayor also has a conflict or is unavailable the Panel will meet if a quorum can be reached.</li> <li>If the Manager City Lifestyle has a conflict, the Manager Community Health and Wellbeing would replace the Manager City Lifestyle as the Chair.</li> </ul> </li> </ul>
<b>5. Member frequency, location and duration</b>	<ul style="list-style-type: none"> <li>Panel meets once per year, in 2026, and in 2027.</li> <li>Meetings may be held in-person or virtually.</li> <li>Email comments / confirmation of review may be used in lieu of a meeting.</li> </ul>
<b>6. Accountability</b>	<ul style="list-style-type: none"> <li>Accountable to review recommendations and the probity of process across the program.</li> <li>Funding recommendations will be considered and endorsed at an Ordinary Meeting of Council.</li> </ul>
<b>7. Review considerations</b>	<ul style="list-style-type: none"> <li>Review probity of assessment process.</li> <li>Review equitability of distribution.</li> </ul>
<b>8. Reporting requirements</b>	<ul style="list-style-type: none"> <li>On the basis of the Panel's completed review, the Coordinator Arts and Culture (or Officer Panel Chair) will prepare a Council Report including a summary of recommended applications, those not recommended, and a request to distribute funds.</li> <li>This Report will be considered at an Ordinary Meeting of Council.</li> </ul>



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<b>REPORT NO:</b>	8.3
<b>REPORT TITLE:</b>	Conserving Our Rural Environment (CoRE) Grant Program
<b>SOURCE:</b>	Cassandra Borg, Senior Rural Environment Officer Shelley Franklyn, Coordinator Sustainability Engagement
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC14/160
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	SO2.1 Protection and enhancement of our natural environment
<b>ATTACHMENTS:</b>	1. <i>CoRE Evaluation Outcomes Report 2024</i> 2. <i>CoRE Program Guidelines 2026-28</i> 3. <i>CoRE Review Panel Terms of Reference 2026-28</i>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

This report presents the findings and recommendations from the 2024 evaluation of the Conserving our Rural Environment (CoRE) grant (Attachment 1). It also outlines a refreshed program design for the period covering 2026 – 2028 that addresses opportunities to improve accessibility, transparency, and impact through a three-tier funding model, stronger governance, and streamlined processes.

### 2. RECOMMENDATION:

That Council:

- 2.1 Notes the findings of the CoRE Evaluation Outcomes Report 2024 (Attachment 1).
- 2.2 Notes that the 2026/27 CoRE Grant Program is funded from the 2026/27 budget and program funding will be confirmed when Council adopts the budget in June 2026.
- 2.3 Adopt the CoRE 2026-28 Program Guidelines (Attachment 2), the revised Assessment and Review Panel(s) Terms of Reference (Attachment 3).
- 2.4 Nominates Councillor XXXX and Councillor XXXX to be members of the Councillor Review Panel for the 2026-2028 Program.
- 2.5 Notes that Council will receive a report on recommended applications for funding approval in August 2026.

### 3. LEGISLATIVE POWERS & POLICY CONTEXT:

- 3.1 This report is prepared in accordance with the Local Government Act 2020 and Council’s Grant Giving Policy (POL/303). The program also aligns with the strategic objectives and priorities outlined in the Hume City Council Plan 2025–2029 including; Priority 2: A Healthy and Thriving Environment (supporting biodiversity, sustainable

**REPORT NO: 8.3 (cont.)**

land management and climate resilience in Hume’s rural areas) and Priority 4: A Well-Governed Council (ensuring transparent, fair and community-focused decision making through structured assessment and support processes).

- 3.2 The CoRE grant is also a key deliverable of the Land and Biodiversity Plan 2023-2030 and the Rural Strategy.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

- 4.1 This Report ensures Council is adhering to the Overarching Governance Principles set out within the Local Government Act 2020 including:
- a) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
  - b) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
  - c) Innovation and continuous improvement is to be pursued.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

The CoRE grant has been developed in accordance with the policy context of Council’s Social Justice Charter and the Charter of Human Rights and Responsibilities Act 2006.

The recommended actions in this report promote equitable access to environmental funding opportunities, support participation in conservation activities, and strengthen the capacity of rural landholders to manage land in ways that protect biodiversity for current and future generations.

Human rights are not being limited by the recommended action in this report.

**5.2 GENDER EQUALITY ACT 2020**

Under the Gender Equality Act 2020, a Gender Impact Assessment (GIA) was undertaken for both the review of the existing CoRE grant and the design of the refreshed program. Key recommendations included:

- a) Improve accessibility by simplifying application forms for smaller projects, and using clear, inclusive language.
- b) Reduce participation barriers through alternative submission formats and officer support for those with limited digital access.
- c) Promote equity by designing the program to support landholders, including women, older residents and people with disabilities.

These recommendations informed the refreshed program (Attachment 2), including a three-category funding model, simplified Category 1 application, and continued officer-led property visits – ensuring fairer, more inclusive outcomes.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

The CoRE grant operates within its existing annual budget of \$415,590 (\$370,590 allocated to grant funding, \$45,000 allocated to the annual monitoring program). No additional funding is required to deliver the program. Allocations across the three categories will be based on demand and ecological priorities. Program delivery will continue to be resourced by Officers from the Sustainability Engagement team.

**7. OPPORTUNITIES & RISKS:**

- 7.1 The refreshed CoRE grant offers strategic and operational benefits including:

- a) Landscape-scale conservation: Enhances biodiversity by connecting private land with public reserves and waterways.

**REPORT NO: 8.3 (cont.)**

- b) Green Wedge Protection: Supports sustainable land management while conserving the rural character.
- c) Environmental and climate resilience: Restores native vegetation and controls invasive species, aligning with Council Plan 2025–2029 ambitions.
- d) Inclusive program structure: A three-category model expands access and ensures measurable outcomes.
- e) Community capacity building: Builds landholders’ skills and commitment to long-term sustainable practices.
- f) Collaboration and partnerships: Fosters partnerships for broader environmental outcomes.
- g) Trusted relationships: Ongoing engagement between landowners and Council strengthens land stewardship.
- h) Strategic alignment: Supports key Council strategies and policies.

7.2 Key risks include budget oversubscription, repetitive or low-impact projects, or incomplete project delivery. These are mitigated through:

- a) Competitive assessment – Transparent scoring by the Rural Environment Team and Councillor Review Panel ensures fairness and alignment.
- b) Part-funding – Applied where criteria are partially met or costs are unjustified.
- c) Clear eligibility and targeted outreach – Attracts diverse and new applicants.
- d) Ongoing support and monitoring – Ensures accountable and successful delivery.

**8. COMMUNITY ENGAGEMENT:**

Community engagement was central to the 2024 CoRE grant evaluation shaping key program changes. The process included past recipients, potential applicants, and stakeholders to ensure broad representation. A survey of rural landholders (60% response rate) confirmed the program’s value but identified barriers such as complex applications and digital-only access. Feedback also underscored the importance of council-led site visits in supporting successful applications.

**9. DISCUSSION:**

9.1 Since 2009, the CoRE grant has played a key role in Council’s rural engagement and biodiversity efforts, supporting conservation on private land while maintaining Green Wedge character. A 2024 evaluation (Attachment 1) assessed the program’s alignment with Council strategies, environmental impact, accessibility, and efficiency.

As part of the evaluation, internal workshops were held, with outcomes supporting community survey findings, calling for earlier engagement, simpler processes, clearer biodiversity links, and a more flexible funding model. Benchmarking confirmed best-practice improvements, including the three-tier model and enhanced monitoring.

While the program is highly valued, the evaluation identified areas for improvement including:

- a) Funding Model - The one-size-fits-all approach did not suit the varied scale of projects and restricts new applicants.
- b) Application Barriers - Complex forms and digital-only submissions limited access for residents (for example, older residents).
- c) Assessment Transparency - Clearer scoring and documentation would strengthen fairness.
- d) Outcome Monitoring - The acquittal process did not fully capture long-term ecological change.

**REPORT NO: 8.3 (cont.)**

9.2 In response to the evaluation, the CoRE grant has been refreshed for 2026–2028. The updated Program Guidelines (Attachment 3) aim to strengthen governance, improve accessibility, and deliver measurable biodiversity outcomes. The changes include:

a) Shifting from a one-size-fits-all approach to three funding categories which include:

Category 1 – Connecting Nature: Up to \$2,500 for small-scale habitat connectivity and biodiversity projects. Designed for landholders beginning their conservation journey, this category supports simple, skill-building projects in sustainable land management.

Category 2 – Land Stewardship: Up to \$20,000 over two years for larger-advanced on-ground conservation projects. Supports experienced landholders and CoRE participants undertaking larger-scale works like weed control, revegetation, and fencing aligned with a Land Management Plan.

Category 3 – Trust for Nature Support: Up to \$20,000 to assist landholders in placing a conservation covenant on their property.

b) Improving accessibility through a simplified Category 1 application. Designed to lower barriers for new landowners, while Categories 2 and 3 retain the standard process for more complex projects.

c) Enhancing assessment transparency where applicants are evaluated using published criteria with weight scoring, reviewed by both the Rural Environment Team and a Councillor Review Panel (Attachment 3).

d) Strengthening monitoring and reporting so projects are tracked through site visits, progress updates, and final reports, ensuring delivery and biodiversity outcomes.

e) Multi-year projects will use milestone payments, with expanded photo-point and fauna monitoring to track long-term biodiversity outcomes.

Table 1 summarises the changes from the current grant model to the refreshed grant model.

**Table 1 - Comparison of existing and refreshed CoRE grant program**

<b>Feature</b>	<b>2024-25 Program</b>	<b>Proposed Program (2026–27)</b>
<i>Strategic Focus</i>	Broad rural environmental works	Category-specific goals: biodiversity connectivity, land stewardship, and covenanting
<i>Funding Structure</i>	Single funding category (up to \$10,000)	Three categories Cat 1 – Connecting Nature (up to \$2,500) Cat 2 – Land Stewardship (up to \$20,000/2 years) Cat 3 – Trust for Nature Support (up to \$20,000)
<i>Eligibility</i>	Same for all applicants	Cat 1 – habitat creation, no existing biodiversity assets required Cat 2 - requires or applies for a Land Management Plan Cat 3 - intent to covenant property with Trust for Nature
<i>Application Process</i>	One form for all applicants	Scaled forms based on category / project complexity
<i>Project Timeframe</i>	1 year	Cat 1 – 1 year Cat 2 – up to 2 years Cat 3 – 1 year
<i>Assessment Process</i>	Single scoring, two-tier review	Tailored, weighted criteria per category; same two-tier review
<i>Monitoring and Acquittals</i>	One-off acquittal; optional photo monitoring	Category-appropriate acquittals; milestone payments; expanded photo/fauna monitoring
<i>Support for Applicants</i>	Officer support on request	Continued officer visits; targeted support for new applicants; flexible submission options

**REPORT NO: 8.3 (cont.)**

- 9.3 The refreshed CoRE grant program runs on a biennial cycle. In Year 1, expressions of interest open in February, with full applications due by mid-May - annually for Categories 1 and 3, and biennially for Category 2. Applications are assessed between May and June, with recommendations presented to Council for endorsement. Categories 1 and 3 conclude at the end of year 1, while Category 2 requires a mid-project report and must be completed by the end of Year 2.
- 9.4 The program is supported by a communication plan to build community awareness – especially for first-time applicants. Key actions will include:
- a) direct mailout to rural landholders outlining program changes
  - b) website updates and a feature in the Resource newsletter
  - c) community drop-in sessions across Hume
  - d) webinar to explain the changes and support new applicants.



**10. CONCLUSION**

The 2024 CoRE evaluation confirmed strong community value and highlighted areas for improvement. The refreshed program will enhance long-term biodiversity outcomes in Hume, helping to deliver upon Council’s aspirations for ‘A Healthy, Thriving Environment’.

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HUME CITY COUNCIL  
**Evaluation  
Outcomes  
Report 2024/25**  
Conserving our Rural Environment grant

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## **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.

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## **1. Introduction**

### **1.1 Background**

The Conserving Our Rural Environment (CoRE) Grant is a program managed by Hume City Council aimed at supporting private rural landowners in undertaking environmental conservation projects. The grant provides funding for activities such as revegetation, weed and pest control, erosion management, and capacity building.

The purpose of this report is to evaluate the outcomes of the CoRE grant program based on the recent grant cycles, incorporating feedback from stakeholders, assessment panel members, and survey responses from participants.

### **1.2 The Conserving our Rural Environment grant**

The CoRE grant is structured to provide up to \$10,000 per project to eligible landowners, community groups, and land managers. The funding is aimed at projects that promote biodiversity conservation, improve environmental conditions, and encourage collaborative conservation efforts. The program operates under a competitive application process, assessed using established selection criteria, including environmental conservation significance, project location and connectivity, and project outcomes.

The assessment process follows a structured review by an Officer Assessment Panel and an Executive Review Panel to ensure transparency and fairness. The grant also requires a minimum 50% in-kind contribution from applicants, encouraging shared responsibility in conservation efforts.

### **1.3 Evaluation Plan**

The evaluation of the CoRE Grant followed a structured and multi-phase approach to assess its effectiveness, efficiency, and impact on rural conservation efforts. The evaluation began with the development of a detailed evaluation plan, outlining key objectives, methodologies, and governance structures.

Data collection was carried out through a combination of community surveys, internal consultations, and benchmarking against similar grants offered by other councils and state agencies. Key areas of focus included assessing the appropriateness of program parameters, eligibility criteria, funding structures, and application processes.

The assessment also examined the grant's alignment with council objectives, including biodiversity conservation and land management. The collected data was analysed to identify gaps, challenges, and opportunities for improvement, ensuring that future iterations of the grant are more accessible, impactful, and aligned with the needs of the rural community.

Findings and recommendations from the evaluation will be incorporated into revised grant guidelines and presented to the council for approval, ensuring continuous program enhancement and effectiveness.



## **2. Key Findings**

### **2.1 Strengths of the CoRE Grant**

- **Positive Impact on Environmental Conservation:** Survey results indicate that 94% of successful applicants reported the grant significantly helped them achieve their proposed conservation projects.
- **High Applicant Success Rate:** Of those who applied in the last five years, 94% of applications were successful, demonstrating a well-structured support process.
- **Council Support:** Many participants highlighted the effectiveness of Council's Rural Engagement Officers in guiding them through the application process and providing site visits.
- **Long-Term Commitment to Conservation:** The reintroduction of a long-term monitoring program will help track revegetation progress and ensure that projects meet their intended conservation goals.

### **2.2 Challenges Identified**

- **Application Process Complexity:** Some landholders found the application process overwhelming, particularly first-time applicants.
- **Timing Constraints:** The time between expression of interest (EOI) and receiving funds is approximately six months, causing delays that impact optimal seasons for weed control and revegetation efforts.
- **Assessment Process Limitations:** The current assessment panel process relies heavily on sustainability team members' knowledge rather than an independent review, leading to potential equity concerns.
- **Difficulty in Finding Contractors:** Many participants struggled to obtain multiple quotes from contractors, delaying project commencement.
- **Limited Multi-Year Funding Options:** Several applicants suggested that a two-year grant cycle would better align with project timelines and reduce administrative burdens.

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### **3. Recommendations**

Based on the evaluation findings, the following recommendations are proposed to enhance the effectiveness of the CoRE grant program:

#### **3.1 Streamline the Application Process**

- Introduce a step-by-step guide to simplify the application process for first-time applicants.
- Provide clearer eligibility guidelines and instructions to reduce confusion.
- Explore the possibility of adding a translation function in SmartyGrants to improve accessibility for non-English speaking applicants.

#### **3.2 Improve Grant Timing and Funding Structure**

- Adjust the grant timeline to better align with seasonal requirements for land management activities.
- Consider implementing a two-year funding model to allow for better planning and execution of conservation projects.

#### **3.3 Enhance the Assessment Process**

- Introduce a standardised evaluation framework in the application form to make assessment criteria more transparent.
- Allow for independent assessors to review applications, ensuring fairness and consistency.
- Reinstate the EOI site visit form to improve the accuracy of application assessments.

#### **3.4 Support Applicants with Contractor Engagement**

- Develop a list of preferred contractors to streamline the quotation process for applicants.
- Investigate the feasibility of Council tenders for key contractor services to reduce project delays.

#### **3.5 Strengthen Monitoring and Reporting**

- Incorporate before-and-after photo documentation as part of the acquittal process.
- Explore the use of drone imagery and citizen science initiatives to track conservation progress.
- Ensure long-term monitoring of funded projects to assess their effectiveness over time.







## 4. Conclusion

The CoRE Grant program has demonstrated significant benefits in promoting environmental conservation across rural properties. However, improvements in the application process, funding timelines, assessment procedures, and project monitoring could enhance the program's effectiveness. Implementing these recommendations will strengthen the CoRE Grant's ability to support rural landowners in sustainable land management while ensuring fairness, efficiency, and long-term conservation outcomes.

# Results of Evaluation Methodology

## 1. Objective and Aims of the Grant

**Does the objective of the grant align with relevant policies?**

Policy	Alignment
<b>Land and Biodiversity Plan</b>	The grant aligns with the plan by funding projects that enhance biodiversity, promote sustainable land management, and protect environmental assets.
<b>Rural Strategy</b>	The grant supports sustainable land management in rural areas by encouraging conservation efforts on private properties, which aligns with the Rural Strategy's objectives.
<b>Council Plan (2021-2025)</b>	The grant contributes to the Council's goals of environmental protection, sustainability, and community participation in conservation efforts.

**Does the grant meet community needs?**

- Survey results indicate that landholders highly value the grant for weed control, erosion management, revegetation, and pest control.
- Workshop feedback emphasised the importance of simplifying the application process to improve accessibility.
- Long-term monitoring has been recommended to ensure measurable environmental outcomes.

## 2. Eligibility Criteria

**Is anything missing from the criteria?**

- The eligibility criteria are comprehensive, covering property size, zoning, conservation significance, and required contributions.
- One area for improvement: The need for better guidance for first-time applicants was noted in survey feedback.

**Are the exclusions appropriate?**

- Exclusions based on zoning (Green Wedge, Rural Living, Farming zones) are appropriate as they target key conservation areas.
- Exclusions for non-environmental projects (pasture improvement, general landscaping) are consistent with conservation goals.
- Some applicants expressed confusion over whether certain weed control or erosion management projects were eligible.

## 3. Assessment Criteria

**Does the assessment criteria align with grant objectives and policies?**

- The criteria prioritise environmental conservation significance, project location, outcomes, and management planning, aligning with the Land and Biodiversity Plan and Council policies.
- Projects with long-term conservation impact receive higher priority, which aligns with sustainability principles.

**Is the assessment process fair and equitable?**

- Workshops raised concerns about the subjectivity of assessments due to varying levels of detail in applications.

## **4. Grant Model**

**Is one funding category appropriate?**

- The single funding category (\$10,000 max) is simple and accessible, but multi-tiered funding could support diverse projects.

**Should multi-year projects be considered?**

- Survey respondents and workshop participants suggested that multi-year funding would enhance conservation outcomes.
- A two-year grant cycle could improve timing for revegetation and weed control efforts.

**Does the model allow for good governance?**

- The three-step assessment process ensures probity and equitable distribution.
- Conflict of interest measures are in place, including declarations before assessment panels.

**Is the timeline appropriate?**

- EOI to fund allocation takes six months, which may delay time-sensitive environmental works.
- Recommendation: Shorten approval timelines and align them with seasonal conservation needs

## **5. Funding Categories**

**Should there be multiple funding categories?**

- Workshop discussions suggested splitting funding into:
  - Small grants (<\$5,000) for simple projects (e.g., weed control, pest management).
  - Larger grants (\$5,000–\$10,000) for comprehensive land management projects.

**Are different funding amounts assessed fairly?**

- The current model does not differentiate between small and large projects, which may disadvantage larger initiatives.
- More structured funding tiers could improve fairness in resource allocation.

**Is the grant guidance clear?**

- Survey feedback suggested simplifying the application instructions and improving clarity on funding eligibility.

## **6. Compliance with Policy and Risk Management**

- The program follows Hume City’s Grant Giving Policy, ensuring fairness, transparency, and accountability.
- Fraud and corruption risks are mitigated through: Conflict of interest declarations by panel members. Structured assessment and review processes.



## **7. Grant Management and Operations**

### **Assessment Process**

- Panel-based evaluation ensures fairness, but external reviewers could enhance objectivity.
- Lack of standardisation in application details makes independent assessment more difficult.

### **Approval Process**

- Transparent, with review stages at Officer and Executive levels.

### **Contracting and Payments**

- Funds are allocated to contractors only after project verification, ensuring accountability.
- Project Reporting & Acquittals
- Final site visits ensure project completion, but do not track long-term impact.
- Recommendation: Introduce long-term monitoring, such as before/after photos, drone surveys, or citizen science involvement.

## **8. Application Process**

- Surveys and workshops indicated that some landholders struggle with application complexity.
- Improvements suggested:
  - Simplified language in forms.
  - Step-by-step guidance on required documents.
  - Support for non-tech-savvy applicants via in-person help or workshops.

## **9. Budget Evaluation**

The budget is appropriate for the current scale of the program, but expansion into multi-year funding or tiered categories would require increased financial resources.

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معلومات باللغة البوسانية	9679 9809
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HUME CITY COUNCIL

# Conserving our Rural Environment grant

Guidelines 2026-2028

[hume.vic.gov.au](https://hume.vic.gov.au)







## ACKNOWLEDGMENT OF TRADITIONAL OWNERS

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

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# 1. Introduction

## 1.1 Grant Overview

The Conserving our Rural Grant (CoRE) grant reflects Hume City Council's commitment to a resilient and inclusive community that values and protects the natural environment, as outlined by 'Priority 2: A climate resilient city with a healthy natural environment' within the Council Plan. The grant empowers rural landholders to protect and enhance environmental values across Hume's Green Wedge and rural areas.

Through on-ground works, training and collaborative community initiatives, the CoRE grant helps build capacity, restore biodiversity, and improve habitat connectivity supporting both individual and collective efforts to conserve Hume's unique rural landscapes.

## 1.2 Who is eligible to apply?

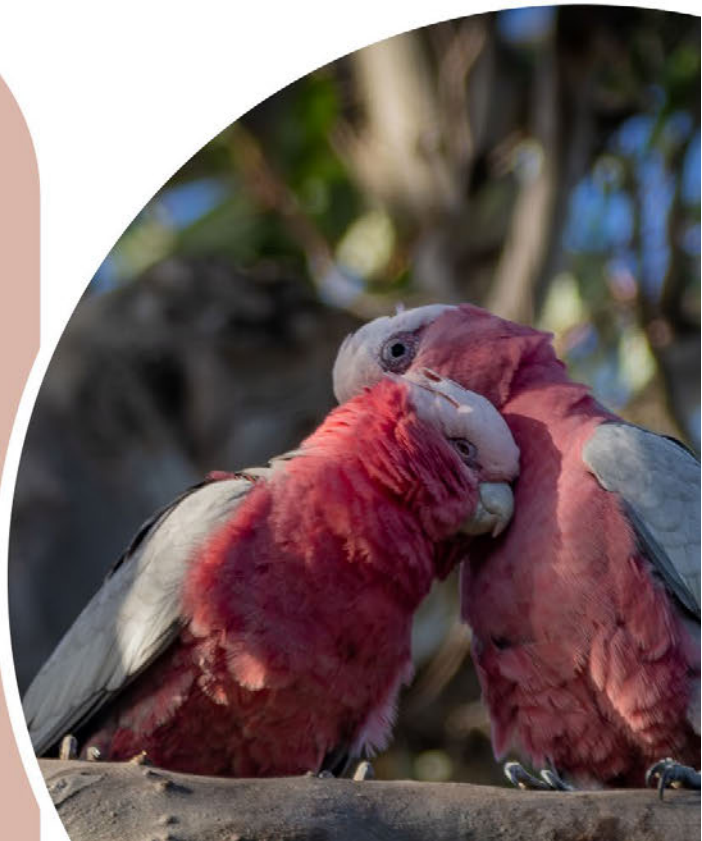
To be eligible for a CoRE Grant, applicants must meet the following criteria:

1. Own or manage a property larger than 0.4 hectares located within one of the following zones:
  - Green Wedge
  - Green Wedge A
  - Rural Living
  - Farming Zone.
2. Have land identified as conservation priority under the Biodiversity Conservation Strategy for Melbourne's Growth Corridors. The proposed project must be in an area of environmental conservation significance.

### Grant limitations and exclusions

- Projects along stream frontages or riparian areas are not eligible for funding through the CoRE grant. Interested landholders are encouraged to apply for funding through Melbourne Water's Liveable Communities, Liveable Waterways program. Visit [melbournewater.com.au](http://melbournewater.com.au) or call 131 722 for more information.
- The grant does not fund infrastructure, landscaping or pasture improvements unless directly linked to environmental conservation objectives.
- Grant funding is not paid directly to the successful applicants. Council pays approved suppliers or contractors upon receipt of invoices for eligible works or materials.

*Photos throughout this document have been kindly donated by Sunbury local, Andrew Conner*



## 2. Funding categories

Applicants can apply for one of three funding categories, each designed to support different levels of conservation activity. Applicants can only apply for one category per round.

All applicants are required to make a contribution towards their project, either through their own funds or in-kind support such as labour, materials, or use of equipment. Labour is to be calculated at \$50 per hour.

This contribution must directly relate to the project or conservation area and demonstrates a shared commitment between landholders and Council to achieving long-term conservation outcomes.

Successful applicants must maintain their funded project area until June 2028. This includes caring for plantings, controlling weeds and pests, and maintaining fencing to ensure long-term conservation outcomes.

### 2.1 Category 1 - Connecting Nature (up to \$2,500 ex GST)



This entry-level category is designed for applicants who are new to environmental works or who wish to trial small-scale conservation activities. The Connecting Nature category provides an accessible entry point for landholders to build their confidence and skills in undertaking conservation works as a “do-it-yourself” style grant.

The focus of this category is on capacity building, encouraging landholders to take an active role in restoring and enhancing their property while creating or strengthening habitat connectivity across the landscape. Projects should contribute to ecological linkages and long-term habitat creation that supports biodiversity values.

Applicants are required to submit a project plan and an aerial map of the project area. The project plan template will be provided through the SmartyGrants application platform. Council Rural Environment Officers will supply landholders with an aerial map of their property during the property visit to assist with project planning.

Funding can be used for:

- native revegetation works
- installation of nest boxes
- other small-scale habitat restoration initiatives.

This category provides a practical starting point for landholders looking to make an initial impact on their land’s ecological value, while gaining skills, experience, and confidence to take on more complex conservation projects in the future.

The Connecting Nature category opens annually, with a single round offered each year.

#### Notes for Applicants:

- Category 1. Connecting Nature is intentionally simple. You do not need a full Land Management Plan to apply but must submit a project plan using Council’s template which states what you want to achieve, how it benefits the broader landscape and is to include a marked aerial map.



## **2.2 Category 2 - Land Stewardship**

### **(up to \$20,000 ex GST across 2 years)**



This category supports applicants to improve the health, resilience, and biodiversity of their property through larger, more strategic conservation works. This category is for applicants seeking to deliver a two-year conservation project, with up to \$10,000 (ex GST) available per year. Applicants must submit quotes covering the proposed works for the full two-year cycle as part of their application. To access funding for the second year, applicants are required to complete a mid-project progress report and provide updated quotes to confirm the continuation of works.

Funding can be used for:

- broad-scale weed and pest control
- fencing to exclude stock from conservation areas
- erosion control
- landscape-scale revegetation
- development of a Land Management Plan.

Applicants must have a current Land Management Plan (LMP) that is less than 5 years old, or apply for funding to develop one as part of their application.

This category is suited to returning or experienced CoRE applicants who are ready to undertake more complex, staged works with the support of sustained funding.

The Land Stewardship category will open biennially starting in February 2026.

#### **Notes for applicants:**

- Category 2. Land Stewardship projects must go beyond basic maintenance. Consecutive years of weed spraying without a broader biodiversity goal will not be funded. Applicants must show how they are enhancing ecological assets, improving habitat structure, or restoring degraded areas to be considered for funding.
- This category operates on a fixed two-year funding cycle. New applications for Land Stewardship will be accepted every second year.

How it works:

- Successful applicants will be approved for a two-year project. Funding is provided in two stages: Year 1 funding and Year 2 funding, subject to meeting reporting requirements.
- At the end of Year 1 (May 2027), applicants must submit a mid-project progress report (using a Council-provided template) and participate in a site visit with a Rural Environment Officer.
- Council will send reminders when the report is due. If the report is not received, or is found unsatisfactory, Year 2 funding will not be released and the project will cease to continue.



## **2.3 Category 3 - Trust for Nature**

### **(up to \$20,000 ex GST)**



The highest level of funding, this category supports landholders who are ready to make a long-term, legally binding commitment to conservation by placing a Trust for Nature conservation covenant on their property. This category recognises and rewards the most significant gesture a landholder can make for Victoria's biodiversity, by permanently protecting their land for future generations.

#### **What is a conservation covenant?**

A conservation covenant is a voluntary, legally binding agreement between a landholder and Trust for Nature to permanently protect and conserve private land with natural, cultural, or scientific values. Covenants are registered on the land title under the Victorian Conservation Trust Act 1972 and remain in place permanently, even if the property is sold or inherited.

Importantly, landholders can choose to covenant part of their land or the whole property, ensuring areas of highest ecological significance are prioritised for protection.

Covenants restrict activities that could damage native habitat (e.g., clearing, subdivision, intensive farming) and help to safeguard threatened species. Landholders retain ownership of their property and remain responsible for day-to-day management. Trust for Nature provides ongoing support through its Stewardship Program, with expert advice on maintaining and improving land for native plants and animals.

Funding in this category (up to \$20,000 ex GST) can cover:

- legal costs associated with registering the covenant on the land title
- site assessments and ecological advice to support covenant establishment.

Applicants must have a current Land Management Plan (LMP) that is less than 5 years old and demonstrate a clear intent to protect their property's environmental values in perpetuity.

This category supports landholders to secure the long-term protection of their land's environmental values, delivering lasting benefits for biodiversity and the community

The Trust for Nature category opens 1st February annually, with a single round each year.

#### **Notes for Applicants:**

- Landholders must engage with Trust for Nature before applying for this grant to confirm suitability for covenanting.
- Trust for Nature and Council officers will assist landholders through the covenanting process to ensure all requirements are understood and supported.
- The maximum funding amount of \$20,000 (ex GST) is intended to support the covenanting process, however it will not cover all costs involved. Landholders should anticipate contributing additional funds or in-kind support to complete the process.
- Category 3. Trust for Nature is intended for landholders who are ready to make a permanent commitment to conservation through a legal agreement. Funding in this category assists with the covenanting process by supporting legal costs, site assessments.
- Applicants must have had approval/engagement from Trust for Nature prior to applying.
- For more information about conservation covenants, please visit [trustfornature.org.au](https://trustfornature.org.au).

## 2.4 Summary of Funding Categories

Category	Funding available (ex GST)	Grant cycle*	Plan Requirements	Purpose	Example Projects
1. Connecting Nature	Up to \$2,500	Opens annually 1 February 2026  Applications close 14 May 2026  Project to be completed 31 May 2027	Project plan and marked aerial map	Entry-level projects that build landholder skills and confidence through small-scale habitat improvements and conservation works	<ul style="list-style-type: none"> <li>• Native revegetation</li> <li>• Nest boxes</li> <li>• Habitat link corridors</li> </ul>
2. Land Stewardship	Up to \$20,000 across two years	Opens biennial 1 February 2026  Applications close 14 May 2026  Mid-Project progress report to be completed 31 May 2027  Project to be completed 31 May 2028	Land Management Plan less than 5 years old, or apply for one	Medium-scale works improving land health and biodiversity	<ul style="list-style-type: none"> <li>• Weed and pest control</li> <li>• Revegetation</li> <li>• Erosion control</li> <li>• Fencing off sensitive areas</li> <li>• Consultant-developed LMP</li> <li>• Accredited land management training</li> </ul>
3. Trust for Nature	Up to \$20,000	Opens annually 1 February 2026  Applications close 14 May 2026  Project to be completed 31 May 2027	Land Management Plan less than 5 years old and commitment to Trust for Nature covenant	Long-term, legally protected conservation of high-value land	<ul style="list-style-type: none"> <li>• Site assessments</li> <li>• Costs associated with covenanting</li> </ul>

\*Refer to detailed timelines on page 13.





## 3. Grant Selection Criteria

When applying for a CoRE grant, applicants will be assessed against a set of selection criteria. These criteria ensure funding is directed toward projects that demonstrate strong environmental outcomes, are practical and achievable and represent good value for money. To maximise their chance of success, applicants should clearly outline what the project aims to achieve, how it will be delivered, and the expected environmental benefits.

The table below outlines the assessment criteria. Applicants should use this as a guide when preparing their submission, clearly explaining what the project aims to achieve, how it will be delivered, and the expected environmental benefits.

**For more information about the selection criteria please contact Council's Rural Environment Team on 9205 2200 or email [coregrant@hume.vic.gov.au](mailto:coregrant@hume.vic.gov.au).**

Criteria	1. Connecting Nature	2. Land Stewardship	3. Trust for Nature
<b>Environment Value</b>	Does the project include quality scale revegetation or habitat installation? Will it improve native vegetation or address a specific problem like habitat loss?	Is the project protecting significant biodiversity (e.g., native grassland, wetlands, threatened species)? Does it build on or expand existing conservation areas?	Does the land contain high conservation value? Will the project protect remnant vegetation, rare species or an ecologically important landscape?
<b>Feasibility &amp; Readiness</b>	Is the proposal simple, realistic, and ready to go? Are timelines, materials and site areas clearly described?	Is the project well-planned? Are works staged and achievable over two years? Is the landholder ready to deliver?	Are actions well-scoped and achievable? Is the proposed use of funds realistic and appropriate for the covenant process?
<b>Long-Term Impact / Sustainability</b>	N/A	Will the project deliver measurable biodiversity improvements over time? Is there a clear commitment to maintenance beyond the grant period?	Will the outcomes be sustained and monitored after the covenant is in place? Are there strategies to ensure long-term ecological care?
<b>Landholder Capacity &amp; Commitment</b>	Has the landholder shown that they can plant and maintain works? Are they supported by Council or local groups?	Does the landholder have a Land Management Plan? Does the landholder have a strong past track record? Are they doing more than short-term weed control?	Is the landholder clearly committed to legal protection of the land? Have they worked on the property to prepare for covenanting?
<b>Community Engagement / Partnerships</b>	Is there involvement from neighbours, volunteers, schools, or local Landcare?	Is the project connected to wider community efforts or educational activities?	Is the landholder working with experts, Trust for Nature, or other conservation partners?
<b>Value for Money / Budget</b>	Are costs reasonable and linked to materials or planting? Is in-kind contribution (labour) explained?	Are the costs in line with the scope and well-documented?	N/A







## 4. Eligible Grant Activities

The table below outlines the types of activities eligible for funding under each category.

Activity	Description	1. Connecting Nature	2. Land Stewardship	3. Trust for Nature
<b>Weed Control (materials)</b>	Purchase of materials and equipment to control noxious weeds.	✗	✓	✗
<b>Weed control (use of contractor)</b>	Engagement of qualified contractors to undertake noxious or environmental weed control.	✗	✓	✗
<b>Pest animal (materials)</b>	Purchase of materials and equipment to control declared pest animals (e.g.rabbit-proof mesh).	✗	✓	✗
<b>Pest animal control (use of contractor)</b>	Engagement of qualified contractors to undertake control of declared pest animals such as rabbits and foxes using approved methods.	✗	✓	✗
<b>Revegetation</b>	Planting indigenous (locally native) species to restore habitat. Includes purchase of stakes and guards. Labour must be in-kind.	✓	✓	✗
<b>Fencing</b>	Installing fencing to exclude stock or pest animals from sensitive conservation areas.	✗	✓	✗
<b>Erosion control</b>	Measures to stabilise soil and prevent land degradation.	✗	✓	✗
<b>Habitat</b>	Nest boxes, shelter logs, or other simple habitat features.	✓	✓	✗
<b>Flora/fauna surveys</b>	Baseline assessments for property planning or covenant support.	✗	✓	✓
<b>Ecological burning</b>	Planned burns to support native regeneration (permit required at landowners own cost).	✗	✓	✓



Activity	Description	1. Connecting Nature	2. Land Stewardship	3. Trust for Nature
<b>Land Management Plan</b>	Consultant-developed 5-year plan aligned with Council's guidelines.	✗	✓	✓
<b>Training &amp; development</b>	Course fees for relevant workshops (e.g. land management, chemical use).	✓	✓	✗
<b>Educational materials</b>	Brochures, signage, or guides to support conservation awareness.	✗	✓	✗
<b>Volunteer involvement</b>	Projects that engage volunteers or community groups in conservation.	✗	✓	✗
<b>Expert advice</b>	Engagement of ecologists, planners, or legal experts (e.g. covenanting process).	✗	✓	✓

#### Other eligible activities

Applicants may propose other activities that align with the purpose of the grant. These may include innovative land restoration techniques, conservation incentives, or property-scale trials of new biodiversity tools. Council encourages applicants to speak with the Rural Environment Team before submitting proposals for alternate activities.

### Excluded Activities

Activity	Description
<b>Stream frontage works</b>	Includes works on creek banks, riparian areas, or waterways.
<b>Non-indigenous planting</b>	Use of exotic, ornamental or non-local native species in revegetation.
<b>Removal of native vegetation</b>	Clearing or damaging remnant bushland or trees.
<b>General landscaping</b>	Works that are aesthetic only (e.g. garden beds, lawn upgrades).
<b>Infrastructure purchases</b>	Includes sheds, rainwater tanks, irrigation systems, or fencing unrelated to conservation.
<b>Undeclared pest control</b>	Control of native species or animals not recognised as declared pests.
<b>Activities required by law</b>	Compliance actions already required under legislation (e.g. CaLP Act weed obligations).
<b>Retrospective works</b>	Any works already completed before the grant application is approved.

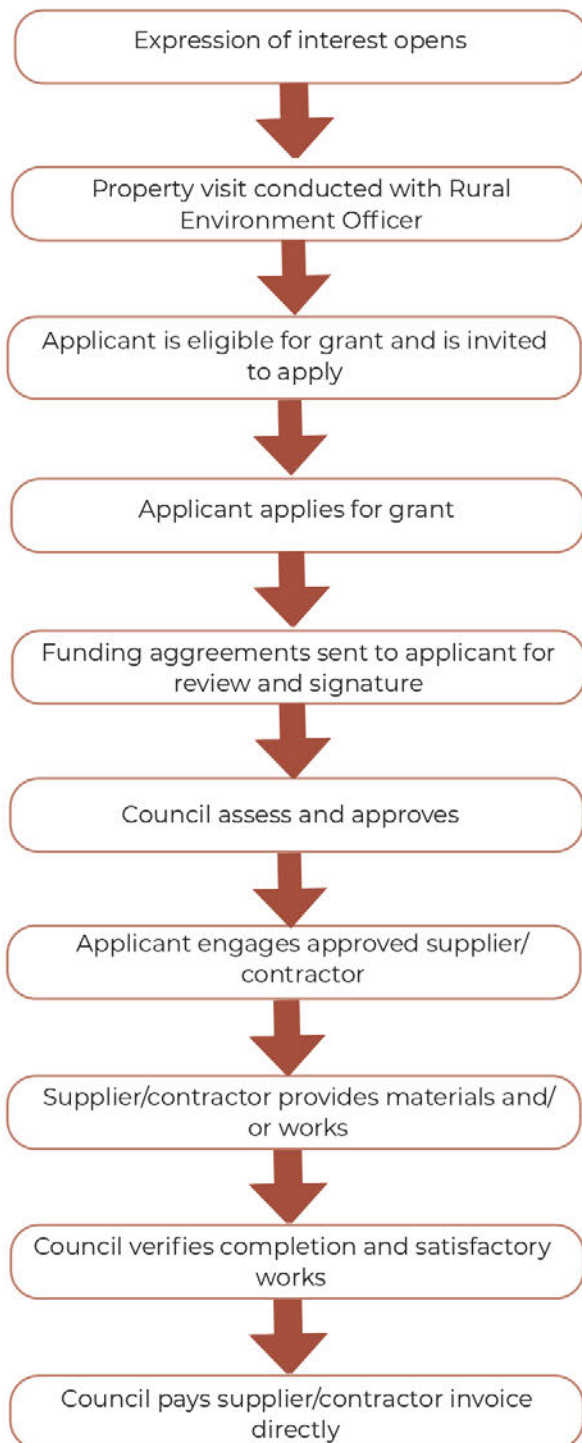
## 5. How to Apply

Applicants must follow the process below to ensure eligibility and readiness for assessment:

- Expressions of Interest (EOIs) open on 1 February each year. Landholders will be notified by mail, email, and through the Re-Source newsletter when EOIs open. Eligible applicants will then be invited to submit a full application once their EOI has been assessed.
- Applicants must contact Council by phone or email to express interest in the CoRE program. After submitting an EOI, Council's Rural Environment Officers will contact the applicant to arrange a property visit. During the visit, officers will discuss the proposed works, assess and confirm eligibility, and provide advice on improving or refining the project as needed.
- Following the site visit, applicants will be provided with a link to the online SmartyGrants platform to prepare their application.
- Only the landowner of the property is eligible to submit an application. If the applicant is a land manager or leaseholder, written consent from the landowner must be attached to the SmartyGrants application.
- Council Rural Environment Officers can assist with navigating the online SmartyGrants application system if technical or accessibility support is needed.
- Each application must include a quote or estimate for each activity which must contain:
  - ABN of the supplier or contractor
  - Email or/and phone number for supplier or contractor
  - Address and name of the individual requesting the quote
  - Description of goods or services
  - Hourly rates (if applicable)
  - Breakdown of costs (excluding and including GST).
- Applications will be assessed based on the selection criteria relevant to the chosen category. Projects will be prioritised based on merit and alignment with the grant's environmental goals.
- Council may offer partial funding if some of the proposed activities do not align with the grant purpose, or if budget limits apply.
- Applicants will be notified of either a full, partial, or unsuccessful outcome in writing.
- Successful applicants will receive a funding agreement and must agree to it before commencing works. Project details and funding allocations will be reported publicly as part of Council's requirements under the Local Government Act 2020.
- Council funding is paid after project completion and audit. Applicants or/and contractor/ supplier must submit a tax invoice to Council's Rural Environment Team. Council officers will provide advice on how to do this closer to the time. Council does not provide upfront payments to applicants, contractors or suppliers.
- Council's payment terms are 30 days from receipt of a valid invoice. It is the applicant's responsibility to inform and manage contractors or suppliers in line with this timeline.

**For more information please contact  
Council's Rural Environment Team on 9205  
2200 or email [coregrant@hume.vic.gov.au](mailto:coregrant@hume.vic.gov.au)**

## 5.1 Grant Payment Pathway





## 5.2 Specific category requirements

### Category 1 – Connecting Nature

- Connecting Nature projects must be completed by 31 May 2027.
- A final site visit will be conducted by Council's Rural Environment Officers to verify the completion of the project.
- Council will process payments within 30 days of receiving a valid invoice and satisfactory project completion evidence.

### Category 2 – Land Stewardship

- Land Stewardship projects support delivery of two year conservation projects, but continuation into the second year is dependent on the Mid Project Progress Report.
- The first year of works must be completed by 31 May 2027.
- By this date, recipients are required to submit a Year 1 Mid Project Progress Report through SmartyGrants.
- Council will provide access to the Mid Project Progress Report template via the SmartyGrants platform at the required time.
- The report must include:
  - A summary of works completed to date
  - Photographic evidence of progress
  - Any changes to the original plan, and reasoning if applicable
  - Updated quotes for works planned for Year 2.
- Council officers will assess the Year 1 Mid Project Progress Report and request a site visit to confirm progress.

### Category 3 – Trust for Nature

- Specific project milestones and timelines will be set in agreement with the applicant, Council and Trust for Nature, depending on the scale and nature of the covenanting process.
- Progress will be monitored through:
  - Council officer support and regular communication
  - Evidence of ecological assessments or legal steps toward covenanting.
- Final payment will be made upon verification of approved activities and submission of required documentation (e.g. ecological site assessment, or legal fees).

#### Notes for Category 2 Applicants:

Continuation into Year 2 is dependent on the satisfactory submission of the Year 1 Mid-Project Progress Report. If the report is not submitted by the due date, is incomplete, does not meet acquittal standards, or if project works have not progressed in line with the approved plan, second-year funding may not be released. In such cases, the applicant may also be deemed ineligible to apply for the CoRE Grant in the following funding round.

If applicants anticipate delays or issues (e.g. personal circumstances, unforeseen events, or contractor availability), it is strongly advised to contact Council's Rural Environment Officers before the reporting deadline to discuss the situation. Council will consider reasonable extensions or adjustments where appropriate.







## Timelines

### Year 1 2026-27

Stage	Date
Expression of interest open for all funding categories	1 February 2026
Expression of interest close	25 April 2026
Applications close	14 May 2026
Assessment period	May-June 2026
Council endorsement of successful applicants	August 2026
Notification of Outcome & Funding Agreements Issued	August 2026
1. Connecting Nature project completion	31 May 2027
2. Land Stewardship year 1 Mid Project report due	31 May 2027
3. Trust for Nature project completion	31 May 2027

### Year 2 2027-28

Stage	Date
Expression of interest open for Category 1: Land Stewardship and Category 3: Trust for Nature only	1 February 2027
Expression of interest close	24 April 2027
Applications close	14 May 2027
Assessment period	May-June 2027
Council endorsement of successful applicants	August 2027
Notification of outcome & Funding Agreements Issued	August 2027
1. Connecting Nature project completion	31 May 2028
2. Land Stewardship project completion	31 May 2028
3. Trust for Nature project completion	31 May 2028



## Hume Conserving our Rural Environment (CoRE) Grant Program Assessment Panels TERMS OF REFERENCE

<b>Governance Context</b>	<ul style="list-style-type: none"> <li>• The Conserving our Rural Environment (CoRE) Assessment Panel operates in accordance with Council's Grant Giving Policy.</li> <li>• Council delegates responsibility for assessing applications submitted under the CoRE Grant Program to the CoRE Grant Assessment Panel.</li> <li>• This document outlines the operation and scope of the Officer Assessment Panel and the Councillor Review Panel.               <ul style="list-style-type: none"> <li>◦ The Assessment Panel comprises of Council Officers.</li> <li>◦ The Review panel comprises nominated Councillors.</li> </ul> </li> <li>• This document outlines the operation and scope of each panel.</li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• To assess and award funds to applicants based on merit, and without prejudice, ensuring Hume City Council's grants distribution is equitable, efficient, and transparent.</li> </ul>
<b>Membership Terms</b>	<ul style="list-style-type: none"> <li>• The panels are 12 months in duration.</li> <li>• Members of the Councillor Review Panel are nominated by Council at an Ordinary Meeting when the Guidelines are adopted.</li> <li>• All panel members must complete Fraud, Corruption and Conflict of Interest training prior to commencing the assessment process.</li> <li>• Members must adhere to the Conflict-of-Interest Policy, maintaining confidentiality and declaring any potential conflicts during the assessment process.</li> <li>• All listed members of assessment panels are required to score applications. Non scoring secretariat roles sit outside membership of the panel.</li> </ul>
<b>Reference Documents</b>	<ul style="list-style-type: none"> <li>• Council's Grant Giving Policy</li> <li>• Conflict of Interest Policy</li> <li>• Councils Sponsorship Policy</li> <li>• CoRE Grant Program Application Guidelines 2026-2028</li> <li>• SmartyGrants User Guide.</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Senior Rural Environment Officer - Program will provide administrative support (unless otherwise specified).</li> </ul>

Name	Officer Assessment Panel
1. <b>Scope</b>	Assessment of CoRE Grant applications (all categories)
2. <b>Membership and chairperson</b>	<ul style="list-style-type: none"> <li>• Senior Rural Environment Officer (Chairperson)</li> <li>• Two Rural Environment Officers.</li> </ul>
3. <b>Role of Members</b>	<ul style="list-style-type: none"> <li>• Panel members will be assigned applications to assess within SmartyGrants and score independently.</li> <li>• Panel members will meet to discuss and agree on recommendations regarding the distribution of funds.</li> <li>• The Panel is accountable for providing recommendations to Council regarding: <ul style="list-style-type: none"> <li>• which applicants are recommended / not recommended for funding</li> <li>• the recommended distribution of funds.</li> </ul> </li> </ul>
4. <b>Role of Chair</b>	<ul style="list-style-type: none"> <li>• The Chair will facilitate meeting(s) of the Panel.</li> <li>• The Chair is responsible for determining final recommendations to Council in accordance with recommendations from the Officer Assessment Panel, Council's Grant Giving Policy, the CoRE Grant Program Guidelines, and feedback received on the probity of the process from the Councillor Review Panel.</li> </ul>
5. <b>Conflict of Interest / Alternative Members</b>	<ul style="list-style-type: none"> <li>• In the event of a conflict of interest; <ul style="list-style-type: none"> <li>• Conflict will be recorded as per Staff Conflict of Interest Policy.</li> <li>• The Officer will be removed from the panel and replaced with a member who does not have a conflict.</li> <li>• If the Panel is unable to source a non-conflicted Officer, the Panel will continue the assessment process as long as a quorum can be reached.</li> </ul> </li> <li>• If the Chair has a conflict, the Coordinator Sustainability Engagement will act as the Chair.</li> </ul>
6. <b>Meeting frequency, location and duration</b>	<ul style="list-style-type: none"> <li>• The panel meets once per annum.</li> <li>• Initial assessment by Panel members will be undertaken independently via SmartyGrants.</li> <li>• For each round, the panel meets at least once (this may be separated into sessions depending on number of applications received).</li> <li>• Each session should be 3 hours maximum – multiple sessions to be scheduled as needed.</li> <li>• Meetings may be held in-person or remotely.</li> </ul>
7. <b>Accountability</b>	<ul style="list-style-type: none"> <li>• The panel is accountable for providing recommendations to Council regarding the distribution of funds.</li> </ul>
8. <b>Assessment processes</b>	<ul style="list-style-type: none"> <li>• Applications will be considered against the assessment criteria and issued a score via SmartyGrants.</li> <li>• An average of scores will be compiled and provided to the entire panel.</li> <li>• Panel members will meet to review scores and discuss before deciding the applications to be recommended for funding.</li> <li>• If agreement cannot be reached, the Chair will undertake an additional assessment of the application, and the average of all scores will be used to determine the final score.</li> </ul>



	<ul style="list-style-type: none"><li>• Should the total of eligible grants requested exceed the total available funds, the panel will make recommendations regarding the distribution of funds which may include part-funding.</li><li>• The Panel and/or Chair may make recommendations regarding the distribution of funds in each category based on the applicants received.</li></ul>
<b>9. Reporting requirements</b>	<ul style="list-style-type: none"><li>• At the conclusion of assessment, the Chair will: Present a summary of the process to the Councillor Review Panel to provide oversight and transparency over the process via email.</li><li>• Produce a Council Report including a summary of the assessment, scores, recommended allocation, and unsuccessful applications.</li></ul>

Name	Councillor Review Panel
<b>1. Scope</b>	Consider recommendations from Officer Assessment Panel for the CoRE Grant Program (all rounds / all categories).
<b>2. Membership and chairperson</b>	<ul style="list-style-type: none"> <li>• Manager Community Health &amp; Wellbeing (Chair)</li> <li>• Two nominated Councillors</li> <li>• Coordinator Sustainability Engagement, or Officer Panel Chair (advisory capacity only).</li> <li>• Two Councillors and the Chair must be present to constitute a quorum.</li> </ul>
<b>3. Role of Members</b>	<ul style="list-style-type: none"> <li>• Review probity of process across the program.</li> <li>• Consider Officer Assessment Panels’ recommendations.</li> </ul>
<b>4. Conflict of Interest / Alternative Members</b>	<ul style="list-style-type: none"> <li>• In the event of a conflict of interest: <ul style="list-style-type: none"> <li>• The Mayor would replace a Councillor on the panel.</li> <li>• If the Mayor also has a conflict or is unavailable, the Deputy Mayor will replace the conflicted Councillor.</li> <li>• If the Manager Community Health &amp; Wellbeing has a conflict, the Manager City Life would replace the Manager Community Health &amp; Wellbeing as the Chair.</li> </ul> </li> </ul>
<b>5. Meeting frequency, location and duration</b>	<ul style="list-style-type: none"> <li>• Panel meets once per annum.</li> <li>• Meetings may be held in-person or virtually.</li> <li>• Email comments / confirmation of review may be used in lieu of a meeting.</li> </ul>
<b>6. Accountability</b>	<ul style="list-style-type: none"> <li>• Accountable to review recommendations and the probity of process across the program.</li> <li>• Funding recommendations will be considered and endorsed at an Ordinary Meeting of Council.</li> </ul>
<b>7. Review considerations</b>	<ul style="list-style-type: none"> <li>• Review probity of assessment process.</li> <li>• Review equitability of distribution.</li> </ul>
<b>8. Reporting requirements</b>	<ul style="list-style-type: none"> <li>• On the basis of the Panel’s completed review, the Coordinator Sustainability Engagement (or Officer Panel Chair) will prepare a Council Report including a summary of recommended applications, those not recommended, and a request to distribute funds.</li> <li>• This Report will be considered at an Ordinary Meeting of Council.</li> </ul>

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<b>REPORT NO:</b>	8.4
<b>REPORT TITLE:</b>	Council Policies Update
<b>SOURCE:</b>	Holly De Kretser, Manager Governance Peter Faull, Coordinator Governance
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	-
<b>POLICY:</b>	Playgroup Support Policy, Occasional Care Enrolment Policy, Citizenship Ceremony Dress Code Policy, Councillor Portfolio Guidelines Policy and Biodiversity Planning Policy
<b>STRATEGIC OBJECTIVE:</b>	SO4.1 A high performing organisation that prioritises continuous improvement, safety and accountability.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Playgroup Support Policy</i></li><li>2. <i>Occasional Care Enrolment Policy</i></li><li>3. <i>Citizenship Ceremony Dress Code Policy</i></li><li>4. <i>Councillor Portfolio Guidelines Policy</i></li><li>5. <i>Biodiversity Planning Policy</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 Council policies undergo regular review, at minimum every four years, to ensure they remain current and applicable in a changing environment. This report considers policies which officers recommend have inconsequential changes. Policies which are proposed to change significantly or are newly developed will be presented to Council for consideration in standalone reports.
- 1.2 This report recommends that Council readopts the Playgroup Support, Occasional Care Enrolment and Citizenship Ceremony Dress Code policies, and revokes the Councillor Portfolio Guidelines and Biodiversity Planning policies.
- 1.3 Details on why each of these recommendations are being made are provided in this report.

## 2. RECOMMENDATION:

- 2.1 That Council revokes the Playgroup Support Policy which was adopted on 15/03/2021, and adopts the Playgroup Support Policy which is provided as Attachment 1 of this report;
- 2.2 That Council revokes the Occasional Care Enrolment Policy which was adopted on 15/11/2021, and adopts the Occasional Care Enrolment Policy which is provided as Attachment 2 of this report;
- 2.3 That Council revokes the Citizenship Ceremony Dress Code Policy which was adopted on 10/03/2020, and adopts the Citizenship Ceremony Dress Code Policy which is provided as Attachment 3 of this report;

**REPORT NO: 8.4 (cont.)**

- 2.4 That Council revokes the Councillor Portfolio Guidelines Policy which was adopted on 04/07/2016, which is provided as Attachment 4 of this report.**
- 2.5 That Council revokes the Biodiversity Planning Policy which was adopted on 10/03/2020, which is provided as Attachment 5 of this report.**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

Council policies may make reference to various legislative powers that are applicable to the policy area.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

- 4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:**
  - 4.1.1 Council decisions are to be made and actions taken in accordance with the relevant law;**
  - 4.1.2 Priority is to be given to achieving the best outcomes for the municipal community, including future generations;**
  - 4.1.3 the transparency of Council decisions, actions and information is to be ensured.**

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

- 5.1.1 The Charter of Human Rights and Responsibilities has been considered and the recommendations made in this report do not limit any rights.**

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 A gender impact assessment was not conducted for the Playgroup Support and Occasional Care Enrolment policies because they are not considered to have a direct and significant impact on the public.**
- 5.2.2 A gender impact assessment was not conducted for the Citizenship Ceremony Dress Code Policy because this only applies to people who attend a citizenship ceremony, which is also not considered to meet the criteria of having a direct and significant impact on the public. This policy encourages attendees to celebrate their culture and heritage, and their freedom of expression and individuality.**

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

There are no financial implications directly associated with this report.

**7. OPPORTUNITIES & RISKS:**

- 7.1 All policies that are adopted by Council remain active until they are formally readopted or revoked by Council. There is a risk that any policy which refers to specific legislation could contain out-of-date information or references if it is not reviewed by its scheduled review date, or earlier if there is a change in legislation.**



**REPORT NO: 8.4 (cont.)**

- 7.2 Policies are now given a default review date of 4 years from the date of adoption, unless a shorter period is recommended, to ensure that all policies are reviewed at least once every Council term.

**8. COMMUNITY ENGAGEMENT:**

Community consultation is not required prior to Council considering the recommendations made in this report.

**9. DISCUSSION:**

- 9.1 This report recommends that Council readopts three policies and revokes two policies. The reasons for these recommendations are outlined below:

9.1.1 Playgroup Support Policy

- (a) It is recommended that Council readopts this policy.
- (b) The amendments proposed to this policy will align it with the new Council Plan Objectives. Other minor changes include updates to funding body titles and minor grammatical corrections.

9.1.2 Occasional Care Enrolment Policy

- (a) It is recommended that Council readopts this policy.
- (b) The amendments proposed to this policy revise wording and clarifications to enhance understanding and transparency. It now clearly states that Hume City’s Occasional Care services are approved for the Child Care Subsidy, and the explanation of this subsidy has been reworded for improved clarity. Additionally, the policy confirms its applicability across all Hume City Council Occasional Care sites.
- (c) Operational updates include an increase in the maximum number of children per session from 15 to 20, with a specification that up to 5 of these children may be under 36 months of age. While these changes expand capacity, the educator-to-child ratios remain unchanged and are clearly defined to ensure continued quality of care.
- (d) The policy also reinforces Hume City Council’s commitment to child safety, aligning with the Victorian Child Safe Standards. It places strong emphasis on cultural safety and inclusion, particularly for Aboriginal and Torres Strait Islander children, children with disabilities, and those from diverse backgrounds

9.1.3 Citizenship Ceremony Dress Code

- (a) It is recommended that Council readopts this policy.
- (b) Minor administrative amendments are proposed to this policy, and some clauses have been updated to better reflect Council’s requirement to have a dress code for citizenship ceremonies under the Australian Citizenship Ceremonies Code.

9.1.4 Councillor Portfolio Guidelines Policy.

- (a) It is recommended that Council revokes this policy.
- (b) The use of portfolios was explored with the Council during the 2025 induction program. Council has a robust advocacy framework to focus priorities in policy areas. With this in mind, Council has not actively utilized this policy or a portfolio model and instead shares representation and interest via the appointment to advisory committees and representative

**REPORT NO: 8.4 (cont.)**

forums made at the statutory meetings. If required in future, Council could develop a portfolio policy to guide Councillor engagement and reflect the working styles of the current term of Council.

**9.1.5 Biodiversity Planning Policy**

- (a) It is recommended that Council revokes this policy.
- (b) This policy largely duplicates the requirements of the Hume Planning Scheme. It is therefore not required as the Planning Scheme takes precedence over any local policy in making planning decisions.
- (c) This policy will instead be replaced by improved, and more interactive, guidance to applicants in the form of information sheets and website information. Further, officers will explore if local policy is required to be amended in regards to biodiversity planning through the Planning Scheme Review process.

**10. CONCLUSION**

This report recommends that Council readopts three policies, and revokes one policy, for the reasons outlined in this report.

*Council Approved Policy*

# HUME CITY COUNCIL PLAYGROUP SUPPORT POLICY

Policy reference No:	POL/186
File No:	HCC15/190
Strategic objective:	3.2 A healthy community with access to opportunities.
Adopted by Council:	11 November 2013
Re-Adopted:	27 October 2025
Date for review:	1 July 2029
Responsible officer:	Manager Family, Youth and Children’s Services
Department:	Family, Youth and Children’s Services

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## PLAYGROUP SUPPORT POLICY

## 1 Policy Statement

- 1.1 It is Council policy to support and guide the development of universal and targeted playgroups in Hume City.
- 1.2 It is Council policy to conduct regular review of the availability of playgroups, with the aim of ensuring community access to a range of universal and targeted playgroups across the municipality. On occasion, this analysis may lead to a change in the role of Council in support of a playgroup including where it administers external funding.
- 1.3 It is not Council policy to provide or support all playgroups in Hume City; but to provide support to these services when and where it is most appropriate for Council to do so, based on the principles and scope outlined in this policy.
- 1.4 Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation. Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability.

## 2 Purpose

- 2.1 The purpose of this policy is to guide Council's role in ensuring Hume residents have access to a range of universal and targeted playgroups and ensuring equitable and appropriate allocation of Council resources which supports the role of playgroups.
- 2.2 The policy outlines Council's roles and responsibilities in the context of its social justice commitments and the existing strong evidence to support the role of playgroups.
- 2.3 The legislative and regulatory context that supports Council's role in supporting playgroups is limited to:
- 2.4 The Local Government Act that requires Council to plan and provide for wellbeing within the community; and
- 2.5 The National Early Childhood Reform Agenda which aims to improve the health, safety, early learning and wellbeing of Australia's children and is used as a guide in the support of playgroups but does not govern playgroups.

<b>Policy Reference No:</b>	POL/186	<b>Responsible Officer:</b>	Manager Family, Youth and Children's Services
<b>Date of Re/Adoption:</b>	27 October 2025	<b>Department:</b>	Family, Youth and Children's Services



**PLAYGROUP SUPPORT POLICY**

- 2.6 A range of principles guide the implementation of this policy, with the aim of providing opportunities for best quality early years services for children and families in Hume City. In facilitating high quality playgroup opportunities across the municipality, Hume City Council plays a number of key roles, which are outlined in this policy.
- 2.7 Planning for playgroup provision including regular monitoring of opportunities across the municipality and identification of gaps in response to changing or emerging community need.
- 2.8 Providing playgroups where appropriate and applicable.
- 2.9 Providing access to Council owned and managed community facilities for the delivery of playgroups with the expectation of a return on costs directly associated with the permitted use and formal usage agreements in place.
- 2.10 Providing a support role through the provision of targeted information to playgroup facilitators.
- 2.11 Advocating for enhanced playgroup funding or targeted support where need is identified in planning process.

### 3 Scope

- 3.1 The following principles underpin Council's approach to playgroup provision in the municipality and are to be considered at all times when implementing this policy:
  - 3.1.1 Early years services, including playgroups, directly improve a child's social, emotional, learning and employment opportunities throughout different life stages.
  - 3.1.2 Playgroups provide an environment for parents and carers to build social capital, create friendships and social support networks that enhance their quality of life.
  - 3.1.3 Quality is critical to achieving the broader benefits of all early years' services including playgroups.
  - 3.1.4 Integrated and partnership models deliver the best possible outcomes for children and families.
  - 3.1.5 Council's various roles in supporting playgroups strengthens Council's planning role and its capacity to deliver social justice outcomes for Hume residents.

- 3.2 Council will undertake planning for the adequate provision of *playgroups*

Policy Reference No:	POL/186	Responsible Officer:	Manager Family, Youth and Children's Services
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**PLAYGROUP SUPPORT POLICY**

*in the municipality through:*

- 3.2.1 Identifying infrastructure requirements to support playgroup provision across the municipality, including creation of appropriate space in new Council facilities in growth areas and modernisation in established areas of Hume City.
- 3.2.2 Where Council is responsible for the allocation of external funds it will do so in a manner consistent with the requirements of the funding body and in a targeted manner according to the following priorities. Playgroups which support the following targeted groups:
  - a) Children of Hume City residents who are identified by parent, carer or guardian as being of Aboriginal and/or Torres Strait Islander descent.
  - b) Families with children with identified additional needs.
  - c) Culturally and linguistically diverse children and their families, with a particular focus on recently arrived families.
  - d) Children residing in Hume City who are considered to be at risk (referrals) or identified as having complex needs; and
  - e) All other community groups.
- 3.2.3 Identification of relevant social trends and emerging community needs through research and community engagement to ensure planning is robust and evidence- based.
- 3.2.4 Provide leadership and advocacy with local Early Year’s Partnerships and the community to influence future State and Federal Government policy directions and initiatives including encouraging other providers to promote access to facilities for the provision of playgroups, such as schools.
- 3.2.5 Promote playgroups and their benefits to families in Hume City, including:
  - a) Disseminate information regarding available playgroups within Hume to families and encourage complementary services to refer families to established playgroups.
  - b) Inform community of the value of playgroup participation; and
  - c) Promote collaboration across playgroup providers and other relevant services.

## 4 Objective

<b>Policy Reference No:</b>	POL/186	<b>Responsible Officer:</b>	Manager Family, Youth and Children’s Services
<b>Date of Re/Adoption:</b>	27 October 2025	<b>Department:</b>	Family, Youth and Children’s Services

**PLAYGROUP SUPPORT POLICY**

- 4.1 Council's implementation of this policy will support the development and enhancement of a robust platform of playgroups across the municipality which:
- 4.1.1 is sustainable.
  - 4.1.2 offers choice.
  - 4.1.3 offers quality.
  - 4.1.4 is accessible - culturally, geographically and financially.
  - 4.1.5 is integrated with other relevant services and provides an access point to complementary child and family support services, and
  - 4.1.6 supports playgroup provision at times and in locations that align with community needs.
- 4.2 This policy is aligned to the Council Plan Strategic Objective 3.2 A healthy community with access to opportunities ; and focuses on:
- 4.2.1 Provision of high quality education facilities and learning programs that are locally accessible for people of all ages.
  - 4.2.2 Council's role in planning, service delivery and advocacy to enable families to access support services and increase participation rates in early year's programs.
- 4.3 This policy is also aligned to the Council Plan Strategic Objective 3.3 An inclusive and socially connected community that celebrates diversity and culture.

## 5 Policy Implementation

- 5.1 Council will respond to community need for playgroups within the limitations of the scope, as identified in this Policy, through:
- 5.1.1 Planning.
  - 5.1.2 Advocacy.
  - 5.1.3 Active participation in partnerships with community service providers.
  - 5.1.4 Providing expertise and support to non-Council playgroup providers and facilitators through the employment of Playgroup Support Officers; and
  - 5.1.5 Provision of access to Council owned and managed community facilities for the delivery of playgroups at a nominal fee set as part of the annual budget process.

<b>Policy Reference No:</b>	POL/186	<b>Responsible Officer:</b>	Manager Family, Youth and Children's Services
<b>Date of Re/Adoption:</b>	27 October 2025	<b>Department:</b>	Family, Youth and Children's Services



## PLAYGROUP SUPPORT POLICY

- 5.2 The Policy will be available on Council's Internet site and available on request.
- 5.3 The Policy will be reviewed in July 2029 or sooner if required.

## 6 Definitions and Abbreviations

- 6.1 **Playgroup** - A playgroup can be described as a gathering of parents, carers and children who join in a supportive environment to enable participants to develop valuable social and family support networks to empower families to support young children's development through a variety of developmentally appropriate play experiences and activities. The playgroup may be facilitated by an Early Childhood professional (a supported or facilitated playgroup) or be managed by the participating parents and carers (a community playgroup).
- 6.2 **Viable** - A viable model of service delivery is a model that allows the service to operate in a financially sustainable way without Council subsidy.
- 6.3 **Access** - A family is considered to have 'access' to playgroup when a place is available in a quality program where neither distance nor cost presents a barrier to attendance.
- 6.4 **Industry leading practice** - Practice that is aligned with contemporary early childhood policy and international and national research determining a model of practice that achieves the best possible outcomes for the community.
- 6.5 **Strategic Objectives** - Refer to Council's adopted strategic objectives including the Council Plan and other strategic plans as detailed in the related documents section of this policy.
- 6.6 DE Department of Education (State Government)
- 6.7 **DFFH** – Department of Families, Fairness and Housing (State Government)

## 7 Related Documents

- 7.1 Hume City Council Plan 2025 -2029
- 7.2 Local Government Act (2020)
- 7.3 Supported Playgroups – Policy and Funding Guidelines 2021
- 7.4 Roadmap for Reform: Stronger Families, Safe Children 2016 (DFFH nee

Policy Reference No:	POL/186	Responsible Officer:	Manager Family, Youth and Children's Services
Date of Re/Adoption:	27 October 2025	Department:	Family, Youth and Children's Services



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**PLAYGROUP SUPPORT POLICY**

DHHS)

7.5 Early Childhood Reform Plan 2017 (DET)

7.6 Hume City Council 0-24 Framework 2019-2029

<b>Date Adopted</b>	11 November 2013
<b>Date Re-Adopted</b>	27 October 2025
<b>Review Date</b>	1 July 2029

<b>Policy Reference No:</b>	POL/186	<b>Responsible Officer:</b>	Manager Family, Youth and Children’s Services
<b>Date of Re/Adoption:</b>	27 October 2025	<b>Department:</b>	Family, Youth and Children’s Services

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# HUME CITY COUNCIL OCCASIONAL CARE ENROLMENT POLICY

Policy reference No:	POL/182
File No:	HCC10/599
Strategic objective:	SO3.2 A healthy community with access to opportunities
Adopted by Council:	23 November 2015
Re-Adopted:	27 October 2025
Date for review:	1 November 2027
Responsible officer:	Manager Family, Youth and Children's Services
Department:	Family, Youth and Children's Services

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OCCASIONAL CARE ENROLMENT POLICY

## 1 Policy Statement

- 1.1 Occasional Care places are allocated in a manner which ensures equity of access and demonstrates a transparent administrative process.
- 1.2 Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation. Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability.

## 2 Purpose

- 2.1 The purpose and guiding principles of the Occasional Care Enrolment Policy (the Policy) is to ensure that families in Hume City have access to information, and a choice of high quality, flexible children services.

## 3 Scope

- 3.1 In accordance with the Victorian Department of Education (DE) regulatory requirements and license conditions, children may access up to 5 hours of occasional care per day and up to 15 hours per week.
- 3.2 Hume City's Occasional Care service is a Child Care Subsidy approved service and therefore, eligible families are able to obtain a Federal Government subsidy which may reduce Child Care Fees.
- 3.3 This policy applies to Hume City Council's Occasional Care program.

## 4 Objective

- 4.1 To facilitate the placement of children into Occasional Care through a fair and equitable booking system.
- 4.2 To provide details of the eligibility criteria for applications, the prioritisation of places, time lines for lodging of applications and its procedures.
- 4.3 To ensure placements and procedures are in alignment with the Australian Commonwealth Government Priority of Access Guidelines.
- 4.4 To ensure placements are provided according to Hume City Council

Policy Reference No:	POL/182	Responsible Officer:	Manager Family, Youth and Children's Services
Date of Re/Adoption:	27 October 2025	Department:	Family, Youth and Children's Services
Review Date:	1 November 2027		



OCCASIONAL CARE ENROLMENT POLICY

Social Justice Charter.

## 5 Policy Implementation

### 5.1 Eligibility Criteria

5.1.1 All children aged 6 weeks to 5 years of age, who have not commenced attending Primary School, are eligible to access Occasional Care.

### 5.2 Application priorities

5.2.1 The Commonwealth Priority of Access will govern the priority of children allocated a place at Family, Youth and Children's Services Occasional Care service.

5.2.2 Priority will then be given to children of Hume City Council residents.

5.2.3 The Australian Commonwealth Government Priority of Access Guidelines are:

Priority	Criteria
First Priority:	A child at risk of serious abuse or neglect
Second Priority:	A child of a single parent who satisfies, or of both parents who both satisfy, the work/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
Third Priority:	Any other child
Within these main categories priority should also be given to the following children:	
<ul style="list-style-type: none"><li>Children in Aboriginal and Torres Strait Islander families.</li><li>Children in families which include a disabled person.</li><li>Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or who or whose partner is on income support</li><li>Children in families from a non-English speaking background.</li><li>Children in socially isolated families.</li><li>Children of single parents.</li></ul>	

### 5.3 How to Apply

5.3.1 Casual bookings are made one week in advance as defined in the Family Handbook and Hume Council website.

Policy Reference No:	POL/182	Responsible Officer:	Manager Family, Youth and Children's Services
Date of Re/Adoption:	27 October 2025	Department:	Family, Youth and Children's Services
Review Date:	1 November 2027		

OCCASIONAL CARE ENROLMENT POLICY

- 5.3.2 Council cannot guarantee applicants will receive an Occasional Care place, as there is a limit at each service of 20 places per session
- Educator to child ratios are adhered to as defined by the Education and Care Services National Regulations and are as follows: 1:4 for children from birth to 36 months, 1:11 for children three and up to and including preschool age
- 5.3.3 Families must indicate their Priority of Access Rating when requesting a booking.
- 5.4 **Occasional Care Fees**
- 5.4.1 The session fee is determined each year as part of Council's budget and is charged on a sessional basis.
- 5.4.2 Families who regularly utilise the service will be notified of fee changes in a timely manner.
- 5.4.3 Fees are charged via an online payment system. Cash payments are not permitted.
- 5.5 **Occasional Care operational sessions**
- 5.5.1 Occasional Care operational session days and times and enrolment numbers will be reviewed annually and may vary from year to year.
- 5.5.2 Council may make alterations to any Occasional Care session dependent on applications or centre numbers at any time.

## 6 Definitions and Abbreviations

6.1 ***Occasional Care***

Occasional Care provides centre-based child care for children from birth to six years for up to 5 hours per day and up to 15 hours per week per child. Occasional Care is 'occasional' in the sense that it can only be booked weekly, rather than permanent bookings as is the case in traditional Long Day Care.

6.2 ***Commonwealth Priority of Access***

The Australian Government Priority of Access Guidelines governing the priority criteria that must be followed in allocating places to children.

Policy Reference No:	POL/182	Responsible Officer:	Manager Family, Youth and Children's Services
Date of Re/Adoption:	27 October 2025	Department:	Family, Youth and Children's Services
Review Date:	1 November 2027		

**OCCASIONAL CARE ENROLMENT POLICY**

## 7 Related Documents

- Australian Commonwealth Government Priority of Access Guidelines
- Equal Opportunity Act (Victoria) 2010
- Children's Services Act 1996
- Children's Services Regulations 2011
- Education and Care National Law Act 2010
- Education and Care National Law Regulations 2011
- Social Services Legislation Amendment (Omnibus Savings and Child Care Reform) Bill 2017

<b>Date Adopted</b>	23 November 2015
<b>Date Re-Adopted</b>	27 October 2025
<b>Review Date</b>	1 November 2027

<b>Policy Reference No:</b>	POL/182	<b>Responsible Officer:</b>	Manager Family, Youth and Children's Services
<b>Date of Re/Adoption:</b>	27 October 2025	<b>Department:</b>	Family, Youth and Children's Services
<b>Review Date:</b>	1 November 2027		

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*Council Approved Policy*

HUME CITY COUNCIL

# Citizenship Ceremony Dress Code Policy

Policy reference No:	POL/280
File No:	HCC20/17
Strategic objective:	3.3 An inclusive and socially connected community that celebrates diversity and culture.
Adopted by Council:	10 March 2020
Re-Adopted:	24 November 2025
Date for review:	March 2025
Responsible officer:	Manager Governance
Department:	Governance

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CITIZENSHIP CEREMONY DRESS CODE POLICY

## 1 Policy Statement

- 1.1 The Australians Citizenship Ceremonies Code, as approved by the Department of Home Affairs, states:
- The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. A Dress Code is to be set by individual councils.
  - Councils must provide a current copy of their Dress Code to the Department of Home Affairs
- 1.2 A copy of Council’s Dress Code is provided as Attachment 1 of this policy.

## 2 Purpose

- 2.1 To provide a respectful environment that allows all attendees at Citizenship Ceremonies the opportunity to express their heritage or cultural background, whilst deterring clothing that may be deemed offensive to another person.

## 3 Scope

- 3.1 This policy applies to all attendees at any of Hume City Council’s Citizenship Ceremonies, held in any of the community spaces within the municipality.

## 4 Objective

- 4.1 To comply with the Federal Government’s requirement that Local Councils adopt a Dress Code for Citizenship Ceremonies.

## 5 Related Documents

- 5.1 Australia Citizenship Ceremonies Code

<b>Date Adopted</b>	10 March 2020
<b>Date Re-Adopted</b>	24 November 2025
<b>Review Date</b>	November 2029

<b>Policy Reference No:</b>	POL/280	<b>Responsible Officer:</b>	Manager Governance
<b>Date of Re/Adoption:</b>	24 November 2025	<b>Department:</b>	Governance
<b>Review Date:</b>	November 2029		

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## CITIZENSHIP CEREMONY DRESS CODE POLICY

## ATTACHMENT 1

**Hume City Council Citizenship Ceremonies – Dress Code**

As an attendee of Citizenship Ceremonies held by Hume City Council, you have the right and responsibility to dress appropriately to celebrate this significant occasion. Hume City is a diverse community with residents originating from over 150 different countries across the world. Attendees of Citizenship Ceremonies are encouraged to wear garments that celebrate their heritage during the conferral of Australian Citizenship, and are encouraged to:

- Celebrate their culture and heritage,
- Celebrate their freedom of expression and individuality.

Council respectfully asks that items of clothing that contain profanity, nudity, racism, remarks, slogans, offensive images and insignia, or anything that may be deemed offensive by another are not worn to any Citizenship Ceremony, or that these items of clothing remain covered up during the entirety of the event.

Any person in attendance who violates this dress code may not be permitted entry to the event.

Council authorises the Senior Officer of Council present at Citizenship Ceremonies to enforce this Code.

**Adopted by Hume City Council: 24 November 2025**

<b>Policy Reference No:</b>	POL/280	<b>Responsible Officer:</b>	Manager Governance
<b>Date of Re/Adoption:</b>	24 November 2025	<b>Department:</b>	Governance
<b>Review Date:</b>	November 2029		



*Council Approved Policy*

HUME CITY COUNCIL  
**Councillor  
Portfolio  
Guidelines Policy**

Policy reference No:	POL/158
File No:	HCC12/403
Strategic objective:	4.1 A high performing organisation that prioritises continuous improvement, safety and accountability
Adopted by Council:	June 2000
Re-Adopted:	4 July 2016
Date for review:	4 July 2021
Responsible officer:	Manager Governance
Department:	Governance

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**COUNCILLOR PORTFOLIO GUIDELINES POLICY**

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**1 POLICY STATEMENT**

The main role of Portfolio Councillors is to be a spokesperson within the Council Chamber for those issues falling within their allocated portfolio. Portfolio Councillors should adhere to the Requesting Advice or Information - Protocols as contained in the Code of Conduct for Councillors, and not be involved in the day to day operation of the portfolio area.

**2 PURPOSE**

**2.1** The purpose of this policy is to clarify expectations and set clear directions for the role of Portfolio Councillors. This includes defining the relationship between a Portfolio Councillor and the staff within the portfolio area, their involvement in policy discussion, and their role in representing Council on issues that fall within their portfolio.

**2.2** The Portfolio Councillor's main role will be in the Council Chamber advising on topical issues and advocating for their portfolio area by requesting Council action or resources.

**3 SCOPE**

This policy applies to all Councillors of Hume City.

**4 OBJECTIVE**

**4.1** That Council will be better informed by the Portfolio Councillor who will have a more significant understanding of the portfolio activities and issues than Councillors generally.

**4.2** The Portfolio Councillor will be able to speak with knowledge of specific issues and activities of his/ her portfolio at Council meetings, and publicly if requested to by the Mayor.

**4.3** To utilise the ability to greater inform Councillors on specific areas of Council's functions to maximise the use of all Councillor's time, whilst ensuring Council has at its disposal all relevant information for making decisions.

**4.4** The Portfolio Councillor will contribute to officer's understanding of Council's preferences and direction for matters falling within the portfolio.

**5 POLICY IMPLEMENTATION**

**5.1** Portfolio Councillors will regularly meet with the relevant Director (and senior management as deemed appropriate) to be informed on the topical issues, proposed legislative changes and industry and technology updates.

**5.2** Portfolio Councillors will be well informed of controversial legislation or proposals and will endeavour to have a detailed understanding of issues.

**5.3** Portfolio Councillors will not independently of Council set policy, or give instructions on report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors or senior officers but the report preparation and content will always

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<b>Date of Re/Adoption:</b>	4 July 2016	<b>Department:</b>	Governance
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## COUNCILLOR PORTFOLIO GUIDELINES POLICY

remain the officer's responsibility, and it should be prepared free from improper influence or direction from the Portfolio Councillor.

**5.4** Portfolio Councillors are not responsible for the performance outcomes of their portfolio area.

**5.5** The communication of information to Councillors in general should not change, with all Councillors being kept well-informed of major controversial or topical issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council. This may be via memo, briefing note or information report to Council.

**5.6** There is no provision for a Portfolio Councillor to sign any documents as a portfolio holder.

**5.7** Any press releases or media enquiries will be handled by the Mayor and Portfolio Councillors will only speak to an issue if requested by the Mayor.

## 6 DEFINITIONS AND ABBREVIATIONS

**6.1** Nil.

## 7 RELATED DOCUMENTS

**7.1** Code of Conduct for Councillors

<b>Date Adopted</b>	June 2000
<b>Date Re-Adopted</b>	4 July 2016
<b>Review Date</b>	4 July 2021

<b>Policy Reference No:</b>	POL158	<b>Responsible Officer:</b>	Manager Governance
<b>Date of Re/Adoption:</b>	4 July 2016	<b>Department:</b>	Governance
<b>Review Date:</b>	4 July 2021		

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*Council Approved Policy*

HUME CITY COUNCIL

# Biodiversity Planning Policy

Policy reference No:	POL/150
File No:	HCC09/221-02
Strategic objective:	2.1 Protection and enhancement of our natural environment.
Adopted by Council:	March 2020
Re-Adopted:	
Date for review:	31 March 2025
Responsible officer:	Manager Planning and Development
Department:	Planning and Development

[hume.vic.gov.au](http://hume.vic.gov.au)



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**BIODIVERSITY PLANNING POLICY**

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**1 POLICY STATEMENT**

Council is committed to ensuring that as a requirement of development:

- 1.1 Biodiversity values are protected and enhanced to achieve a net gain in quality, extent and connectivity of conservation assets within the municipality.
- 1.2 Conservation assets are well-integrated within the built environment and the community is able to access and enjoy these spaces.

**2 PURPOSE**

The purpose of this policy is to:

- 2.1 Articulate Council's commitment and approach to the protection and retention of the biodiversity values in the planning of new development and Council works.
- 2.2 Provide guidance to applicants to ensure that native vegetation, scattered indigenous trees and waterways are appropriately considered and incorporated into development design.
- 2.3 Ensure that offset requirements from development are met and contribute to the enhancement of biodiversity values in Hume and the wider Northern and Western Region of Melbourne.

**3 SCOPE**

This policy is applicable to:

- 3.1 Any proposed precinct structure plan, development plan, planning permit application or equivalent, which has the potential to impact on native vegetation, scattered indigenous trees or waterways.
- 3.2 Council works which have the potential to impact on native vegetation, scattered indigenous trees or waterways (whether conducted by, or on behalf of, Council).
- 3.3 Any native vegetation offset reserve or other biodiversity conservation reserve which is located within the municipality.

This policy may also provide guidance to the removal of non-indigenous vegetation that falls outside of the Hume Planning Scheme where the vegetation acts to contribute to the objectives of this policy.

<b>Policy Reference No:</b>	POL/150	<b>Responsible Officer:</b>	Manager Planning and Development
<b>Date of Re/Adoption:</b>	10 March 2020	<b>Department:</b>	Planning and Development
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## BIODIVERSITY PLANNING POLICY

### 4 OBJECTIVE

The objectives of this policy are to:

- 4.1** Reduce the impact of development on biodiversity.
- 4.2** Increase recognition of native vegetation as a visual and environmental feature that provides character, cultural history, local context, ecosystem services and amenity to the municipality.
- 4.3** Increase the number of scattered trees that are retained during the development process for local biodiversity, amenity, cultural heritage, urban cooling and landscape character purposes.
- 4.4** Improve the incorporation of biodiversity assets (including native vegetation, scattered indigenous trees, escarpments and waterways) in the design of new developments.
- 4.5** Increase the quantity of native vegetation offsets that are locally sourced within and nearby the Hume municipality.
- 4.6** Ensure that offset sites are appropriately designed, protected and maintained to adequately compensate the environment for losses to biodiversity.
- 4.7** Increase community access and enjoyment of conservation areas.

### 5 POLICY IMPLEMENTATION

#### 5.1 Applications to Remove, Destroy or Lop Native Vegetation

Applications to remove, destroy or lop native vegetation must provide the following information to ensure that the proposal can be assessed against the objectives of this policy.

- a) The context of the site and its surrounds with regards to the entire network of existing and future reserves (including conservation reserves and open space) whether managed by State agencies, Hume City or other councils.
- b) The presence and location of Indigenous and non-Indigenous cultural heritage values on the site.
- c) Biodiversity conservation attributes within the site (including but not limited to):
  - Areas of high-quality conservation significance
  - Presence of trees with a diameter at breast height over 40cm and/or trees with hollows
  - Areas of high floristic richness
  - The impact of the development on habitat connectivity for flora and fauna species and vegetation communities
  - The size of the conservation area with regard to ongoing viability of the populations of the flora and fauna species to be protected

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## BIODIVERSITY PLANNING POLICY

- Areas of the site that represent a moderate to high quality example of a rare, vulnerable or endangered Ecological Vegetation Class (EVC) or support habitat for a rare and threatened species listed under the Department of Energy, Environment and Climate Action (DEECA) advisory list
  - Current or likely requirements to meet a relevant *Environmental Protection and Biodiversity Conservation Act* 1999 (EPBC) approval condition (e.g. Biodiversity Conservation Strategy)
  - The role that the biodiversity values and any canopy cover have in providing for local amenity, urban cooling and landscape character.
  - The location of any natural waterways, wetlands and artificially constructed drains and dams.
  - The natural hydrological conditions of the site.
- d) An assessment of opportunities to avoid and minimise the loss of native vegetation within the site.
- e) Any bushfire, grassfire or public safety risks.
- f) The capability of the land to support the proposed activity including slope, land subsidence potential and protection of water quality, including the role of native vegetation in preventing soil erosion, soil degradation or landslip.
- g) The requirement and size of any proposed sewage and effluent easements.
- h) An assessment of the vegetation to be retained and removed against Native Vegetation Protection Standards (s6.13) defined within the definitions of this policy

### 5.2 Native Vegetation Offset Allocations

This section outlines Council's requirements for the acceptance of offset allocations where a proposal to clear native vegetation has been permitted.

#### 5.2.1 Native Vegetation Guidelines

- a) Native Vegetation Offsets are to be determined in accordance with Victoria's *Guidelines for the removal, destruction or lopping of native vegetation guidelines* incorporated in the Victorian Planning Scheme, and any subsequent approved guidelines or programs.
- b) Offset sites for General Habitat Units and Species Habitat Units must be located within Hume. Where it can be demonstrated that suitable offset sites cannot be found within the municipality, offset sites must be located as close to the municipality as possible.

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- c) The location of the offset sites for all credits purchased via the Native Vegetation Credit Register must be provided to Council prior to the issuing of Statement of Compliance.
- d) Offset sites may be located either on private land or suitable freehold public land.
- e) Offsets sites must be secured on title via a Section 69 agreement or Trust for Nature Covenant. Section 173 agreements are not to be used for this purpose. They may be used as a temporary measure (subject to Council approval) during the process of securing offsets through other means.
- f) Council will only accept offsets required under Hume City Council planning permit conditions within a secondary municipality if traded through the Victorian Native Vegetation Credit Register.

### 5.2.2 Biodiversity Conservation Strategy

For areas identified within the Biodiversity Conservation Strategy all habitat compensation obligations, any environmental mitigation levy and land security obligations must be met in accordance with the approved documents.

### 5.3 Conservation reserves design and management (offset and non-offset)

This section outlines how Council will consider the design of conservation reserves in meeting the objectives of this policy.

**5.3.1** All conservation reserves will be negotiated on a case-by-case basis and Council has the right to refuse acceptance of any conservation reserve.

**5.3.2** Conservation reserves can be created for the protection of native vegetation, biodiversity, and landscape values such as escarpments, significant trees, creeks and waterways.

**5.3.3** Council may consider accepting ownership of conservation reserves where a benefit to the community and the environment is achieved.

**5.3.4** Each conservation reserve must be accompanied by a fully costed two year conservation management plan to be undertaken by the developer or with funds transferred to Council for management, prior to the issue of Statement of Compliance. If a conservation reserve will be an offset reserve in accordance with Section 5.4 the ten-year Offset Management Plan will be used instead of a conservation management plan.

### 5.3.5 Shape and Size

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## BIODIVERSITY PLANNING POLICY

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- a) Council will consider acceptance of conservation reserve assets of all shapes and sizes where ongoing management and protection can be ensured.
- b) Wherever possible, all conservation reserves should be squared off to ensure the lowest edge to conservation ratio possible.

### 5.3.6 Hydrology

- a) Natural hydrological conditions are to be maintained for all conservation reserves, as far as practical.
- b) When natural hydrological conditions cannot be maintained Integrated Water Management and Water Sensitive Urban Design is to be used to reinstate natural hydrological conditions, as far as practical.

### 5.3.7 Access

- a) Suitable access is encouraged for all conservation reserves (formal and informal paths). These must be located outside of areas of significant habitat for native flora and fauna species.
- b) Wherever possible access paths should also serve as fire breaks and management tracks.

### 5.3.8 Integration with urban form and landscaping

- a) All conservation reserves must be bordered with road frontage wherever possible. Backs of lots must not interface with any conservation reserve.
- b) All conservation reserves must include buffers within the streetscape and public land realm that include the reintroduction of indigenous vegetation and improvements to landscape values. Applicants should consult with Council's Landscape Planning Team and Environmental Planning Team for guidance.
- c) Infrastructure services must not be placed within two metres of a conservation reserve boundary.
- d) Where a road needs to be in cut or fill adjacent to a conservation reserve, the level change should be located on the urban side of the road, rather than the conservation reserve side of the road.
- e) Where possible the planting of indigenous vegetation of local provenance should seek to extend and continue vegetative corridors and linkages, while ensuring that such plantings do not increase or introduce the risk of wildfire.

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## BIODIVERSITY PLANNING POLICY

- f) Introduced species which are known to prove a weed risk to conservation reserves must not be used in landscape planting within 400 metres of conservation reserves. Applicants should consult with Council's Environmental Planning Team or Rural Environment Team for guidance.
- g) All waterway conservation reserves must be protected from infrastructure at the minimum thresholds, whichever is the greatest:
  - 10 metres past the 1 in 100 average recurrence interval flood line, or
  - 35 metres past the top of the bank, and
  - encompassing any adjacent native vegetation and scattered trees
- h) A minimum 35 metre infrastructure setback is required from all escarpments. Passive parkland infrastructure (paths and activity nodes may be accepted within the 35 metre setback zone).
- i) Where two conservation areas are separated by a road or similar barrier, the risk of the barrier to faunal habitat connectivity must be investigated and where needed, suitable structures that reduce the connectivity must be implemented (e.g. frog underpasses, fauna bridges).

### 5.3.9 Fencing and Cross Overs

- a) Fencing must be made of fire retardant materials. The use of recycled materials is desirable and encouraged.
- b) All fencing for conservation reserves must allow for fauna movement.
- c) Fencing must allow for access gates for management vehicles and pedestrians.
- d) All management vehicle cross over points must be supported by heavy duty concrete cross overs and lockable access gates.

### 5.3.10 Fire Breaks

- a) All reserves must be interfaced with roads to provide adequate fire safety buffers. Lots backing onto reserves must not be permitted.
- b) All fire mitigation measures (slashed fire breaks, earth bunds, setbacks) must be considered in the design of conservation reserves. Where a conflict between fire prevention and conservation aims is

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identified, fire mitigation measures are required to be located outside conservation reserves.

### 5.4 Native Vegetation Offset Reserves (new reserves)

This section is applicable in circumstances where the native vegetation offsets are located in reserves created through subdivision processes (which are to be vested to Council).

- a) The applicant is responsible for funding all actions and achieving the required management objectives within the minimum statutory 10 year offset management time period.
- b) Where the offsets are located in future reserves which are to be vested to Council, a third party on-title agreement must be entered into prior to the vesting of the reserve with council. This is to ensure that the in-perpetuity requirements can be met.
- c) In some instances Council may consider taking over the management and maintenance of offset sites prior to the 10 year timeframe where appropriate funding is provided by the applicant.
  - i. Early Management Responsibility will be negotiated on a case-by-case basis and must include a legally binding agreement to the satisfaction of Council.
  - ii. Council will include the cost of project management for the remaining offset period in negotiations with the applicant.
  - iii. Council will not take over management and maintenance of offset sites within the 10-year management period where the appropriate funding is not available.
- d) Any funds provided by applicants for offsets will be held by Council in a site-specific fund for each offset site.
- e) Regardless of preceding management arrangements, shared trails which may intersect the offset site are to be made assets of Hume City Council upon the vesting of the reserve in Council's name and following any required defects liability period.
- f) Post the 10-year management offset timeframe and once the reserve is vested with Council, the responsibility for managing any in-perpetuity protection and management requirements rest with Council.

### 5.5 Native Vegetation Offset on Existing Public Land

**5.5.1** Where Council places offsets on existing Council freehold land the offsets must contribute to a Net Gain in the ecological outcomes for the site and

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will only be used to conduct ongoing additional management of the offset site. Offset funds will not be used for any activity currently funded by Council or required by existing legal responsibilities under any legislation or act.

**5.5.2** The value of that land, at current property valuation, will be included in any offset value to be traded on existing public land.

**5.5.3** Any funds provided by applicants for offsets will be held by Council in a site-specific fund for each offset site.

**5.5.4** All Council managed offset sites must be secured on title via a Section 69 agreement or Trust for Nature Covenant.

### 5.6 Native Vegetation Offset on Private Land

This section is applicable to offset sites located on land that will remain in private ownership.

**5.6.1** Offset sites which are to be located on private land must be secured on title via a Section 69 agreement or a Trust for Nature Covenant. Section 173 agreements are not to be used for this purpose. Section 173 agreements may be used as a temporary measure (subject to Council approval) during the process of securing offsets through other means.

**5.6.2** Council will support the creation of offset sites on private land within the municipality through incentive and education programs.

## 6 DEFINITIONS AND ABBREVIATIONS

### 6.1 Biodiversity

The variety of all forms of life, including:

- Genetic diversity – the variety of genes contained in each individual lifeform
- Species diversity – the variety of species
- Ecosystem diversity – the variety of ecological communities and habitats

### 6.2 Biodiversity Conservation Strategy

The Biodiversity Conservation Strategy (June 2013) is the overarching strategy for the protection of biodiversity in Melbourne’s growth corridors.

### 6.3 Conservation Reserve

A parkland reserve managed by a public authority (including Council) for the purposes of the protection of biodiversity ecological values.

### 6.4 Ecological connectivity

The ability for an exchange of individuals between populations, which may help prevent the negative effects of inbreeding and reduced genetic diversity that can occur within

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isolated populations. Ecological connectivity can help in the re-establishment of species that may have become locally extinct and also assist in species adapting to changing climatic conditions.

### 6.5 Ecosystem Services

The contribution that native vegetation plays in protecting important ecosystem service such as disease regulation, erosion control, flood management, clean air and pollination services.

### 6.6 Early Management Responsibility

The acceptance of Council to manage an Offset Reserve in accordance with an approved Offset Management Plan prior to the conclusion of the 10-year management period.

### 6.7 General Habitat Units

A unit of measurement that calculates the impact of proposed clearance of native vegetation when that clearance does not have a significant impact on the habitat for a rare or threatened species.

### 6.8 Handover of Responsibility

The time when Council accepts maintenance responsibility at the conclusion of the 10-year management period for any offset reserve to be vested to Council or at a negotiated Early Management Responsibility date.

### 6.9 In-perpetuity agreement

On-title protection agreement that has no end; the native vegetation cannot be removed now or at any time in the future.

### 6.10 Native Vegetation

Plants indigenous to Victoria including, trees, shrubs, herbs and grasses.

### 6.11 Native Vegetation Credit Register

The Native Vegetation Credit Register is a register controlled by the Department of Energy, Environment and Climate Action that has the aim of improving consistency in the standards for native vegetation credits and transparency in how credits are traded and used. It assists with the trading of credits ensuring that credits are suitable to be used as an offset and that they have not been previously allocated.

### 6.12 Native Vegetation Offsets

In Victoria when native vegetation and scattered trees are permitted to be cleared, native vegetation offsets to compensate the environment for the loss of biodiversity values is required. There are two types of offsets under the native vegetation guidelines in Victoria:

General Habitat Units and Species Habitat Units

### 6.13 Native Vegetation Protection Standards

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## BIODIVERSITY PLANNING POLICY

Where a proponent is seeking to retain or remove native vegetation the following Standards provide guidance on determining the level of protection for any retained or removed vegetation and determining if offsets are required. The Standards appear in descending order of priority.

a) Protected

- Vegetation is protected at two metres from the edge of habitat zones and twice the canopy width of each tree (patches and scattered), whichever is the greater.
- Vegetation will not be subject to any current exemptions under the Hume Planning Scheme that will be enacted once the development is completed.
- Vegetation can generally be used as an offset site / offset reserve subject to the Department of Energy, Environment and Climate Action requirements which include on-title protection.

b) Retained (scattered trees only)

- Trees are protected in accordance with the Australian Standard AS4970-2009 Protection of Trees on Development Sites.
- Vegetation is not subject to any exemptions under the Hume Planning Scheme that will be enacted once the development is completed.
- Trees do not have to be offset but cannot be used to claim offset credits.

c) Deemed Lost

- Vegetation is retained but is subject to potential clearance which would not require a planning permit under Clauses 52.16 or 52.17 of the Hume Planning Scheme, or
- The subject tree cannot be protected in accordance with Australian Standard AS4970-2009 Protection of Trees on Development Sites.
- All offsets must be obtained before any vegetation is removed, works commence and prior to the certification of the plan of subdivision. For example, any vegetation retained on a lot of less than 0.4ha is required to be completely offset.

d) Removed

- The vegetation is removed at the time of the development.
- All offsets must be obtained before any vegetation is removed, works commence and prior to the certification of the plan of subdivision.

### 6.14 Offset Reserve

A Conservation Reserve which has specific on-title improvement and management requirements to compensate the environment for the loss of native vegetation.

### 6.15 Victorian Native Vegetation Regulations

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A set of regulations (Guidelines for the removal, destruction or lopping of native vegetation) which assist with determining the impact of applications under clauses 52.16 and 52.17 of the Hume Planning Scheme on state significant biodiversity values.

### 6.16 Remnant Patch

A remnant patch of native vegetation is either:

- an area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native
- any area with three or more native canopy trees where the canopy foliage cover is at least 20 per cent of the area.

### 6.17 Scattered Indigenous Trees

A scattered tree is a native canopy tree that does not form part of a remnant patch.

### 6.18 Section 69 Agreement

An agreement to protect Native Vegetation on freehold land in perpetuity under section 69 of the *Conservation Forest and Lands Act 1987*.

### 6.19 Species Habitat Unit

A unit of measurement that calculates the impact of proposed clearance of native vegetation when that clearance will have a significant impact on the habitat of a particular rare or threatened species. The offset must compensate for the removal of that particular species' habitat.

### 6.20 Trust for Nature Covenant

A Trust for Nature Covenant is a permanent, legally-binding agreement placed on a property's title to ensure native plants and wildlife on the property are protected forever. The covenant is created under the *Victorian Conservation Trusts Act 1972*.

### 6.21 Victorian Native Vegetation Credit Register

The Native Vegetation Credit Register's aim is to improve consistency in the standards for native vegetation credits and transparency in how credits are traded and used across Victoria. This will provide greater certainty for credit buyers that the credits for sale are owned by the credit seller and are suitable to be used as an offset. Local councils can feel confident that credits are not used more than once to meet an offset requirement. The Native Vegetation Credit Register sets minimum standards for security and management of sites used to generate native vegetation credits.

## 7 RELATED DOCUMENTS

7.1 Hume City Council Climate Action Plan 2023 – 2028

7.2 Hume City Council (2023) Municipal Planning Strategy

7.2 Hume City Council (2014) Social Justice Charter

7.4 Hume City Council (2010-2015) Open Space Strategy

7.5 Hume City Council (2023-2030) Land and Biodiversity Plan

7.6 Hume City Council (2014) Hume Horizons 2040

7.7 Hume City Council - Guidelines for the Planning, Design and Construction of Open Space

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7.8 State of Victoria: Port Phillip and Westernport Catchment Management Authority–  
Regional Catchment Strategy 2021-2027

7.9 Victorian Government (2009) – Melbourne Strategic Impact Assessment

**8 LEGISLATION**

8.1 Commonwealth of Australia (1999) *The Environment Protection and Biodiversity  
Conservation Act*

8.2 State of Victoria (1988) *Flora and Fauna Guarantee Act*

8.3 State of Victoria (2019) *Flora and Fauna Guarantee Amendment Act*

8.4 State of Victoria (1987) *Conservation Forest and Lands Act*

8.5 State of Victoria (1987) *Planning and Environment Act*

8.6 Victorian Government (2019) *Melbourne Strategic Assessment (Environment Mitigation  
Levy Act*

Policy Reference No:	POL/150	Responsible Officer:	Manager Planning and Development
Date of Re/Adoption:	10 March 2020	Department:	Planning and Development
Review Date:	31 March 2025		

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REPORT NO:	8.5
REPORT TITLE:	Draft Graffiti Management Policy
SOURCE:	Jeni Jackson, Coordinator Waste Operations
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	SO1.3 Safe and well-maintained places
ATTACHMENTS:	1. <i>Draft Graffiti Managment Policy</i> 2. <i>Current Graffiti Management Policy - tracked changes visible</i>

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### DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 The current Graffiti Management Policy was adopted by Council in April 2022
- 1.2 At its meeting held on 27 May 2024 Council carried Notice of Motion 24/25 from Cr Medcraft, seeking a Briefing on a review of the Graffiti Management Policy.
- 1.3 Officers presented a draft policy update to the Council Briefing held on 24 March 2025. Following this briefing, Officers have undertaken further research into options to enhance Council’s response to graffiti management.
- 1.4 This report provides a revised draft Graffiti Management Policy for community consultation.

### 2. RECOMMENDATION:

#### 2.1 That Council

- 2.1.1 **Endorses the draft Graffiti Management Policy (Attachment 1) for community consultation.**
- 2.1.2 **Notes that the actions Council can take to remove or obliterate Graffiti are limited by the requirements of the Graffiti Prevention Act 2007.**
- 2.1.3 **Notes that following the consultation period, Officers will review the feedback received and return a final Graffiti Management Policy to Council in March 2026.**

### 3. LEGISLATIVE POWERS & POLICY CONTEXT:

#### 3.1 Graffiti Prevention Act 2007

- 3.1.1 The *Graffiti Prevention Act 2007* provides the legislative framework within which Council and other key stakeholders can operate in relation to graffiti.
- 3.1.2 The *Graffiti Prevention Act 2007* recognises graffiti as a crime and lists the penalties that are enforceable as a result of such a crime.



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- 3.1.3 The *Graffiti Prevention Act 2007* does not impose a duty on Council to remove graffiti from private property; rather, graffiti removal is set out by Council’s own set of guidelines and policies.
- 3.1.4 The *Graffiti Prevention Act 2007*, provides a detailed process Council must follow to remove or obliterate graffiti on private property, including the process and required timelines for issuing a notice to receive consent for removal.
- 3.1.5 Under the *Graffiti Prevention Act 2007*, only Authorised Officers are able to undertake action to remove or obliterate graffiti if the process requires entry to private property.
- 3.2 Fences Act 1968
  - 3.2.1 The *Fences Act 1968* sets out the rights of landowners with respect to dividing fences. In most cases, a fence will be owned by the registered proprietor of the land.
    - (a) However, the meaning of ‘owner’ given by s 4(2)(c) of *the Fences Act 1968* specifically excludes a council in respect of land owned by the council for the purposes of a public park or reserve.
  - 3.2.2 Accordingly, a fence bordering Council land is solely owned by the private landowner who owns the relevant ‘bordering’ land.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

- 5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.
- 5.1.2 The human rights relevant to this report are:
  - (a) Everyone is entitled to equal and effective protection against discrimination, and to enjoy their human rights without discrimination.
  - (b) Everyone has the right to freedom and safety.
  - (c) Right to freedom of expression
- 5.1.3 The above rights are not being limited by the recommended action in this Report, however it is noted the Right to freedom of expression may be limited in accordance with the *Graffiti Prevention Act 2007*.

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**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 The Gender Impact Assessment will be included in the community consultation and considered when the final Graffiti Management Policy is presented to Council for adoption.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

**6.1 Current State**

- 6.1.1 At its meeting on 27 February 2023, Council awarded Contract 30 22 3397 for the Provision of Graffiti Vandalism Management Services to KleenIt Pty Ltd.
- 6.1.2 The contract commenced in May 2023, with an initial period to May 2026, with a further two, one-year extension options.
- 6.1.3 This contract includes weekly programmed attendance across locations in Hume, including skate parks, reserves, playgrounds, underpasses and public toilets, with the contractor removing any Graffiti from Council property. In addition, this contractor responds to reactive Graffiti removal requests.
- 6.1.4 The current annual cost of this service is approximately \$230,000 (incl. GST) per annum.
- 6.1.5 In addition to Graffiti removal services, Council currently provides Graffiti removal kits at no charge to Hume residents through our Customer Service locations. The costs of purchasing these kits are covered within the operating budget.

**6.2 Future State**

- 6.2.1 Increasing the graffiti removal service provided to include the removal of graffiti from private property that is visible from a public place, in particular fences bordering private property and Council land, will require additional resources.
- 6.2.2 Following the community consultation process on this draft policy, Officers will assess the resource impacts of any proposed policy changes, including increases to service provision. These resource impacts will be considered in the preparation of the report seeking adoption of the updated Graffiti Management Policy
- (a) Officers note that Graffiti Removal cannot be recovered through the Waste Services Charge.

**7. OPPORTUNITIES & RISKS:**

**7.1 Opportunities**

- 7.1.1 Graffiti can impact the visual amenity of public places, creating negative perceptions of safety. Specifically, Offensive Graffiti includes Graffiti which discriminates against any person or group, including obscene, racist, political or religious Graffiti.
- 7.1.2 The revised Graffiti Management Policy makes Council's position and actions clear to the community and stakeholders.
- 7.1.3 Increasing Council's level of service to, including through increased removal of graffiti on fences which adjoin Council reserves could enhance the amenity of Hume.

REPORT NO: 8.5 (cont.)

**7.2 Risks**

- 7.2.1 Increasing the service level to undertake additional graffiti removal will increase the costs of delivering this service.
- 7.2.2 Increasing the service level to undertake additional graffiti removal will create an administrative burden due to the notification and permission requirements within the *Graffiti Prevention Act 2007*.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 The purpose of this report is to seek Council authorisation to advertise the Draft Graffiti Management Policy for community consultation.
- 8.2 It is proposed that the draft is placed on public exhibition from late November 2025 to early February 2026, providing community members and stakeholders with an opportunity to review the draft and submit feedback for Council’s consideration.
  - 8.2.1 In particular, feedback will be sought from residents who have reported graffiti to Council within the last 12 months.
- 8.3 As part of this community engagement, Officers plan to include questions on options for graffiti removal from private properties, including the provision of paint kits, graffiti removal kits and interest in cost-recovery removal options.
- 8.4 The draft Policy will be promoted via Council’s Participate Hume Page and social media channels.
- 8.5 Feedback and submissions received during the public exhibition period will be analysed to determine if any changes need to be made to the Policy prior to Council adoption.

**9. DISCUSSION:**

**9.1 Current Graffiti Management Policy (POL/172)**

- 9.1.1 Council’s current Graffiti Management Policy (POL/172) was adopted by Council at its meeting on 26 April 2022.
  - (a) The previous Graffiti Management Policy had lapsed, and in response a minor internal review was undertaken on the policy and operative practice.
  - (b) No community consultation was undertaken prior to the Graffiti Management Policy (POL/172) being adopted by Council, as only minor administrative amendments were made.
- 9.1.2 Under the current Graffiti Management Policy, Council removes offensive graffiti from private property with owner consent. Consent is a requirement of the *Graffiti Prevention Act 2007*.
- 9.1.3 Graffiti on private land is largely defined as Graffiti on private property that is accessible for the purposes of removal from Council land.
- 9.1.4 Property owners/occupants have 28 days to respond to Council’s consent request.
- 9.1.5 If no response is received, consent is deemed to have been given under the *Graffiti Prevention Act 2007*.

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- 9.1.6 Where Council has removed graffiti under a notice, Council may take further action to remove additional graffiti within a 12-month period without giving additional notice or obtaining consent from the adjoining property owners. However, Council may not take further action if it receives an objection from the owner during that period.

**9.2 Review of Current Graffiti Management Policy (POL/172)**

- 9.2.1 At its meeting held on 27 May 2024 Council carried Notice of Motion 24/25 from Cr Medcraft, recommending:

*That Council receive a report to a future Briefing on:*

- *Opportunities to streamline the process for Graffiti removal on private land through a review of Councils current Graffiti Management Policy and the Graffiti Prevention Act 2007.*
- *Investigates appointing a Council Officer or Contractor as an authorised officer under the Graffiti Prevention Act 2007 to assist with Graffiti removal on private land.*

- 9.2.2 Officers presented a draft policy update to the Council Briefing held on 24 March 2025.

- 9.2.3 Following this briefing, Officers have since undertaken further research into Council's options to enhance graffiti management, including:

- (a) A desktop review of local government graffiti management policies, seeking to identify best practices.
- (b) Discussions with various Councils on their approaches to graffiti management, including the provision of graffiti removal kits/paint voucher options.
- (c) Research into at-cost removal options.
- (d) Obtaining legal advice to understand Council's options on removing graffiti from fences between Council land and private property (eg. Rear property fences that adjoin a reserve).
  - (i) The legal advice received is that these fences are solely the private property of the adjoining landowners as set out in the *Fences Act 1968*. As such, Council must obtain consent to undertake graffiti removal from fences adjoining reserves/public land.

- 9.2.4 Council currently covers the full cost of removal offensive graffiti removal from private property when consent is obtained.

- 9.2.5 Council receives approximately 319 private property graffiti reports annually (offensive and non-offensive).

**9.3 Summary of proposed changes to the Graffiti Management Policy**

- 9.3.1 The revised Graffiti Management Policy (draft) aligns with the requirements of the Graffiti Prevention Act 2007, and details Council actions in Graffiti Education, Prevention and Removal.

- 9.3.2 If adopted, these policy changes will result in increased costs of delivering Council's Graffiti Management services, and would require additional resources, including one FTE resource, one vehicle, and increased contractor costs.

**REPORT NO: 8.5 (cont.)**

- (a) Officers note that the 2025-26 budget includes provision for these additional resources, however, they would need to be included within future years.

**10. CONCLUSION**

- 10.1 The Graffiti Management Policy has been updated to reflect best practice and community consultation will be undertaken to provide residents with the opportunity to comment on the policy to ensure it meets the needs of the community.
- 10.2 Following community consultation, Officers will consider the preferred approach and any subsequent resource impacts and will report back to Council for adoption of the policy.



**REPORT NO: 8.5 (cont.)**

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*Council Approved Policy*

HUME CITY COUNCIL

# Graffiti Management Policy

Policy reference No:	POL/172
File No:	< Insert file number >
Strategic objective:	SO 1.3 - Safe and well maintained places
Adopted by Council:	< Date Month Year >
Re-Adopted:	< Date Month Year >
Date for review:	< Date Month Year >
Responsible officer:	Manager Waste and Sustainability
Department:	Waste and Sustainability

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GRAFFITI MANAGEMENT POLICY

## 1 Policy Statement

- 1.1 The Graffiti Management Policy has been developed to guide Council's response to Graffiti in accordance with the requirements of the Graffiti Prevention Act 2007.

## 2 Purpose

- 2.1 The purpose of the Graffiti Management Policy is to:
- 2.1.1 Distinguish between various forms of Graffiti.
  - 2.1.2 Outline Council's role in managing Graffiti, including removal.

## 3 Scope

### 3.1 In Scope

- 3.1.1 This Policy relates to unauthorised Graffiti only.

### 3.2 Out of Scope

- 3.2.1 Public Art, including murals and street art, commissioned or authorised by Council is not covered under this policy and will be supported under the Art in Public Places Policy (POL/148).
- 3.2.2 Graffiti on Private Property that is not visible from a Public Place.

## 4 Objective

- 4.1 Council recognises that Graffiti can contribute to poor visual amenity and negative perceptions of safety.
- 4.2 The objective of this policy is to minimise the negative impacts of illegal Graffiti and provide clarity on Council's approach to graffiti management, including removal.
- 4.3 The objective of the Graffiti Management Policy aligns to Council's Strategic Objective to be a liveable city of well designed and connected places (Council Plan 2025-2029).

## 5 Policy Implementation

### 5.1 Community Education

- 5.1.1 Council will encourage the community to report Graffiti to Council and other appropriate agencies by providing contact information and education programs.
- 5.1.2 Council will promote community pride messages and encourage the community to assist in the removal of Graffiti.

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**GRAFFITI MANAGEMENT POLICY**

- 5.1.3 Council will seek to undertake education programs within the community and schools to highlight the financial and emotional damage that results from Graffiti vandalism.
- 5.1.4 Council will provide education and information to residents, businesses, and property owners, on what to do if their property has Graffiti, including the most effective ways to remove Graffiti from their property.

**5.2 Graffiti Prevention**

**5.2.1 Public Art**

- 5.2.1.1 Council recognises and values the contribution that residents and young people can make to the appearance of the municipality through community artworks in public spaces.
- 5.2.1.2 Well delivered Public Art, including murals, can provide a sustainable approach to prevent Graffiti, improve amenity, strengthen community pride and improve local relationships (Community Crime Prevention Victoria).
- 5.2.1.3 In accordance with Council’s Art in Public Places Policy (POL/148), locations linked to public safety outcomes, including those subject to anti-social behaviour, repeated acts of Graffiti vandalism, and litter hot spots, are considered priority locations for Public Art.

**5.2.2 Closed Circuit Television (CCTV) Camera Surveillance**

- 5.2.2.1 Council’s CCTV Camera Policy (POL/256) identifies protecting Council assets from vandalism, Graffiti, and damage, and enhancing community safety and preventing crime as policy objectives.
- 5.2.2.2 In accordance with the CCTV Camera Policy, the CCTV Steering Committee will base the decision to implement CCTV systems on the purpose and objectives of the Policy, taking into account all relevant material.

**5.2.3 Public Lighting**

- 5.2.3.1 Community Crime Prevention Victoria provides information on design principles which can help make public environments safer.
- 5.2.3.2 Community Crime Prevention Victoria states that potential offenders can be deterred through visibility and natural surveillance, provide spaces where activities can be easily seen.
- 5.2.3.3 Council’s Public Lighting Policy (POL/276) provides a policy for the consistent approach in the provision of public lighting in streets and public places.
- 5.2.3.4 In accordance with the Public Lighting Policy, public lighting is only provided in certain locations and situations, and where possible is subject to approval through the Capital Works budget process or Council’s Manager Assets.

**5.2.4 Restricting access to large surfaces**

- 5.2.4.1 Victoria Police provide tips to prevent Graffiti, including reducing access to large surfaces.
- 5.2.4.2 Victoria Police recommend:

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<b>Review Date:</b>	Month Year		

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- 5.2.4.2.1 painting large surfaces, like walls, fences and garage doors, with an easy clean coating, including anti-Graffiti coatings.
- 5.2.4.2.2 Install fences or planting of vegetation to make large surfaces difficult to access.
- 5.2.4.2.3 Cover walls with textured or rough surface coatings.
- 5.2.4.2.4 Painting of murals as this can deter tagging.

**5.3 Graffiti Removal**

**5.3.1 Council-owned or managed property and assets**

- 5.3.1.1 Council is responsible for the removal of Graffiti from its property and assets.
- 5.3.1.2 When notified of Offensive Graffiti on Council-owned or managed property and assets, Council will take action to have the Offensive Graffiti removed, obliterated, covered or otherwise obstructed from view within 2 business days of it being reported to Council.
- 5.3.1.3 When notified of Graffiti on Council-owned or managed property and assets, Council will take action to have the Graffiti removed, obliterated, covered or otherwise obstructed from view within 5 business days of it being reported to Council.

**5.3.2 State and/or Federal Government and/or Utilities property and assets, including public transportation assets and infrastructure**

- 5.3.2.1 The managing authority is responsible for the removal of Graffiti from its property and assets.
- 5.3.2.2 When notified of Graffiti, including Offensive Graffiti, on State and/or Federal Government and/or Utilities property and assets, Council will endeavour to report the Graffiti to the correct managing authority, requesting prompt removal.

**5.3.3 Graffiti on Private Property**

- 5.3.3.1 The removal of Graffiti, including Offensive Graffiti, from Private Property is primarily the responsibility of the property owner/occupier. If Graffiti on Private Property is reported to Council, it will seek to obtain approval from the property owner or occupier to remove the Graffiti. Such approval is subject to receipt of the required consent, in accordance with the Graffiti Prevention Act 2007.

- 5.3.3.2 In addition to 5.3.3.1, in accordance with the Graffiti Prevention Act 2007, Council cannot take any action to remove Graffiti, including Offensive Graffiti, from Private Property without first serving a Notice to the owner or occupier of the property, receiving permission or not receiving an objection within the required period.

- 5.3.3.3 For clarity, the Fences Act 1968 sets out the rights of land owners with respect to dividing fences. The meaning of ‘owner’ given by s 4(2)(c) of the Fences Act specifically excludes a council in respect of land owned by the council for the purposes of a public park or reserve. Accordingly, a fence bordering Council land is solely owned by the private land owner who owns the relevant ‘bordering’ land.

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GRAFFITI MANAGEMENT POLICY

- 5.3.3.4 For removal or obliteration of Graffiti on Private Property, where the removal can be undertaken from Council owned or managed land:
- The Council must serve a Notice to the property owner or occupier at least ten (10) days before the action to remove or obliterate the Graffiti is proposed to be taken; and
  - Council may take the action if the owner or occupier of the property - gives written consent, or does not object, in accordance with the notice, to the taken being taken.
  - There may be circumstances where the removal of Graffiti is not possible due to physical limitations to access the Graffiti, previous unsuccessful attempts to remove the Graffiti or other special circumstances.
- 5.3.3.5 For removal or obliteration of Graffiti on Private Property that is visible from a Public Place, where the removal requires access to Private Property to undertake the removal:
- Council must serve a Notice to the property owner or occupier at least twenty-eight (28) days before the action to remove or obliterate the Graffiti is proposed to be taken; and
  - Council may take the action if the owner or occupier of the property - gives written consent to the removal or obliteration of the Graffiti and gives written consent for entry to the property for that purpose. If written consent is not received for both, Council can take no further action.
  - Where consent is received for Council to enter Private Property to undertake removal or obliteration of Graffiti, the work must be carried out by an Authorised Person.
  - Where Council has removed Graffiti under a Notice, Council may take further action to remove additional Graffiti within a 12-month period without giving additional notice or obtaining consent from the adjoining property owners. However, Council may not take further action if it receives an objection from the owner or occupier during that period.
- 5.3.3.6 To support property owners/occupiers to undertake removal of Graffiti, Council will make Graffiti Removal Kits and/or paint vouchers available for collection upon request to Hume residents/property owners.

## 6 Definitions and Abbreviations

- 6.1 Authorised Person(s)** means a person authorised under Section 19, of the Graffiti Prevention Act 2007.
- 6.2 Council** means Hume City Council.
- 6.3 Graffiti** is any writing, painting, poster or other defacement applied to any surface that is not readily removable by wiping with a dry cloth, without the prior consent of the owner.

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GRAFFITI MANAGEMENT POLICY

- 6.4 Notice** means written correspondence as described in Section 18 of the Graffiti Prevention Act 2007.
- 6.5 Offensive Graffiti** is Graffiti that could be offensive to particular members of the general public or discriminates against any person or group. This may include any obscene, racist, political or religious words, symbols or illustrations.
- 6.6 Private Property** means property that is owned by an entity other than Council, or where Council is not the Committee of Management. For clarity, this includes fences adjoining Council owned or managed land, including where Council has contributed to the cost through Council's Half Cost Fencing Policy (POL/173) as per Fences Act 1968.
- 6.7 Public Art** means any deliberately commissioned, locally resonant artwork, in any medium and of any scale, situated in the public realm as described in Hume City Council's Art in Public Places Policy (POL/148).
- 6.8 Public Place** carries the same meaning as provided by the Summary Offences Act 1966.
- 6.9 Special Circumstances** carries the same meaning as provided by the Infringements Act 2006.

## 7 Related Documents

### 7.1 Legislative

- 7.1.1 Graffiti Prevention Act 2007
- 7.1.2 Infringements Act 2006
- 7.1.3 Local Government Act 2020
- 7.1.4 Fences Act 1968
- 7.1.5 Summary Offences Act 1966

### 7.2 Policies

- 7.2.1 Art in Public Places Policy (POL/148)
- 7.2.2 CCTV Camera Policy (POL/256)
- 7.2.3 Half Cost Fencing Policy (POL/173)
- 7.2.4 Public Lighting Policy (POL/276)

### 7.3 Other supporting information

- 7.3.1 Corrections Victoria – Community Correctional Services
- 7.3.2 Victoria Police – Home and Property Safety: Prevent and remove graffiti
- 7.3.3 Community Crime Prevention Victoria – Fact Sheet: Delivering a public art or mural project to prevent graffiti vandalism

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<b>Date Re-Adopted</b>	
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<b>Review Date:</b>	Month Year		

*Council Approved Policy*

HUME CITY COUNCIL

# Graffiti Management Policy

Policy reference No:	POL/172
File No:	HCC04/395
Strategic objective:	1.3 Safe and well-maintained places
Adopted by Council:	November 2011
Re-Adopted:	<del>26 April 2022</del> TBC
Date for review:	April 2027
Responsible officer:	Manager Waste & Resource Recovery
Department:	Waste & Resource Recovery

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**1 POLICY STATEMENT**

- 1.1 The Graffiti Management Policy has been developed to guide Council's response to graffiti in accordance with the requirements of the Graffiti Prevention Act 2007. This policy provides a framework that incorporates a range of actions to assist the community, residents and business to respond to the presence and incidence of graffiti.

**2 PURPOSE**

- 2.1 The goal purpose of the Graffiti Management Policy is to: establish the broad principles which will reduce the prevalence of graffiti in Hume, reduce removal costs over the medium and longer term and allow the diversion of funds to focus on preventative, education and engagement measures.

2.1.1 Distinguish between various forms of Graffiti.

2.1.2 Outline Council's role in managing Graffiti, including removal.

**3 SCOPE**

- 3.1 The Graffiti Management Policy includes graffiti on public and private property and the associated actions to remove and prevent graffiti within the boundaries of the Hume municipality.

**3.1 In Scope**

3.1.1 This Policy relates to unauthorised Graffiti only.

**3.2 Out of Scope**

3.2.1 Public Art, including murals and street art, commissioned or authorised by Council is not covered under this policy and will be supported under the Art in Public Places Policy (POL/148).

3.2.2 Graffiti on Private Property that is not visible from a Public Place.

**4 OBJECTIVE**

- 4.1 The aim of this policy is to create and maintain a better living environment for residents, businesses and visitors by effectively preventing or minimising graffiti and managing graffiti removal.

4.1 Council recognises that Graffiti can contribute to poor visual amenity and negative perceptions of safety.

4.2 The objective of this policy is to minimise the negative impacts of illegal Graffiti and provide clarity on Council's approach to graffiti management, including removal.

4.3 The objective of the Graffiti Management Policy aligns to Council's Strategic Objective to be a liveable city of well designed and connected places (Council Plan 2025-2029).

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## 5 POLICY IMPLEMENTATION

### 5.1 Engagement

5.1.1 Council will engage all audiences and relevant stakeholders, including young people, community groups, Victoria Police, businesses and other agencies, to raise awareness of graffiti issues in the community and to work together towards possible solutions.

5.1.2 Council will consider graffiti in its wider social context.

5.1.3 Council recognises and values the contribution that residents and young people can make to the appearance of the city through community artworks in public spaces.

5.1.4 Council may encourage the use of public art in locations that are subject to heavily repeated acts of graffiti vandalism, to encourage young people's ownership, skill development and a sense of pride.

### 5.25.1 Community Education

5.2.15.1.1 Council will encourage the community to report graffiti to Council and other appropriate agencies by ~~conducting public awareness~~ providing contact information and education programs.

5.2.25.1.2 Council will promote community pride messages and encourage the community to assist, ~~in partnership with Council,~~ in the removal of graffiti.

5.2.35.1.3 Council will ~~investigate~~ seek to undertake education programs within the community and schools to highlight ~~the positive aspects of youth culture~~ and the financial and emotional damage that results from graffiti vandalism.

5.2.45.1.4 Council will ~~educate residents and businesses in the most effective ways to remove graffiti from their property.~~ Council will provide education and information to residents, businesses, and property owners, on what to do if their property has Graffiti, including the most effective ways to remove Graffiti from their property.

## 5.2 Graffiti Prevention

### 5.2.1 Public Art

5.2.1.1 Council recognises and values the contribution that residents and young people can make to the appearance of the municipality through community artworks in public spaces.

5.2.1.2 Well delivered Public Art, including murals, can provide a sustainable approach to prevent Graffiti, improve amenity, strengthen community pride and improve local relationships (Community Crime Prevention Victoria).

5.2.1.3 In accordance with Council's Art in Public Places Policy (POL/148), locations linked to public safety outcomes, including those subject to anti-social behaviour, repeated acts of Graffiti vandalism, and litter hot spots, are considered priority locations for Public Art.

### 5.2.2 Closed Circuit Television (CCTV) Camera Surveillance

5.2.2.1 Council's CCTV Camera Policy (POL/256) identifies protecting Council assets from vandalism, Graffiti, and damage, and enhancing community safety and preventing crime as policy objectives.

5.2.2.2 In accordance with the CCTV Camera Policy, the CCTV Steering

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Committee will base the decision to implement CCTV systems on the purpose and objectives of the Policy, taking into account all relevant material.

#### 5.2.3 Public Lighting

5.2.3.1 Community Crime Prevention Victoria provides information on design principles which can help make public environments safer.

5.2.3.2 Community Crime Prevention Victoria states that potential offenders can be deterred through visibility and natural surveillance, provide spaces where activities can be easily seen.

5.2.3.3 Council's Public Lighting Policy (POL/276) provides a policy for the consistent approach in the provision of public lighting in streets and public places.

5.2.3.4 In accordance with the Public Lighting Policy, public lighting is only provided in certain locations and situations, and where possible is subject to approval through the Capital Works budget process or Council's Manager Assets.

#### 5.2.4 Restricting access to large surfaces

5.2.4.1 Victoria Police provide tips to prevent Graffiti, including reducing access to large surfaces.

5.2.4.2 Victoria Police recommend:

- painting large surfaces, like walls, fences and garage doors, with an easy clean coating, including anti-Graffiti coatings.
- Install fences or planting of vegetation to make large surfaces difficult to access.
- Cover walls with textured or rough surface coatings.
- Painting of murals as this can deter tagging.

### **5.3 Graffiti Removal**

5.3.1 Council is committed to the removal of graffiti from Council assets and community property as soon as possible, upon notification. Council-owned or managed property and assets

5.3.1.1 Council is responsible for the removal of Graffiti from its property and assets.

5.3.1.2 When notified of Offensive Graffiti on Council-owned or managed property and assets, Council will take action to have the Offensive Graffiti removed, obliterated, covered or otherwise obstructed from view within 2 business days of it being reported to Council.

5.3.1.1 When notified of Graffiti on Council-owned or managed property and assets, Council will take action to have the Graffiti removed, obliterated, covered or otherwise obstructed from view within 5 business days of it being reported to Council.

5.3.2 Council will support and work with community members in removing graffiti from their properties through a number of specific initiatives and programs. State and/or Federal Government and/or Utilities property and assets, including public transportation assets and infrastructure

5.3.2.1 The managing authority is responsible for the removal of Graffiti from its property and assets.

5.3.2.2 When notified of Graffiti, including Offensive Graffiti, on State and/or Federal Government and/or Utilities property and assets, Council will endeavour to report the Graffiti to the correct managing authority, requesting prompt removal.

5.3.2

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~~5.3.3 Council will partner with residents and businesses to support the community in graffiti removal through supplying residents or businesses with free Graffiti Removal Kits for self-removal.~~

~~5.3.4 Council recognises that some residents may be unable to remove graffiti from their home and will provide assistance to residents by removing graffiti from private properties in the following circumstances:~~

~~5.3.4.1 Council will remove graffiti upon request from any resident who is either a Pensioner Concession Card or Repatriation Card holder.~~

~~5.3.4.2 Other residents may also apply for assistance on the grounds of special circumstances as set out in the Infringements Act 2006.~~

~~5.3.4.3 Council officers or volunteers will remove graffiti from all property within the parameters of the volunteer program and in compliance with the Graffiti Prevention Act 2007.~~

~~5.3.4.4 For prominent locations where, despite the cooperation of the property owner to remove the graffiti, there is an ongoing re-occurrence, consideration will be given to undertake preventative works at Council's expense for the benefit of the local community.~~

~~5.3.5 Council will provide ongoing support, direction, funding and development to volunteer graffiti removal programs established within the community and will encourage shared volunteer ownership and direction in the program.~~

### ~~5.3.6~~ 5.3.3 Graffiti removal on private property

~~5.3.3.1 Council will be active in encouraging the removal of graffiti from privately owned property, within the scope and requirements of the Graffiti Prevention Act 2007. The removal of Graffiti, including Offensive Graffiti, from Private Property is primarily the responsibility of the property owner/occupier. If Graffiti on Private Property is reported to Council, it will seek to obtain approval from the property owner or occupier to remove the Graffiti. Such approval is subject to receipt of the required consent, in accordance with the Graffiti Prevention Act 2007.~~

~~5.3.3.2 In addition to 5.3.3.1, in accordance with the Graffiti Prevention Act 2007, Council cannot take any action to remove Graffiti, including Offensive Graffiti, from Private Property without first serving a Notice to the owner or occupier of the property, receiving permission or not receiving an objection within the required period.~~

- ~~• For clarity, the Fences Act 1968 sets out the rights of land owners with respect to dividing fences. The meaning of 'owner' given by s 4(2)(c) of the Fences Act specifically excludes a~~

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council in respect of land owned by the council for the purposes of a public park or reserve. Accordingly, a fence bordering Council land is solely owned by the private land owner who owns the relevant 'bordering' land.

~~5.3.6.1~~

~~5.3.6.2 Graffiti on private property adjoining Council land will be inspected with 10 working days of being reported to Council or one working day if offensive. An officer will inspect the graffiti and the owner/occupier/manager will be approached with a request to remove the graffiti.~~

~~5.3.6.3 Private property owners /occupiers /managers will be given the option of removing the graffiti themselves or receiving assistance from Council's Graffiti Removal Incentive Program in the form of a free household clean-up kit.~~

~~5.3.6.4 Where graffiti is determined to be offensive i.e. racist or of a profane nature and the owners/occupiers/managers fail to remove or obliterate the image Council may issue a "Notice of Intention to Remove Graffiti" giving 28 days' notice for the occupier to agree or object.~~

~~5.3.6.5 If the owners/ occupiers/ managers refused to remove or obliterate offensive graffiti and have not consented in writing to Council officers entering the property, Council must not enter the property.~~

~~5.3.6.6 Any enforcement imposed upon a property owner/ occupier/ manager will be carried out in accordance with the Graffiti Prevention Act 2007 No. 56 Part 4, Section 18 'Removal of Graffiti from Private Property'.~~

5.3.3.3 For removal or obliteration of Graffiti on Private Property, where the removal can be undertaken from Council owned or managed land:

- The Council must serve a Notice to the property owner or occupier at least ten (10) days before the action to remove or obliterate the Graffiti is proposed to be taken; and
- Council may take the action if the owner or occupier of the property - gives written consent, or does not object, in accordance with the notice, to the action being taken.
- There may be circumstances where the removal of Graffiti is not possible due to physical limitations to access the Graffiti, previous unsuccessful attempts to remove the Graffiti or other special circumstances.

5.3.3.4 For removal or obliteration of Graffiti on Private Property that is visible from a Public Place, where the removal requires access to Private Property to undertake the removal:

- Council must serve a Notice to the property owner or

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occupier at least twenty-eight (28) days before the action to remove or obliterate the Graffiti is proposed to be taken; and

- Council may take the action if the owner or occupier of the property - gives written consent to the removal or obliteration of the Graffiti and gives written consent for entry to the property for that purpose. If written consent is not received for both, Council can take no further action.
- Where consent is received for Council to enter Private Property to undertake removal or obliteration of Graffiti, the work must be carried out by an Authorised Person.
- Where Council has removed Graffiti under a Notice, Council may take further action to remove additional Graffiti within a 12-month period without giving additional notice or obtaining consent from the adjoining property owners. However, Council may not take further action if it receives an objection from the owner or occupier during that period.

5.3.3.5 To support property owners/occupiers to undertake removal of Graffiti, Council will make Graffiti Removal Kits and/or paint vouchers available for collection upon request to Hume residents/property owners.

#### ~~5.3.7 Graffiti removal authority~~

~~5.3.7.1 Prior to Council commencing any works on private property, a written authorisation form must be signed and completed by the property owner.~~

~~5.3.7.2 The written authority gives permission to Council or its contractors to enter onto the property and undertake the works. It also indemnifies Council against any possible damage that is caused to the surface the graffiti is on when Council or its contractors remove the graffiti. As per the Graffiti Prevention Act 2007 Sect. 18, all works will be carried out with reasonable care and to a reasonable standard.~~

~~5.3.7.3 The authority form is consistent with the requirements of the Graffiti Prevention Act 2007.~~

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**GRAFFITI MANAGEMENT POLICY**

~~5.3.8 Council will use its best endeavours to achieve the following response timelines for removal from Council property:~~

~~5.3.8.1 Where graffiti is of an obscene, racist or offensive nature and is visible to the public, the graffiti will be removed within 24 hours of notification.~~

~~5.3.8.2 During normal hours of operation, removal of all other graffiti is targeted for removal within 48 hours of receipt of notification.~~

~~5.3.9 Graffiti removal on public assets and infrastructure~~

~~5.3.9.1 Council will work to establish agreements with public authorities to allow Council to remove graffiti from their property and infrastructure.~~

~~5.3.9.2 As part of this agreement, Council will seek reimbursement for its expenses from the responsible authority if graffiti is removed by Council.~~

~~5.3.10 Prevention: Cooperation with Victoria Police~~

~~5.3.10.1 Council will actively provide information of known or reported offenders and will provide photographs of graffiti tags to Police, particularly of very active or highly damaging incidences of graffiti.~~

## 6 DEFINITIONS AND ABBREVIATIONS

Nil

6.1 Authorised Person(s) means a person authorised under Section 19, of the Graffiti Prevention Act 2007.

6.2 Council means Hume City Council.

6.3 Graffiti is any writing, painting, poster or other defacement applied to any surface that is not readily removable by wiping with a dry cloth, without the prior consent of the owner.

6.4 Notice means written correspondence as described in Section 18 of the Graffiti Prevention Act 2007.

6.5 Offensive Graffiti is Graffiti that could be offensive to particular members of the general public or discriminates against any person or group. This may include any obscene, racist, political or religious words, symbols or illustrations.

6.6 Private Property means property that is owned by an entity other than Council, or where Council is not the Committee of Management. For clarity, this includes fences adjoining Council owned or managed land, including where Council has contributed to the cost through Council's Half Cost Fencing Policy (POL/173) as per Fences Act 1968.

6.7 Public Art means any deliberately commissioned, locally resonant artwork, in any medium and of any scale, situated in the public realm as described in Hume City Council's Art in Public Places Policy (POL/148).

6.8 Public Place carries the same meaning as provided by the Summary Offences Act 1966.

6.9 Special Circumstances carries the same meaning as provided by the Infringements Act 2006.

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## GRAFFITI MANAGEMENT POLICY

**7 RELATED DOCUMENTS**~~7.1 Hume City Council Local Law No.1, 2013~~~~7.2 Graffiti Prevention Act 2007 No.59~~~~7.3 Local Government Act 2020~~7.1 Legislative7.1.1 Graffiti Prevention Act 20077.1.2 Infringements Act 20067.1.3 Local Government Act 20207.1.4 Fences Act 19687.1.5 Summary Offences Act 19667.2 Policies7.2.1 Art in Public Places Policy (POL/148)7.2.2 CCTV Camera Policy (POL/256)7.2.3 Half Cost Fencing Policy (POL/173)7.2.4 Public Lighting Policy (POL/276)7.3 Other supporting information7.3.1 Corrections Victoria – Community Correctional Services7.3.2 Victoria Police – Home and Property Safety: Prevent and remove graffiti7.3.3 Community Crime Prevention Victoria – Fact Sheet: Delivering a public art or mural project to prevent graffiti vandalism

<b>Date Adopted</b>	1 November 2011
<b>Date Re-Adopted</b>	<del>26 April 2022</del> TBC
<b>Review Date</b>	April 2027

<b>Policy Reference No:</b>	POL/172	<b>Responsible Officer:</b>	Manager Waste & Resource Recovery
<b>Date of Re/Adoption:</b>	<del>26 April 2022</del>	<b>Department:</b>	Waste & Resource Recovery

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REPORT NO:	8.6
REPORT TITLE:	Draft Gambling Harm Policy for Public Exhibition
SOURCE:	Ben Norden, Coordinator Social Planning & Healthy Communities Jamad Ahmed, Social Policy & Planning Officer
DIVISION:	City Services & Living
FILE NO:	--
POLICY:	POL/279
STRATEGIC OBJECTIVE:	SO3.3 An inclusive and socially connected community that celebrates diversity and culture
ATTACHMENT:	1. <i>Draft Gambling Harm Policy 2026 – 2030</i>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 This report provides a Draft *Gambling Harm Policy 2026-2030 (The Policy)* for public exhibition.
- 1.2 The Report includes a summary of the review process, an outline of the consultation activities undertaken, and a synopsis of the key Policy changes proposed.
- 1.3 It is proposed that consultation on the draft continues into early 2026, with targeted engagement to ensure key stakeholders, including electronic gaming machine (EGM) venues operating on Council owned and managed land, sporting clubs, and community groups, have adequate time to review and provide feedback on the draft Policy.

### 2. RECOMMENDATION:

That Council:

- 2.1 Endorses the draft *Gambling Harm Policy 2026 – 2030 (Attachment 1)* for public exhibition.
- 2.2 Notes that following the exhibition period, Officers will review the feedback received and return a final *Gambling Harm Policy 2026–2030* to Council in early 2026.

### 3. LEGISLATIVE POWERS & POLICY CONTEXT:

- 3.1 Council's role in gambling harm minimisation is aligned to:
  - 3.1.1 the Local Government Act 2020, through Council's commitment to promoting the social and economic wellbeing of the community.
  - 3.1.2 the Planning and Environment Act (1987) as the responsible authority to assess planning permits related to EGMs and gaming venues; and,
  - 3.1.3 the Gambling Regulation Act 2003 (sections 3.36 and 3.4.19) as the responsible authority to undertake social and economic impact assessments

REPORT NO: 8.6 (cont.)

on gaming license applications and to submit them to the Victorian Gambling and Casino Control Commission (VGCCC).

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council in giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1** The human rights relevant to this Report are:

**5.1.1** Section 15: Right to freedom of expression

This right is relevant where restrictions may limit a person or organisation’s ability to advertise gambling-related activities on Council-owned or managed facilities.

**5.2** The above rights are being limited by the recommended action in this Report but are justified and proportionate because:

**5.2.1** The policy seeks to minimise the well-documented harms of gambling, which disproportionately affect vulnerable groups within the community, including women, low-income households, and those experiencing social isolation.

**5.2.2** The policy supports Council’s broader obligations to protect the right to health and uphold a safe, inclusive, and respectful community as outlined in the Community Vision and Council Plan.

**5.3 GENDER EQUALITY ACT 2020**

**5.3.1** A Gender Impact Assessment was completed for this policy, in line with the requirements of the *Gender Equality Act 2020*, as it has a direct and significant impact on the public. Key findings and recommendations from the assessment include:

- (a) Due to the structural design of EGMs and evidence indicating their appeal across all genders, with some research suggesting they are particularly appealing to women> Gambling venues may be perceived as safe havens, particularly when experiencing social isolation or seeking respite from difficult home environments, the policy should prioritise investment in alternative, gender-safe spaces that do not carry the risk of gambling harm.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

**6.1** The review and development of the *Gambling Harm Policy 2026 – 2030* was undertaken within existing operational budget resources.

**7. OPPORTUNITIES & RISKS:**

The review of this Policy has considered both the opportunities and risks associated with its implementation, as outlined below:

**7.1 Identified Risks**

**7.1.1** Given the timing of this Policy being presented to Council (late November), there is a risk that the community and relevant stakeholders may not have adequate opportunity to participate in the community engagement process.

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To mitigate this risk, the community consultation period will extend into early 2026 to ensure that community members and stakeholders have ample opportunity to provide feedback.

- 7.1.2 The continued presence of EGMs on Council-owned and managed land is a risk, as it facilitates ongoing gambling-related losses and associated harms in publicly owned spaces.

**7.2 Opportunities Arising from the Revised Policy**

- 7.2.1 Policy alignment: Strengthens Council’s policy position on gambling harm that align with public health evidence, gender equality obligations, and community values.
- 7.2.2 Enhanced transparency and accountability: Through the introduction of Community Value Statements and conditions on Council land use, the policy improves community oversight of gambling-related activities.
- 7.2.3 Leadership and advocacy: Positions Hume City Council as a leader in gambling harm prevention and supports broader reform efforts.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 A summary of community and stakeholder engagement that have informed the development of the draft is outlined in the discussion section below.
- 8.2 It is proposed that the draft is placed on public exhibition from November 2025 to 15 February 2026, providing community members and stakeholders with an opportunity to review the draft and submit feedback for Council’s consideration.
- 8.3 The draft Policy will be promoted via Council’s Participate Hume Page and social media channels. Key stakeholders will be invited to participate in the consultation process.
- 8.4 Feedback and submissions received during the public exhibition period will be analysed to determine if any changes need to be made to the Policy prior to Council adoption.

**9. DISCUSSION:**

**9.1 Background and Context**

- 9.1.1 In September 2019, Council adopted the current Gambling Harm Minimisation Policy. This policy represented a shift away from the “responsible gambling” narrative and towards a public health approach to addressing and responding to gambling harm.
- 9.1.2 While the Policy demonstrated a commitment to harm reduction, the policy used largely non-binding language such as “not support,” which limited its enforceability. Since the adoption of the policy in 2019, over \$100 million was lost to EGMs on Council owned or managed land in Hume.
- 9.1.3 Within Hume, five venues operate EGMs on Council-owned or managed land, with a cumulative loss of more than \$331 million between 2008 and 2025. This represents approximately 18% of the \$1.8 billion in total EGM losses across the municipality during that period. These losses have occurred under lease arrangements that do not currently prohibit EGMs.
- 9.1.4 Gambling, particularly through EGMs, remains a major public health issue in Hume, contributing to financial distress, poor mental health outcomes, relationship breakdowns, and family violence. These harms disproportionately affect low-income households, culturally diverse communities, and older adults.

**9.2 Review of the Gambling Harm Minimisation Policy**

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- 9.2.1 In 2023, Officers commenced a review of the existing Gambling Harm Minimisation Policy to better understand the ongoing impacts of gambling harm to the Hume community. The review process included:
- (a) A desktop review of leading local government gambling policies, seeking to identify best practices.
  - (b) Discussions with various Councils that had recently reviewed or updated their gambling policies.
  - (c) Discussions with the Victorian Local Governance Association (VLGA) and the Alliance for Gambling Reform (AGR).
  - (d) Community engagement, including the Community Gambling Survey and a workshop with local community service providers.

**9.3 Findings from Community Engagement Activities**

- 9.3.1 Council conducted the Community Gambling Survey in May 2023 to understand Hume City residents’ gambling behaviours and attitudes, especially towards EGMs.
- 9.3.2 A total of 752 responses were received from residents, the highest number of responses Council has received to any community gambling surveys. In addition, over 300 respondents provided comments and feedback about gambling in Hume City. A brief outline of the findings (2022/23) is presented below:
- 9.3.3 **Participation in gambling activities in the last 12 months:**
- (a) 1 in 3 residents gambled in the past year.
  - (b) Males more likely to gamble than females.
  - (c) Most common gambling activity: buying lotto tickets, followed by EGMs.
  - (d) 1 in 3 people who gambled over the 12-month period spent more money than intended on EGMs.
- 9.3.4 **Effects of gambling:**
- (a) 1 in 7 are affected by someone else’s gambling (mainly family/friends).
  - (b) Most common harms experienced from gambling include financial loss, stress, emotional strain, borrowing/stealing money.
  - (c) 1 in 5 gamblers at moderate or higher risk of harm (according to the Problem Gambling Severity Index).
- 9.3.5 **Community attitudes towards gambling:**
- (a) Concerns about gambling availability and societal impact.
  - (b) Calls for fewer EGMs and more non-EGM venues.
- 9.3.6 In June 2023, Council hosted a workshop with seven local service providers to explore gambling harm and systemic issues. Key findings are presented below:
- (a) **Top Gambling Types Observed by community service providers:**
    - (i) Sports betting
    - (ii) EGMs
    - (iii) Trackside, horse racing, TAB/phone betting, lotto (equal third)
  - (b) **Top Harms Identified:**
    - (i) Financial stress/debt



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- (ii) Family breakdown/violence
- (iii) Shame/stigma
- (iv) Impact on mental wellbeing
- (v) Relationship breakdowns

**9.4 A Summary of Proposed Policy Changes**

- 9.4.1 Using data collected through the consultation and review phase, the following changes are proposed to the draft Policy (Attachment 1):
- (a) Council has the opportunity to adopt a stronger position to minimise gambling harm impacts in Hume.
    - (i) Drawing on best-practice approaches, the revised draft policy introduces clear and enforceable policy clauses to support and increase accountability and promote healthier community outcomes. These include providing clearer parameters on holding Council events or funding activities in gambling venues, particularly through Council’s Annual Community Grants program, and not supporting gambling advertising in Council facilities.
  - (b) Council can increase the requirements for venues on Council owned or managed land to provide Community Value Statements.
    - (i) The draft Policy recommends enhancing the requirement for venues on Council owned and managed land to submit annual Community Value Statements. This seeks to increase transparency and accountability.
  - (c) Council has the opportunity to ensure that gambling venues on Council owned or managed land pay a fair and equitable amount for the use of that land.
    - (i) A revised clause in the draft policy outlines that Council “ensures venues with EGMs located on Council-owned or managed land will be required to pay full market rent under all new or renewed lease agreements”.
  - (d) Continue to advocate for a Sinking Cap
    - (i) To align Council’s broader policy and planning framework, the policy commits to reviewing Clause 52.28 of the Hume Planning Scheme and continues to call for a Sinking Cap, to ensure EGM numbers in Hume are reduced over time and not redistributed.

**10. CONCLUSION**

- 10.1 The draft Gambling Harm Policy 2026–2030 builds on Council’s longstanding commitment to reducing gambling-related harm through a public health lens.
- 10.2 The draft policy strengthens Council’s leadership position by introducing new clauses and strengthening existing provisions.
- 10.3 This approach ensures Council is well-positioned to lead harm reduction efforts locally, while contributing to broader advocacy for systemic reform.

# HUME CITY COUNCIL GAMBLING HARM POLICY

Policy reference No:	POL279
File No:	HCC18/445
Adopted by Council:	xx xx xx
Date for review:	November 2030
Responsible officer:	Manager Community Health & Wellbeing
Department:	Community Health & Wellbeing



We're **better**, **every day**,  
we're in it **together**,  
we **show up**, all for Hume



## GAMBLING HARM POLICY

### 1 Policy Statement

- 1.1 Gambling is a harmful product that can undermine the health, wellbeing, and economic security of the Hume community. As a local government, and with gambling activities on Council owned or managed land, Hume City Council has both a responsibility and a role in preventing and reducing harm.
- 1.2 Gambling harm is shaped by social and economic factors and can lead to financial stress, mental health, family violence, and homelessness, impacting not only individuals but families and the broader community. Electronic Gaming Machines (EGMs) remain a major source of harm, especially in areas experiencing disadvantage. Growing online gambling and sports betting also pose new risks, particularly for younger residents.
- 1.3 This policy provides a clear framework for Council’s decisions, land use, partnerships, and advocacy. It reflects Council’s commitment to minimising gambling harm in line with legislation and community expectations.

### 2 Purpose

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

- 2.1 Articulate Council’s public health approach to gambling, and outline Council’s commitment to reducing the impacts of gambling harm on the Hume City community.
- 2.2 Establish a clear and consistent Council response to decision making on gambling related matters within Hume City, and, where appropriate, in other neighbouring municipalities.
- 2.3 Inform Council’s advocacy priorities on gambling reforms to achieve the best outcomes for local communities, particularly those most at risk of gambling related harms.
- 2.4 Strengthen partnerships and collaborations to effectively advocate for gambling reforms.

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## GAMBLING HARM POLICY

- 2.5 Align with Council's Memorandum of Understandings (MOUs), partnership agreements, funding agreements and policies, including but not limited to, local planning policy on gaming (Hume Planning Scheme clause 52.28 Gaming), Lease and License Policy, Social Justice Charter 2021 and Council Plan 2025 – 2029.
- 2.6 Emphasise our role and duty of care as a local government in prioritising the safety and wellbeing of our residents and creating safe and inclusive environments free of harm.

### 3 Scope

- 3.1 EGMs remain the product which causes local communities the most gambling related harm. It is also the area where local government authorities have a regulatory and statutory mandate to consider applications for new, additional or amended EGM licenses.
- 3.2 Whilst EGMs remain the main focus, this policy also encompasses:
- a) Community education and engagement on the harms caused by gambling
  - b) Monitoring of gambling trends, specifically the increased prevalence of online gambling and sports betting
  - c) Advocacy for gambling reform
  - d) Work to provide safer and inclusive environments free from gambling harm

### 4 Objective

#### The policy seeks to:

- 4.1 Reduce gambling-related harm across the Hume City community: To minimise the negative health, social, and economic impacts of gambling on individuals, families, and the broader community through evidence-based prevention, education, and harm minimisation strategies.

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## GAMBLING HARM POLICY

### 5 Policy Implementation

#### 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, with particular consideration for groups at risk of social isolation and those who may seek safe, welcoming spaces. Activities should reflect the diverse needs of different genders, age cohorts, and cultural backgrounds.
- 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 City's Growth Areas.
- 5.1.4 Continue to monitor evidence-based research on gambling and its effects on communities to support and strengthen its knowledge of effective practices to minimise gambling related harms.

#### 5.2 Leadership and representation:

##### Council will:

- 5.2.1 Continue to recognise its role in reducing gambling harm by taking a proactive and longer-term policy approach to current and future gambling matters, especially matters that impact on Hume City's 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

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## GAMBLING HARM POLICY

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 VGCCC and VCAT Hearings, if, and when, required.
- 5.2.5 Avoid hosting any community activity, event, program or social outing in venues that have EGMs or gambling activities, unless there is no viable alternative.
- 5.2.6 Ensure the Hume Annual Community Grants program does not fund activities, programs or events that occur in venues that have EGMs or gambling activities.
- 5.2.7 Not support new or additional gambling-related advertising at Council owned or managed facilities.
- 5.2.8 Block and filter internet accounts across Council provided equipment and internet (WIFI) to ensure Council-owned devices are not being accessed for gambling activity at any Council facilities.
- 5.2.9 Support interested community groups/organisations/sports clubs to divest themselves of sponsorship, grants or in-kind support from EGM venues by providing advice and investigating alternative opportunities.

### 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 VGCCC 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 (Hume Planning Scheme clause 52.28 Gaming).
- 5.3.2 Review the provisions of the Schedule to Clause 52.28 as part of Council's next Planning Scheme Review required under section 12B (1) of the Planning and Environment Act 1987, to make recommendations on the alignment between any gambling related policy and Council's Planning Scheme.

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## **GAMBLING HARM POLICY**

- 5.3.3** 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.
- 5.3.4** In its capacity as landlord/licensor, pursue opportunities for divestment from EGMs with gaming venues located on Council owned or managed land. This will also be linked to Council’s advocacy for a sinking cap, to ensure that divested EGMs do not re-enter Hume City via a gaming application by another venue.
- 5.3.5** Ensure venues with EGMs located on Council-owned or managed land will be required to pay full market rent under all new or renewed lease agreements.
- 5.3.6** Require venues with EGMs located on Council owned or managed land to submit Council defined annual Community Value Statements under all new or renewed lease agreements.
- 5.3.7** Not support any gaming license application if Council’s Social and Economic Impact Assessment demonstrates that there will be a net detrimental impact on the local, surrounding or Hume City-wide communities.
- 5.3.8** Not support any referrals from the VGCCC 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.
- 5.3.9** Maintain independence from the gambling industry. Except where required by its role as landlord or licensor, Council will not offer or accept financial contributions, in-kind support, or grants from owners or operators of EGMs or other gambling-related entities. Additionally, Council will not promote community grants or initiatives sponsored by local EGM venues.
- 5.3.10** 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

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future licenses/leases on Council owned or managed land, where a gaming venue does not currently exist.

- 5.3.11** 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 demonstrate that the proposed changes will have a net detrimental impact on the local, surrounding or Hume City-wide communities.
- 5.3.12** Formally notify the VGCCC of unrealised community benefits in Hume from gaming applications for their investigation and enforcement for compliance as contained in gaming applications and VGCCC 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 VGCCC.
- 5.3.13** Notify the VGCCC if negative impacts from gaming applications are demonstrated to be notably greater than conveyed, such as the gaming losses in the first 12 months.
- 5.3.14** Actively monitor and manage all EGM venue signage to ensure compliance with the Planning and Environment Act and Gambling Regulations Act.

### 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 City municipality and across Victoria.
- 5.4.2** Advocate for a reduction to Hume's current regional cap of 851 EGMs and will oppose any increase to that number or inappropriate relocation of existing machines to areas that are considered vulnerable, considering the Socio-Economic Indexes for Areas

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## GAMBLING HARM POLICY

(SEIFA) index of disadvantage, and future population projections.

**5.4.3** Continue to advocate and support the co-operative call on the Federal and State Governments for the regulatory and legislative reforms required to reduce gambling harm and provide greater protection by:

- a) permanently reducing gaming room operating hours, with all gaming rooms to be closed between midnight and 10.00am
- b) introduction of mandatory pre-commitment
- c) the redesign of gaming machines to reduce harm and addiction, including \$1 maximum spin
- d) providing incentives to gaming venues to remove their machines
- e) eliminating sports betting advertising, particularly during the live viewing of sport
- f) addressing 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.
- g) the reduction in the annual EGM losses and number of EGMs across Victoria, whilst retaining 50:50 split between hotels and clubs

**5.4.4** Closely monitor Community Benefit Statements and Community Value Statements submitted by gaming venues to ensure accurate data is collected and used to advocate for greater direct benefits to local communities.

### 5.5 Building local responses to local issues:

#### Council will:

**5.5.1** Promote, provide and partner on opportunities and initiatives for community and staff to learn about gambling losses, harms, prevention and help seeking, thereby building capacity to respond and advocate on local gambling matters in Hume City.

**5.5.2** Partner, participate in, and/or support research efforts into the

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**GAMBLING HARM POLICY**

harms caused by gambling to inform local knowledge of its impacts, trends, and effective harm minimisation strategies and practices.

- 5.5.3** Provide public notice to the community when there is an application for new EGM licenses, an increase in or transfer of EGMs, consult where applicable and publish copies of all gambling related submissions it makes on Council's website.
- 5.5.4** In partnership with local service providers, resource, promote and seek external funding for a range of non-gambling social, cultural and recreational programs and events as an alternative to gambling in Hume City, including targeted strategies for those most at risk.

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### 6 Definitions and Abbreviations

Term	Definition
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.
Gambling Harms:	<p>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.</p> <p>Gambling can harm not only the person who gambles but also family, friends, workplaces and communities.</p> <p>(Foundation for Responsible Gambling website: <a href="https://responsiblegambling.vic.gov.au/resources/glossary/">https://responsiblegambling.vic.gov.au/resources/glossary/</a>)</p>
Gaming:	Gaming usually refers to a gambling activity that takes place on an EGM.

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<b>Gambling:</b>	<p>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>)</p> <p>Gambling presents itself in a range of forms, such as Betting, Wagering, EGMs, Lotto, Scratchies, Dog and Horse Racing and TAB. Some of these forms of gambling such as commercial bingo (run for profit) have grown significantly due to their accessible platforms and online presence.</p>
<b>Gambling Losses</b>	Refers to the total amount of money spent on gambling that is not returned to the participant in the form of winnings.
<b>Regional Caps:</b>	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 851 EGMs, 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.
<b>Sinking Cap</b>	Relates to the advocacy work for the automatic lowering of the Regional Cap in Hume City, if and when, EGMs are divested from Clubs.
<b>VCAT:</b>	Victorian Civil and Administrative Tribunal

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**GAMBLING HARM POLICY**

VGCCC	Victorian Gambling and Casino Control Commission. Independent regulator of Victoria’s gambling industry
Community Value Statements	Community Value Statements are annual reports, defined by Council and required under all new or renewed lease agreements for EGM venues located on Council-owned or managed land. They must demonstrate the real benefits and social impact delivered to the local community, including financial contributions, support for community groups, and activities that promote wellbeing. These statements aim to improve transparency and help Council assess how gaming venues contribute to or impact the community.

**7 Related Documents**

- 7.1** Hume City Council – Community Vision
- 7.2** Hume City Council – Council Plan (incorporating the Municipal Public Health and Wellbeing Plan)
- 7.3** Hume City Council – Hume Planning Scheme
- 7.4** Hume City Council – Social Justice Charter

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<b>REPORT NO:</b>	8.7
<b>REPORT TITLE:</b>	Draft Sports Facility Lease & Licence Framework
<b>SOURCE:</b>	Terry Jenvey, Manager Active Living Luke Maguire, Coordinator Sport and Recreation Kathie Schnur, Senior Sport, Recreation & Leisure Planner
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	-
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	SO1.1 Liveable places that are inclusive and accessible
<b>ATTACHMENT:</b>	1. <i>Draft Sports Facility Lease and Licence Framework</i>

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### DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 The development of the draft Sports Facility Lease and Licence Framework (Framework), as shown in Attachment 1, responds to Notice of Motion (NOM24/27) raised by Cr. Carly Moore, directing officers to develop a framework to guide the consistent development and renewal of lease and licence agreements for use of Hume sporting grounds, facilities and assets.
- 1.2 The draft Framework supports a clear, equitable, fair and consistent approach to establishing and renewing agreements for the use and management of Council’s sport, recreation and leisure facilities.
- 1.3 The Framework details an action plan and resourcing requirements to operationalise the renewal of existing lease and licence agreements.

### 2. RECOMMENDATION:

**That Council:**

- 2.1 Endorse the Draft Sports Facility Lease and Licence Framework for public exhibition from 1 December 2025 to 15 February 2026.**
- 2.2 Receive a further report following the public exhibition period, detailing all feedback received and recommending any proposed amendments to the Framework for final adoption.**

### 3. LEGISLATIVE POWERS & POLICY CONTEXT:

The provision of leisure services is aligned to the service performance principles (part 5, Division 1, section 106) of the Local Government Act (2020), including providing equitable and responsive services, focusing on continuous improvement, and seeking to achieve the best outcomes for current and future communities.

**REPORT NO: 8.7 (cont.)**

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council in giving effect to the following Overarching Governance Principles:

- a) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the municipal community is to be engaged in strategic planning and strategic decision making;
- d) innovation and continuous improvement are to be pursued;
- e) the ongoing financial viability of the Council is to be ensured;
- g) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

This report, and the Draft Lease and Licence Framework has been prepared in accordance with the Charter of Human Rights and Responsibilities Act 2006. The human rights relevant to this Report are:

- 5.1.1 Everyone is entitled to equal and effective protection against discrimination, and to enjoy their human rights without discrimination.
- 5.1.2 People can have different family, religious or cultural backgrounds. They can enjoy their culture, declare and practice their religion and use their languages. Aboriginal persons hold distinct cultural rights.

The above rights are not being limited by the recommended action in this Report.

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 The draft Sports Facility Lease and Licence Framework has a direct and significant impact on the public; therefore, a Gender Impact Assessment was completed. The key recommendations and findings of this assessment were:
  - (a) The Gender Impact Assessment (GIA) highlights that access to Council sporting facilities in Hume is shaped by longstanding gender and intersectional inequities, with women, girls, gender-diverse individuals, culturally diverse communities, people with disabilities, and low-income or emerging clubs facing multiple barriers.
  - (b) The following actions and approaches were identified as key opportunities to ensure the Framework meets equity objectives and actively removes structural and cultural barriers to participation:
    - Include criteria prioritising equitable access, especially for clubs that support women, girls, and marginalised groups.
    - Prioritise or reserve access for clubs that demonstrate inclusion (e.g. gender-balanced participation, inclusive policies).
    - Require or incentivise clubs to maintain gender-inclusive, accessible infrastructure (e.g. change rooms, lighting, entry points) as part of lease/licence conditions.
    - Provide discounted fees, flexible terms, or capacity-building support for emerging or equity focused clubs.
    - Include reporting requirements on gender equity practices (e.g. female participation rates, inclusive leadership) as part of lease / licence agreements.
    - Use inclusive communication strategies (multiple languages, community outreach) to ensure broad awareness and access.



**REPORT NO: 8.7 (cont.)**

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 There are no immediate financial or resource implications associated with Council adopting the draft Lease and Licence Framework. However, it is noted that implementation of the final framework will require financial and operational resources. These may include legal costs to establish new lease and licence agreements, and staffing to support agreement development, administration, and ongoing compliance aligned with the framework.
- 6.2 The introduction of the new lease and licence framework may affect the revenue Council currently collects from user fees and charges. This includes potential changes to income derived from leases, licences, and seasonal allocations
- 6.3 The proposed incentivised fee structure (providing subsidies to facility users who demonstrate strong governance and inclusive practices) will be further examined through the framework’s implementation plan to assess its financial impact and ensure alignment with Council’s sustainability objectives.
- 6.4 Any resources required to implement the framework will need to be considered as part of future budget planning or accommodated over a longer time period within existing operational capacity.

**7. OPPORTUNITIES & RISKS:**

This report addresses Council’s strategic risks by Assets and Infrastructure:

- 7.1 Council currently faces tangible, operational, and reputational risks due to expired or outdated tenancy agreements. These pose legal, financial, and asset management challenges that require urgent attention.
  - 7.1.1 The Draft Sports Facility Lease and Licence Framework directly respond to these risks by introducing a consistent, equitable, and sustainable approach to facility access and management. It is aligned with industry’s best practice and tailored to meet the needs of Hume’s growing and diverse sporting community.
- 7.2 The Framework’s guiding principles provide a structured foundation that balances community needs with risk mitigation.
  - 7.2.1 Principles such as equity, transparency, community benefit, financial responsibility, and compliance will underpin the development of clear agreements, robust processes, and transparent decision-making –protecting Council assets while supporting the long-term success of local clubs.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 An engagement survey was distributed to tenants of Hume City Council owned or managed sport and recreation facilities with 47 unique responses received between June and August 2025.
- 8.2 In addition to the survey, interviews were conducted with six tenants operating Council’s regional and pathway facilities, including Highgate Recreation Reserve, John Ilhan Memorial Reserve, Goonawarra Golf Course, Craigieburn Golf Course, Greenvale Recreation Reserve, and Hume Tennis and Community Centre.
- 8.3 The survey and interviews were designed to gather insights into the needs, challenges, and experiences of clubs and user groups in relation to their current agreements for Council-managed sports facilities. These insights have directly informed the development of the Draft Framework.

**REPORT NO: 8.7 (cont.)**

- 8.4 This report seeks Council's endorsement to release the Draft Framework for public exhibition from 1 December 2025 to 15 February 2026, noting the extended engagement period accounts for the New Year holiday season.
- 8.5 The public exhibition will be hosted on Participate Hume and will include an online survey and targeted engagement activities with key stakeholders.
- 8.6 Feedback received during the public exhibition period will be analysed, and any recommended Framework amendments will be included in a future report to Council, seeking final adoption.

**9. DISCUSSION:**

- 9.1 The development of the draft Lease and Licence Framework is in response to Council Notice of Motion (24/27), moved by Cr Moore at the Council Meeting held on 11 June 2024.  
*That Council directs officers to develop a framework to guide the consistent development and renewal of lease and license agreements for use of Hume sporting grounds, facilities and assets. The framework is to consider the community benefit and levels of community accessibility derived from agreements, equitable contributions toward the recoupment of maintenance and renewal investment and the equity of fees to be charged at differing facility types.*
- 9.2 This Notice of Motion was initiated to address inconsistencies in the terms and conditions of existing lease and licence agreements for Hume's sport and recreation facilities. The draft Framework also aims to enhance community benefit from these facilities and ensure that all agreements are contemporary, equitable, and aligned with best practice, whilst also ensuring fairness and consistency in the application of fees and charges.
- 9.3 The Framework has been designed to deliver consistency, fairness, and clarity in the management of lease and licence agreements by:
  - 9.3.1 Supporting fair and transparent access to sports facilities;
  - 9.3.2 Helping clubs grow and thrive while promoting inclusion, participation, and good governance;
  - 9.3.3 Ensuring facilities are used in ways that deliver the greatest benefit to the community; and
  - 9.3.4 Aligning with Council's broader goals for equity, sustainability, and community wellbeing.
- 9.4 The Framework is underpinned by eight draft principles that define the desired community outcomes and guide good practice in facility management:
  - 9.4.1 Equity and Transparency
  - 9.4.2 Maximising Community Benefit and Participation
  - 9.4.3 Strong Partnerships and Capacity Building
  - 9.4.4 Standardisation and Quality of Service
  - 9.4.5 Shared use and Multi-Use Environments
  - 9.4.6 Compliance, Accountability and Sustainability
  - 9.4.7 Financial Responsibility and Value
  - 9.4.8 Innovation and Continuous Improvement

**REPORT NO: 8.7 (cont.)**

- 9.5 A comprehensive and prioritised Action Plan will accompany the final Framework. This plan will provide a clear roadmap for implementation across Council’s operations, planning, resourcing, and decision-making processes.
- 9.6 Investment in resources will support successful implementation. This includes staffing, systems, and legal support to operationalise the Framework effectively. Such investment will help mitigate key risks, build community confidence, and support a fair, transparent, and sustainable model for facility access and management.

**10. CONCLUSION**

- 10.1 The draft Sport Facility Lease and Licence Framework has been developed to provide a clear, equitable, fair and consistent approach to the use management of Council’s sport, recreation and leisure facilities.
- 10.2 The Framework’s guiding principles and proposed action plan sets out a comprehensive structured approach to achieving successful implementation and optimised community benefits.

**REPORT NO: 8.7 (cont.)**

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# DRAFT SPORTS FACILITY LEASE AND LICENCE FRAMEWORK



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### Disclaimer

This report has been prepared in good faith by Emerge Associates, in collaboration with Hume City Council. The information contained within is based on data, research, and evidence available at the time of preparation, including inputs from Council officers, community and stakeholder engagement, and review of relevant strategies, policies, and plans. The content reflects information current as at the date of publication and may not account for subsequent changes in circumstances.

Any illustrative plans, perspectives, or imagery included in this report are conceptual and intended to convey indicative ideas only. All recommendations are subject to further planning, consultation, detailed design, cost planning, and statutory approvals.

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The information contained in this report is intended as a general guide only and does not constitute legal, financial, or professional advice. Leasing and licensing arrangements involving Council-owned facilities can involve complex legal and compliance matters. Users should seek independent legal or professional advice before acting on any information contained herein. Laws and regulations may change over time, and while care has been taken in the preparation of this document, Emerge Associates accepts no responsibility for any errors, omissions, or changes that occur after publication.



# HUME

## DRAFT SPORTS FACILITY LEASE AND LICENCE FRAMEWORK

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#### Acknowledgement of Traditional owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, as the Traditional Custodians of this land.

Council embraces Aboriginal and Torres Strait Islander peoples' living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the Wurundjeri Woi Wurrung Elders past and present.

#### Acknowledgement of Industry

The following framework has been developed based on benchmarking best practice policy and guidelines for lease and licencing of community facilities. The key themes have been adapted from a range of resources including but not limited to, benchmarking six local government policies and frameworks, Leasing policy for Victorian Crown land Updated December 2020/2023, Community use category assessment 2023 Crown Land Lease Allocation Procedure 2023, Local Government Guide For Leasing and Licensing Sport and Community Facilities funded by City of Onkaparinga, Local Government Research Fund and the Office for Recreation, Sport and Racing and the Fair Play Strategy and Policy, City of Greater Geelong, Victoria 2017.

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# Introduction and Overview

Hume City Council is developing a Sports Facility Lease and Licence Framework to guide how community sporting clubs and organisations access and use Council-owned sports grounds and facilities. This initiative responds to increasing demand for sport and recreation in a rapidly growing and diverse municipality, where population growth and evolving community expectations are placing pressure on existing infrastructure.

The Framework will establish a clear, consistent, and equitable system for managing leases and licences across Council's sporting assets. It replaces the current variety of arrangements with a unified approach that reflects best practice, supports community benefit, and reduces legal, financial, and operational risks.

## Purpose and Objectives

The Framework is designed to:

- Ensure fair and transparent access to Council-owned sports facilities.
- Promote inclusion, participation, and good governance among user groups.
- Align facility use with Council's broader goals for equity, sustainability, and community wellbeing.
- Provide a strategic and risk-managed approach to asset management and service delivery.

It supports Council's broader strategic initiatives, including the Hume Active Living Plan, by ensuring facilities are used in ways that promote health, wellbeing, and social connection.

## Draft Principles Supporting the Framework

- Equity and transparency in access and decision-making.
- Maximising community benefit through inclusive and shared use.
- Strong partnerships and capacity building with clubs and user groups.
- Standardisation of agreements and service levels.
- Compliance, accountability, and sustainability in operations.

- Financial responsibility and value for public assets.
- Innovation and continuous improvement to meet emerging needs.

These principles ensure that the Framework is not only operationally sound but also aligned with Council's values and strategic priorities.

## Key Risks Addressed

The Framework responds to several critical risks currently facing Council:

- Undocumented or expired agreements: Some clubs operate without formal arrangements, exposing Council to liability and asset management issues.
- Misclassification of leases vs licences: Incorrect categorisation may trigger unintended legal obligations under the Retail Leases Act.
- Outdated terms and conditions: Legacy agreements often lack clarity on maintenance, insurance, and compliance responsibilities.
- Operational and reputational risks: Inconsistent practices erode public trust and hinder strategic portfolio management.
- Financial exposure: Council may be unable to recover costs or enforce obligations under inadequate agreements.

## Strategic Response

The Framework will:

- Introduce standardised lease and licence templates with clear terms.
- Embed performance monitoring and community benefit assessments.
- Implement tiered fee structures and subsidy models linked to inclusion and governance.
- Define roles and responsibilities for both Council and tenants.
- Support shared-use arrangements to maximise facility utilisation.
- Align with relevant legislation and Council policies, including the Fair Access Policy, Gender Equality Act, and Gambling Harm Minimisation Policy.

# The Framework



02 - Hume City Council Draft Sports Facility Lease and Licence Framework



## Draft Sports Facility Lease and Licence Framework

### Guiding fair, transparent and sustainable access to Council’s sport and recreation facilities.

#### Sports Facility Lease and Licence Framework

The Sports Facility Lease and Licence Framework establishes a consistent and transparent approach to how Council manages access to its sport and recreation facilities.

It brings together the full spectrum of arrangements that enable community use, including leases, licences, management agreements, and fee-for-use models.

The framework provides a clear governance structure that balances equitable access, financial sustainability, and community benefit.

It ensures decisions about who uses Council sport and recreation facilities, on what basis, and at what cost are guided by consistent principles that reflect Council’s strategic objectives, legislative obligations, and commitment to fair and inclusive participation.

- Provides a structured basis for Council’s leasing and occupancy arrangements across sport and recreation facilities, ensuring decisions are transparent, equitable, and strategically aligned.
- Grounded in eight key principles to balance community benefit, operational viability, and environmental responsibility.
- Embeds strategic alignment with Council’s broader vision, strategy, and service objectives, ensuring occupancy decisions support community outcomes and corporate priorities.
- Operates within a clear legislative and policy context, including the Local Government Act 2020, Retail Leases Act 2003, and Liquor Licensing Act 1997.

- Promotes financial sustainability through equitable fee structures, transparent cost recovery, and recognition of community benefit in the pricing model.
- Integrates risk management and property management practices, including due diligence, asset management, and regular contract and tenant performance reviews.
- Encourages optimised community use by supporting diverse users, promoting shared use facilities, and maintaining accessibility for public use.
- Recognises a range of key occupancy options (e.g. Permit, Licence, Lease, and Management Agreement), providing flexibility to match use type, scale, and community impact.
- Responds to key demand drivers, acknowledging the needs of users (individuals, clubs, groups, businesses, education and community organisations) and sport and recreation facility types (reserves, pavilions, clubs, stadiums and aquatic and leisure centres).
- Positions a new leasing policy as a tool for sustainable facility governance, ensuring community assets are managed responsibly while maximising social, economic, and environmental value.

#### Purpose

The Sports Facility Lease and Licence Framework provides a unified approach for how Council allocates, manages, and reviews the use of its facilities.

It ensures all user agreements, from formal leases and licences to casual and fee-for-use arrangements, are applied consistently, reflect community value, and support Council’s broader objectives for participation, inclusion, and long-term asset sustainability.



**What are sport and recreation facilities?**

Sport and recreation facilities are buildings, spaces, and assets provided, owned, or managed by Council to support the social, cultural, recreational, and physical wellbeing of the community. They provide places for people to come together, participate in activities and build social connections.

In the sport and recreation context, facilities commonly include sport and recreation infrastructure such as pavilions, playing fields, sports courts, clubrooms, change facilities, and aquatic or leisure centres.

These facilities are critical enablers of active living, inclusion, and community participation. They provide equitable access to opportunities for physical activity and recreation, particularly through local sporting clubs and community groups.

Well-managed facilities allow shared and flexible use, for example, a football pavilion that hosts junior sport in winter, cricket in summer, and community health or cultural programs throughout the year.

**Complexities in Managing Sport and Recreation Facility Use**

The management, leasing, and licensing of sport and recreation facilities is a complex process for both Councils and community organisations.

This complexity arises from the diverse range of facility types, user needs, and legislative and compliance requirements involved in balancing equitable community access with financial and operational sustainability.

For Councils, challenges include navigating varied land tenures, facility types, and levels of community demand, as well as managing inconsistent fee structures, legacy agreements, and differing levels of club investment.

The absence of standardised fee-setting legislation further complicates decision-making, requiring case-by-case consideration of community benefit, equity, and resource capacity.

For community clubs and organisations, the process can be equally challenging. Many groups rely on volunteers with limited administrative expertise and face uncertainty navigating Council processes, compliance obligations, and rising operational costs such as utilities and insurance. Variations in lease and licence terms between municipalities can also create confusion and inequity.

Together, these factors demonstrate the need for a clear, consistent, and transparent framework that simplifies processes, clarifies expectations, and supports sustainable partnerships between Councils and the community.

## Draft Guiding Principles

The following eight principles underpin the Framework. This section provides an overview of each principle, what it means for our community and what it looks like in practice.

Framework / Policy Statements:	What this means for our community:	What does this look like in practice:
<b>Principle 1. Equity and Transparency</b>		
Council will ensure all access to sports facilities is fair, inclusive, and transparent with consistent arrangements across all user groups.	<ul style="list-style-type: none"> <li>• Clear guidelines and eligibility and selection criteria for all applicants.</li> <li>• Open and equitable assessment and allocation processes.</li> <li>• Publicly available templates, fee structures, and obligations.</li> <li>• Promotion of inclusive participation across age, gender, identity, ability, and background.</li> <li>• Simple application and renewal processes with accessible information.</li> <li>• Support for volunteers in navigating agreements, maintenance, responsibilities, and compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Access is fair, inclusive, and transparent: Clear strategic and impartial decision-making framework, eligibility and selection criteria and decision-making processes, public guidelines and timelines for applications and renewals.</li> <li>• Consistency in agreements and entitlement: Standardised lease / licence templates, equitable fee structure aligned with use and facility standard.</li> <li>• Streamlined administration and user- friendly systems: Digitised application processes, centralised information portal for agreements, reporting, and maintenance.</li> <li>• Implement appropriate systems and protocols to administer agreements effectively.</li> </ul>
<b>Principle 2. Maximising Community Benefit and Participation</b>		
Council will prioritise the use of facilities that delivers the most value to the wider Hume community, ensuring that facilities are shared, active and contribute to physical, mental, and social wellbeing.	<ul style="list-style-type: none"> <li>• Priority for clubs and groups that are inclusive, community-focused and contribute to broader health, wellbeing and physical activity goals.</li> <li>• Access for groups that reflect Hume's diversity and help build local connection and pride.</li> <li>• Flexibility in use to support emerging sports, multicultural and intergenerational activities</li> <li>• Alignment with Council's health, wellbeing, and active living strategies.</li> <li>• Incentives for clubs delivering health promotion, youth programs, or inclusive sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Preference for clubs that demonstrate inclusive participation, diversity, and alignment with Council goals.</li> <li>• Prioritise local access and community needs. Local residents and groups given preference, multi-generational and multicultural programming encouraged.</li> <li>• Support clubs and groups contributing to wellbeing and active lifestyles. Priority access and incentives for organisations promoting inclusion, junior development, and healthy and welcoming environments.</li> </ul>

Framework / Policy Statements:	What this means for our community:	What does this look like in practice:
<b>Principle 3. Strong Partnerships and Capacity Building</b>		
Council recognises the vital contribution of sports clubs and community groups and will work in partnership to build their capacity, capability and support good governance.	<ul style="list-style-type: none"> <li>• Regular engagement between Council and user groups on facility planning and use.</li> <li>• Support for volunteer development, inclusion initiatives and organisational governance.</li> <li>• Opportunities for co-investment and joint funding applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Foster strong, collaborative partnerships. Regular engagement with clubs, shared planning, co-investment in upgrades, and feedback mechanisms.</li> <li>• A strong sense of stewardship and care of places, spaces, clubs and communities.</li> <li>• A thriving network of sustainable clubs and community groups.</li> </ul>
<b>Principle 4. Standardisation and Quality of Service</b>		
Council will implement standard user agreement (lease and licence) provisions that align with levels of service, facility type, user contributions and responsibilities.	<ul style="list-style-type: none"> <li>• Transparent and consistent agreement durations, conditions, and obligations.</li> <li>• Fees reflective of facility standard, levels of access and levels of service.</li> <li>• A clear understanding of what Council provides, and what is expected of user groups.</li> <li>• Lease and licensing processes are clear, streamlined, and easy to navigate for community users and clubs.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniformity in service levels and conditions.</li> <li>• Clearly defined roles and responsibilities, minimum provision standards, service levels and maintenance standards across all facilities and spaces.</li> <li>• Ensure return on investment for public assets - User agreements, lease, and licences to include cost recovery measures, user contributions to maintenance and capital improvements where feasible.</li> </ul>
<b>Principle 5. Shared Use and Multi-Use Environments</b>		
Council will actively encourage multi-use and shared use of facilities to ensure they benefit the maximum number of users and support diverse programming.	<ul style="list-style-type: none"> <li>• Scheduling that supports multi-use access and fair seasonal variation.</li> <li>• Support for co-tenancy models and cross- club / cross-community collaboration.</li> <li>• Encouragement for clubs to be inclusive of other user groups and community needs.</li> <li>• Facilities are open and available to the wider Hume community, while maintaining priority of access for local clubs and groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage co-tenancy and shared access - Scheduling systems to maximise usage, facilities designed for flexible use across sports and community groups.</li> <li>• Incentives hard-wired into decision making framework- align decision making with groups that increase participation focused on social inclusion, gender equity, good governance, minimise impact on the environment, create sense of place and help to activate public spaces.</li> <li>• Facilities will be activated by viable, community-focused clubs and groups that foster connection, inclusion, and long-term sustainability.</li> </ul>

Framework / Policy Statements:	What this means for our community:	What does this look like in practice:
<b>Principle 6. Compliance, Accountability and Sustainability</b>		
<p>Council will ensure that all user groups meet their obligations and operate in accordance with good governance, safety, and financial responsibility.</p> <p>Council will manage its facilities in a sustainable way, ensuring they are fit-for- purpose, well-maintained and available for future generations.</p>	<ul style="list-style-type: none"> <li>• A framework that ensures accountability from clubs, users, and Council alike.</li> <li>• Clear expectations around insurance, reporting, and facility use.</li> <li>• Monitoring and enforcement mechanisms for non-compliance.</li> <li>• A culture of accountability that protects community assets and ensures fairness.</li> <li>• Simple application and renewal processes with accessible information.</li> <li>• Support for volunteers in navigating agreements, maintenance, responsibilities, and compliance.</li> <li>• Facilities will be upgraded and maintained to safe and modern standards.</li> <li>• Environmentally sustainable practices will be integrated into facility use and renewal.</li> </ul>	<ul style="list-style-type: none"> <li>• Pro-actively mitigate risks associated with compliance and ensure user compliance with all obligations - Regular reporting (e.g., insurance, financials). inspections, performance indicators, penalties for breaches.</li> <li>• Maintain public trust through clear governance - Transparent record-keeping, audit trails, and accessible documentation.</li> <li>• Standardised reporting and record keeping, facilitate data analysis and informed decision-making.</li> <li>• Facilities maintained for long-term sustainability- Asset renewal plans and user maintenance responsibilities linked to agreement terms and tenant capacity.</li> <li>• Fit-for-purpose infrastructure aligned with usage - Usage audits to inform capital upgrades and optimise design for diverse use and criticality of investment.</li> </ul>
<b>Principle 7. Financial Responsibility and Value</b>		
<p>Council will manage facilities in a financially responsible way, ensuring affordability for users while reducing reliance on subsidies.</p>	<ul style="list-style-type: none"> <li>• Scaled and transparent fee structure based on usage, community benefit and user capacity.</li> <li>• Support for user groups to become financially sustainable.</li> <li>• Shared contributions for facility improvements, where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Balance affordability with financial sustainability and affordability for community groups - Scaled fees based on user group capacity and community benefit, support for funding applications and co-investment.</li> <li>• Ensure return on investment for public assets - User agreements, lease, and licences to include cost recovery measures, user contributions to maintenance and capital improvements where feasible.</li> </ul>



Framework / Policy Statements:	What this means for our community:	What does this look like in practice:
<b>Principle 8. Innovation and Continuous Improvement</b>		
<p>Council will embrace innovation and support flexible approaches to the use and management of sports and community facilities to meet emerging trends and future needs.</p> <p>Council will regularly review and improve the Framework to reflect changing community needs, best practice, and user feedback.</p>	<ul style="list-style-type: none"><li>• Opportunities for new and emerging sports or recreation activities to access Council facilities.</li><li>• Design and planning that anticipate environmental sustainability, climate resilience, and evolving patterns of community participation and growth.</li><li>• Easy-to-use digital platforms for booking, compliance, and communication with Council.</li><li>• Transparent performance reporting and benchmarks.</li></ul>	<ul style="list-style-type: none"><li>• Implementation of an integrated digital booking and lease management platform.</li><li>• Inclusion of innovation and sustainability criteria in new lease/licence/user agreements.</li><li>• Design of multipurpose facilities that support hybrid or flexible use configurations and access mechanisms.</li></ul>





## Types of Agreements

### Entry Fee (Casual Hire / Fee-for-Use)

#### *Characteristics:*

- Lowest level of formality, transactional and short-term.
- Provides casual or one-off access to a facility, space, or service (e.g. entry fee for pool, casual court hire, ticketed program).
- Governed by standard terms and conditions rather than a formal contract.

#### *Best Suited For:*

- Individual users, casual community participants, or short-term hirers.
- Facilities such as aquatic centres, sports courts, halls, or event spaces where open public access or drop-in use is encouraged.

### Permit (Hire Agreement)

#### *Characteristics:*

- Simple, short-term use agreement for one-off or occasional hire.
- Typically less than 12 months and non-exclusive.
- Council retains full control and management responsibility.
- Low administrative burden and easily scalable for community access.

#### *Best Suited For:*

- Community groups, cultural or resident associations, or private hirers using pavilions or sportsgrounds occasionally.
- Ideal for seasonal events or recurring bookings that don't require exclusive use.

### Licence

#### *Characteristics:*

- Provides official permission to occupy and use a facility for a defined period (often 1-3 years).
- Non-exclusive, multiple users may share the facility.
- Allows regular use without transferring maintenance or ownership responsibilities.
- Fees reflect shared access and operational cost recovery.

#### *Best Suited For:*

- Sporting clubs, recreation groups, or community organisations using facilities like shared pavilions, courts, or playing fields.
- Works well for seasonal sports or multi-user spaces.

### Lease

#### *Characteristics:*

- Provides exclusive use and control of a sport and recreation facility or defined area for a longer term (generally 5-21 years).
- Tenant assumes higher responsibility for maintenance, utilities, and possibly capital investment.
- Formal legal agreement often subject to legislative requirements (e.g. Retail Leases Act 2003, Crown Land (Reserves) Act 1978).
- Rent typically reflects exclusive benefit and investment level.

#### *Best Suited For:*

- Sporting or community organisations requiring exclusive, ongoing control (e.g. bowling clubs, tennis clubs, indoor centres).
- Facilities with significant tenant investment or fit-out.

### Management Agreement

#### *Characteristics:*

- A formal contract between Council and an organisation to manage and operate a facility on Council's behalf.
- Defines roles, service standards, and performance indicators.
- May involve a management fee or cost-sharing arrangement.
- Council retains ownership and strategic oversight.

#### *Best Suited For:*

- Multi-use facilities such as aquatic and leisure centres or recreation precincts.
- Experienced organisations or not-for-profits with capacity to manage operations and programming.

**Head Lease***Characteristics:*

- A single overarching lease where the main tenant (head lessee) sub-leases parts of the facility to other users.
- The head lessee manages day-to-day occupancy, compliance, and sub-agreements.
- Council maintains a direct legal relationship only with the head lessee.

*Best Suited For:*

- Complex, multi-tenant facilities such as recreation hubs or regional sport precincts.
- Peak bodies or associations capable of managing multiple users and reporting to Council.

**Sub-Lease***Characteristics:*

- A secondary agreement between a head lessee and a sub-tenant, approved by Council.
- Sub-tenant is bound by conditions of the primary lease.
- Often used for café operators, allied health providers, or shared-use spaces within leased sport and recreation facilities.

*Best Suited For:*

- Ancillary or complementary users who support the main facility purpose (e.g. kiosk, physiotherapy, community partner).
- Where layered management is beneficial and governance structures are clear.

**Seasonal Allocation (Sport-Specific)***Characteristics:*

- A non-binding or low-formality agreement allocating use of a ground or facility for a defined sport season or shared period.
- Usually underpinned by a code-of-conduct or conditions-of-use statement.
- Allows multiple sports or clubs to share facilities across the year.

*Best Suited For:*

- Seasonal community sports (e.g. football / cricket ground sharing).
- Facilities with high demand or rotational use patterns.
- Facilities that are open to the public when in use (e.g. outdoor sports fields and sports courts).

**Crown Land Lease or Licence***Characteristics:*

- Applies where Council manages land under the Crown Land (Reserves) Act 1978.
- Must align with the Leasing Policy for Victorian Crown Land 2023, ensuring public value, transparency, fair return, and alignment with the reserve purpose.
- Requires Ministerial approval for leases exceeding 10 years or where exclusive use impacts public access.
- Native Title and cultural heritage obligations must be considered before approval.

*Best Suited For:*

- Sporting and recreation facilities located on Crown land reserves (e.g. sports reserves, regional parks, sports complexes).
- Long-term use where exclusive or significant improvements are proposed.

## **Memorandum of Understanding (MoU)**

### *Characteristics:*

- A non-binding written agreement that outlines shared intentions, roles, and expectations between Council and another party.
- Does not create legal or financial obligations, nor grant tenure or exclusive use.
- Commonly used where collaboration, coordination, or shared service delivery is the focus rather than facility control.
- Clearly sets out the principles, objectives, and communication protocols that guide the partnership.

### *Best Suited For:*

- Partnerships or collaborations with schools, health services, regional associations, or volunteer networks.
- Pilot projects, program delivery partnerships, or instances where Council and another organisation jointly deliver sport and recreation community outcomes without a formal lease or licence.
- Useful for documenting shared intent before progressing to a formal agreement.

## **Shared Use Agreement / Joint Use Agreement**

### *Characteristics:*

- A formal agreement that governs the shared occupation and management of a facility or land between Council and another entity (e.g. Department of Education, university, or club consortium).
- Defines roles, responsibilities, scheduling, maintenance, capital investment, and cost-sharing arrangements.
- Often long-term and linked to multi-purpose or co-funded facilities.
- Can sit alongside or underpin other agreements (e.g. a lease for one party with shared use rights for another).
- Requires clear governance structures, dispute resolution processes, and performance review mechanisms.

### *Best Suited For:*

- Facilities that serve dual or multiple functions such as school ovals, recreation hubs, or sports precincts co-funded by multiple partners.
- Circumstances where equitable access and shared maintenance are critical, or where capital investment comes from more than one organisation.



## **Spectrum of Use and Access Agreements**

The following page provides an overview of the spectrum of use and access agreements:



The least formal / casual access part of the spectrum (Entry Fee to Licence) emphasises access and participation, suitable for broad community use and low-risk activities.



The medium formality / defined use (Shared Use, Lease, Head / Sub-Lease) represents structured tenure, balancing control, responsibility, and shared benefit.



The most formal / operational management (Management Agreement and Crown Land Lease) involves formal partnerships requiring governance structures, reporting, and compliance with legislative frameworks (including the Victorian Crown Land Leasing Policy 2023).

**Spectrum of Use and Access Agreements:**

From Informal / Short-Term Access to Formal / Long-Term Tenure).

Agreement Type	Indicative Tenure	Level of Control / Responsibility	Typical Use Context
<b>Least Formal / Casual Access</b>			
Entry Fee (Casual Use / Fee-for-Use)	Hourly / Daily	None. Governed by conditions of entry	Public pool entry, casual court hire, ticketed use
Memorandum of Understanding (MoU)	Variable (non-binding)	Shared intent only	Partnership programs, pilot collaborations
Permit (Hire Agreement)	Hours to <12 months	Low. Council retains control	One-off sporting events, short-term ground use.
Licence	1-3 years (renewable)	Moderate. Shared use	Seasonal or regular sport use, shared pavilions
Shared / Joint Use Agreement	3-10 years	Moderate to high. Negotiated sharing	School-Council facilities, multi-user hubs
<b>Medium Formality / Defined Use</b>			
Lease	5-21 years	High. Exclusive use	Some sporting clubrooms, bowling greens, tennis clubs
Head Lease	5-21 years	High. Overarching management of sub-tenants	Regional facilities, precinct operators
Sub-Lease	Aligned to head lease	Medium. Within defined scope	Café operator within club lease, secondary user
Seasonal Allocation	3-9 months	Moderate. Rotating user groups	Shared sports fields (e.g. winter / summer sports)
<b>Most Formal / Operational Management</b>			
Management Agreement	3-10 years	Very high. Delegated operational responsibility	Aquatic centres, recreation hubs, multi-purpose venues
Crown Land Lease or Licence	1-21 years (Ministerial approval required >10 years)	High. Subject to State policy and oversight	Crown reserves, regional parks, long-term community leases



## User Categories and Priority of Access

*Allocating leases in a fair and equitable manner. The following users have been identified in order of priority.*

### Council Services and Programs

#### *Description:*

Council-run or directly contracted services that deliver community programs, events, or functions (e.g. youth programs, community events).

#### *Level of Access:*

Highest priority and may have exclusive access where required for service delivery.

#### *Considerations:*

Exempt from fees and charges. Community access may be temporarily suspended if spaces are required to meet service needs, with Council to provide reasonable relocation support.

### Emergency Management and Civic Use

#### *Description:*

Use of facilities for emergency relief, response, or recovery as part of Council's Emergency Management Plan.

#### *Level of Access:*

Immediate and overriding priority access when activated.

#### *Considerations:*

Access may occur without notice for the duration of the emergency. Restoration and cost recovery processes to be managed post-event.

### Community Sport and Recreation

#### **Organisations (Not-for-Profit / Incorporated Associations) - From within Hume City Council**

#### *Description:*

Local community, sport and recreation groups that are incorporated and provide accessible, inclusive programs for residents.

#### *Level of Access:*

Primary and ongoing access under lease or licence arrangements.

#### *Considerations:*

Eligible for community rate or subsidy. Expected to demonstrate good governance, inclusive practices, and alignment with Council objectives (e.g. participation, wellbeing, sustainability).

*Additional priority is afforded to groups that share facilities during the same season, demonstrating cooperative use and efficient management of community assets.*

*Clubs or organisations based outside Hume City Council may be considered where capacity exists and clear community benefit can be demonstrated. However, these groups will not receive priority of access and may be subject to full cost-recovery fees or commercial rates.*

#### **Educational Institutions (Local Schools and Kindergartens)**

#### *Description:*

Local schools and early-learning providers using Council sport and recreational land and facilities for curriculum-based programs or community activities.

#### *Level of Access:*

Conditional access without charge where reciprocal community access to school facilities is provided.

#### *Considerations:*

Schools outside the municipality or those without reciprocal access to their grounds are charged a casual community rate. Pavilion use charged at local community group rate.



### Key Messages

Priority of access and eligibility for community rates or subsidies are reserved for local, incorporated organisations that:

- are based within the municipality, and
- demonstrate clear benefit to local residents.

External, regional or elite sporting organisations may still be granted access, but usually at a lower priority level and on a higher fee basis, since their primary membership and operations are not local.



**Community Service Providers / Funded Agencies**

*Description:*

State or federally funded agencies providing direct social, health, or community services.

*Level of Access:*

Regular or recurring access by agreement, subject to availability after community users.

*Considerations:*

Fees based on partial cost recovery; opportunities for partnerships encouraged.

**Casual Community Users**

*Description:*

Local residents, informal community groups, or unincorporated associations booking spaces for ad-hoc, non-commercial activities.

*Level of Access:*

Access permitted outside scheduled use by higher-priority groups.

*Considerations:*

Charged at standard community casual rate. No ongoing storage or exclusive rights.

**Markets, Events, and Festivals**

*Description:*

Community or commercial markets, events, and cultural festivals held on Council land.

*Level of Access:*

Subject to approval and site availability.

*Considerations:*

Fees apply (per day, including setup and pack-down). Bonds or restoration costs may be required. Council and community events take precedence.

**Personal Trainers and Fitness Operators**

*Description:*

Individuals or businesses conducting organised fitness sessions on Council land.

*Level of Access:*

Permit-based access; non-exclusive use during approved hours.

*Considerations:*

Fees consistent with Crown Land (Reserves) Tour Operator Licence Fee Regulations. Conditions include adherence to a code of conduct and environmental protection guidelines.

**Commercial and Private Users**

*Description:*

Commercial operators or private hirers conducting profit-generating activities (e.g. sports academies, filming, product launches, commercial events).

*Level of Access:*

Permitted only when community or Council use is not impacted.

*Considerations:*

Commercial value or 100% cost recovery rate applies, including administration, utilities, and depreciation. Subject to Council approval and must align with the site's primary purpose and community values.

*Gaming and gambling venues are not afforded priority of access and will be required to operate under a full commercial lease arrangement, reflecting their commercial nature and limited community benefit. This may be applied to all or part of the venue.*

*Individual agreements will be entered into with clubs and community groups who conduct commercial activities on Council properties or areas under Council control and commercial charges will be levied for the part of the facility used for this purpose.*

**General Public***Description:*

Unstructured, passive community use of public spaces (e.g. walking, picnicking, informal recreation).

*Level of Access:*

Open and unrestricted during standard hours unless under booked or exclusive use.

*Considerations:*

Supported through design and maintenance of inclusive, accessible spaces.

This hierarchy prioritises public benefit and community purpose while maintaining flexibility for a mix of users.

Council services, emergency use, and community groups are afforded the highest priority, followed by schools and casual users.

Commercial, private, and market uses are supported where consistent with community benefit and financial sustainability objectives.

**Council Priority of Access**

Services directly provided by Council will have priority and exclusive use of Council's sport and recreation facilities where appropriate, and be given the highest priority in their access and allocation. However, this does not exclude these facilities from being accessed by the community if available.

Where an increase in demand is identified resulting in the need to increase Council's capacity to deliver services, Council may need to cancel existing hire agreements with community users.

Council will attempt to offer alternative options for existing hirers, and support them to relocate to alternative facilities.

Council services and programs are exempt from fees and charges relating to the use or hire where Council staff provide a direct service to the community.

## Choosing The Right Path

### Towards a Framework for Use and Access

The range of agreement types outlined in the previous section demonstrates a clear continuum of use, access, and responsibility, spanning from open community entry and casual use through to exclusive tenure and full facility management.

This spectrum reflects the diverse ways Council enables community access to its sport and recreation facilities, recognising that no single model suits all users, facilities, or circumstances.

The following framework builds on this continuum to provide a structured decision pathway, a “choose your own pathway” approach, that helps determine the most appropriate arrangement for each situation.

It guides decisions based on key considerations such as:

- Duration and frequency of use
- Level of exclusivity
- Extent of responsibility and risk
- Alignment with community benefit and Council objectives, and
- Type of user group, eligibility and priority of access.

By applying these considerations consistently, the framework ensures all agreements, from simple use arrangements to complex management contracts, are equitable, transparent, and strategically aligned with Council's vision for community participation and sustainable asset management.

## Process Tool: Determining the Appropriate Use and Access Agreement

### Using the Pathway Tool:

This tool helps identify the most suitable form of agreement for the use of a Council sport and recreation facility.

It provides a step-by-step pathway that guides users through a series of qualifying questions to determine the level of formality, type of agreement, and next steps for seeking advice or approval.

Start here to confirm where your facility and proposed use fit within Council's framework. Each question filters the pathway based on key factors such as:

- Land status (Council-owned or Crown land)
- Type of use (community, commercial, or mixed)
- Level of access, control, and investment.

Responses will guide the correct agreement type, from casual, short-term access to formal lease or management arrangements, ensuring consistency, transparency, and alignment with Council policy.

**START HERE**



### Determine Where You Fit - Qualifying Questions

*Is the facility located on Crown land under Council management?*

YES



**CROWN LAND  
LEASE OR LICENCE**

**NO,  
GO TO NEXT**

*Is the facility used for any commercial purposes, including activities associated with gaming or gambling?*

YES



**COMMERCIAL LEASE**

**NO,  
GO TO NEXT**

*Is the facility located on Council-owned or managed land and used for community-sport and recreation based activities?*

YES



**GO TO NEXT PAGE TO  
EXPLORE THE TYPE OF  
AGREEMENT REQUIRED**



### Define the Level of Formality Required

*What is the nature and duration of the use?*

1. Casual, one-off or drop-in

2. Ongoing, repeated or structured use (including seasonal)

3. Exclusive, long-term or management responsibility



If the user is seeking short-term, casual or low-risk access:

If multiple groups share a facility or use is ongoing but not exclusive:

If use involves exclusive occupation, investment, or facility management:

**Path A**  
INFORMAL / ACCESS-BASED USE

**Path B**  
LICENCED OR SHARED USE

**Path C**  
TENURE OR OPERATIONAL CONTROL

Is the use informal public or individual access with no booking?

Is use regular (seasonal or recurring) without exclusive control? (e.g. sports pavilion)

Does the user require exclusive long-term control and invest in the site?



YES

NO GO TO NEXT



YES

NO GO TO NEXT



YES

NO GO TO NEXT

**ENTRY FEE / FEE-FOR-USE**

**LICENCE**

**LEASE**

Is it a one-off or short-term hire requiring booking or insurance?

Is the facility shared with another institution (e.g. school, partner org)?

Is the lessee managing sub-tenants or multiple users?



YES

NO GO TO NEXT



YES

NO GO TO NEXT



YES

NO GO TO NEXT

**PERMIT (HIRE AGREEMENT)**

**SHARED / JOINT USE AGREEMENT**

**HEAD LEASE WITH SUB-LEASES**

Is the use collaborative but non-tenured (e.g. event partnership)?

Is the use in public space with seasonal rotation between codes? (e.g. sports field / court)

Is a third party operating or managing the facility on Council's behalf?



YES

NO GO TO NEXT



YES

NO GO TO NEXT



YES

NO GO TO NEXT

**MEMORANDUM OF UNDERSTANDING (MOU)**

**SEASONAL ALLOCATION**

**MANAGEMENT AGREEMENT**



## Future Policy Application and Eligibility

This section outlines who is eligible to apply for access to Council-owned and managed sports and recreation facilities and the minimum requirements that must be met before an agreement is considered.

It ensures that occupancy decisions are transparent, equitable, and aligned with Council's principles of community benefit, financial sustainability, and responsible asset management.

The eligibility process provides a clear and consistent approach that recognises the diversity of users, from community-based sports groups to education providers, elite clubs and commercial operators, while maintaining fairness in how Council allocates its community assets.

### Who Can Apply

Access to Council sport and recreation facilities may be considered for the following eligible users:

#### *Community Organisations*

Incorporated, not-for-profit, or charitable organisations that provide inclusive programs or services for the local community, including sporting, cultural, educational, environmental, and service groups.

#### *Elite or Representative Clubs*

High-performance or elite sporting clubs and associations competing at regional, state, or national levels that contribute to community pathways, talent development, and local engagement. These users are expected to demonstrate strong governance, equitable access initiatives, and commitment to community connection and legacy outcomes.

#### *Educational Institutions*

Local schools, early learning centres, and tertiary institutions seeking access for curriculum-based programs or community partnerships.

#### *Government and Funded Agencies*

State, federal, or regional service providers delivering programs that directly benefit residents within the municipality.

#### *Commercial Operators*

Businesses seeking to provide services that align with Council's objectives (e.g., fitness, recreation, tourism, hospitality) where community access and benefit can be demonstrated.

#### *Event Organisers*

Community or commercial entities wishing to host short-term sporting events, markets, or festivals on Council land.

**Priority will be given to organisations based within the municipality, have shared use and/or those that demonstrate measurable community benefit for local residents.**

### Minimum Eligibility Requirements

To be considered for any lease, licence, or use agreement, applicants must:

- Be a legally incorporated entity under the Associations Incorporation Reform Act 2012 (Vic) or other relevant legislation.
- Hold appropriate public liability insurance (minimum \$20 million cover) and provide certificates of currency upon request.
- Comply with all relevant Council policies and plans, including but not limited to, the Fair Access Policy, Gender Equality Act 2020, Child Safe Standards, and sustainability objectives.
- Demonstrate community benefit, such as participation opportunities, inclusive access, or contribution to health, wellbeing, or local connection.
- Operate in accordance with lease or licence conditions, including maintenance, reporting, and use requirements.
- Be financially viable and able to meet the cost obligations associated with the agreement.
- Have a compliant governance structure, with transparent decision-making and financial management practices.
- Promote shared use and collaboration, supporting the optimisation of community benefit through multi-use facilities and cooperative management where appropriate.

Council may determine an application ineligible if the organisation:

- Operates primarily for commercial profit without demonstrated community benefit.
- Has existing compliance, insurance, or governance issues.
- Intends to use the facility for purposes contrary to zoning, safety, or community expectations (e.g., exclusive gaming or gambling activities).
- The facility request is not fit for purpose for the intended activity.
- Originates from outside the municipality (e.g. clubs from neighbouring Council using Hume facilities).

#### **Proportional Compliance and Support**

Council recognises that volunteer-run organisations vary in their capacity and capability.

Compliance requirements will therefore be scaled proportionately to the level of risk, tenure, and facility type, ensuring that administrative processes do not create unnecessary barriers for community participation.

To assist eligible organisations in meeting governance and compliance expectations, Council may provide templates, guidance materials, or targeted support to strengthen organisational practices, financial management, and reporting.

Consistent with the Victorian Crown Land Leasing Policy, compliance requirements are scaled according to risk, tenure, and facility type.

Council acknowledges the varying capacity of volunteer organisations and may:

- Provide templates, induction sessions, or governance training.
- Offer reasonable timeframes to meet compliance obligations.
- Encourage collaborative or shared-use arrangements to strengthen community benefit and efficiency.

**Eligibility and Application Checklist (Example Template)**

Eligibility Criteria	Evidence Required	Status
1. The organisation is legally incorporated.	Certificate of Incorporation or ABN.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The organisation's primary purpose aligns with community benefit objectives.	Constitution, strategic plan, or statement of purpose.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The organisation holds appropriate insurance coverage (min. \$20 million Public Liability).	Certificate of Currency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The proposed use aligns with the permitted use of the facility and land zoning.	Proposed activity description.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The organisation complies with relevant Council policies (e.g., Fair Access, Child Safe Standards).	Declaration of compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The organisation demonstrates financial sustainability and ability to meet obligations.	Financial statements or bank summary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The organisation demonstrates inclusive, accessible, and equitable participation.	Program schedules or participation reports.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. The organisation promotes shared or multi-use of facilities where appropriate.	Facility use plan or letter of intent.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. The organisation does not conduct gaming or gambling activities.	Declaration of activity type.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. The organisation agrees to comply with Council's reporting and review requirements.	Signed declaration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Council Officer Assessment:</b> <input type="checkbox"/> Eligible <input type="checkbox"/> Further Information Required <input type="checkbox"/> Ineligible		

## Assessment and Allocation Process

This process establishes a transparent, defensible, and equitable method for assessing, allocating, and renewing access to Council-owned and managed sport and recreation facilities. It ensures that decision-making is consistent across user types and tenure arrangements and that facilities are used in ways that maximise community benefit, safety, and long-term sustainability.

### Pathways for Assessment

There are two distinct pathways guide the allocation process:

#### *Expression of Interest (EOI)*

Used when a facility, or part thereof, becomes available, or where unmet community demand warrants open competition. The EOI process invites eligible organisations to apply and demonstrate alignment with Council’s objectives, governance capacity, and community impact.

#### *Direct Negotiation / Renewal*

Used for existing tenants in good standing or where the facility has a defined purpose or limited alternative demand. Renewal is subject to a performance review and due diligence process confirming compliance, continued community value, and fit-for-purpose use.

### Assessment Principles

All applications are assessed in line with the framework’s guiding principles. Assessment ensures that each proposed use or renewal reflects:

- Demonstrated community and social benefit.
- Evidence of good governance and financial sustainability.
- Commitment to inclusive access, fair use, and participation growth.
- Appropriate risk management, safety, and legal compliance.
- Alignment with Council strategies and the purpose of the land.
- Demonstrated capacity to meet lease / licence / use agreement obligations.

The following scoring and weighting matrix guides recommendations but are complemented by professional judgement, community consultation outcomes, and strategic priorities.

### Application and Assessment Process

The application and assessment process will generally follow these stages:

- **Initial Screening:** Applicant completes the Eligibility and Application Checklist.
- **Preliminary Review:** Council officers confirm completeness and verify eligibility requirements.
- **Detailed Assessment:** Applications meeting the minimum threshold progress to the Assessment and Allocation Process for evaluation against weighted criteria (e.g., community benefit, governance, participation, sustainability).
- **Recommendation and Approval:** Eligible applications are referred to the appropriate delegated authority and/or internal referral process for final determination.
- **Execution of Agreements:** Following approval, successful applicants will be formally notified and provided with a draft lease, licence, or user agreement for review and execution.

Agreements will incorporate standardised terms and conditions consistent with Council policy, including insurance, maintenance, compliance, and reporting obligations.

Council officers will coordinate execution in accordance with delegated authority and ensure all prerequisite documentation (e.g., insurance certificates, incorporation details, and risk assessments) is received prior to commencement.

Once executed, the agreement will be registered in Council’s asset and property management systems, with key milestones and review dates scheduled for ongoing monitoring and compliance.

This process ensures that all applications are treated consistently and assessed on merit, capacity, and contribution to community outcomes, while acknowledging the resource limitations of volunteer-based organisations.

**Scoring and Weighting Matrix (Example)**

Assessment Criteria	Indicative Weighting	Assessment Focus
Community Benefit and Inclusion	30%	Contribution to participation, physical activity, access for underrepresented groups, community programs, partnerships.
Governance and Compliance	30%	Incorporation, risk management, policies (Child Safe, Fair Access, Gender Equality), reporting compliance.
Financial Sustainability	20%	Evidence of sound financial management, ability to meet obligations, and investment in facility upkeep.
Facility Fit and Use Efficiency	15%	Facility suitability, shared use arrangements, and alignment with purpose and design intent.
Environmental and Social Responsibility	5%	Environmental management, waste reduction, and community collaboration initiatives.

**Due Diligence and Fit-for-Purpose Assessment**

Before any allocation or renewal, Council will undertake due diligence to confirm:

- Land status and tenure (including Crown land or trust requirements).
- Facility condition, compliance, and accessibility.
- Proposed activities align with planning and legislative obligations.
- No outstanding debts, disputes, or compliance breaches exist.
- The facility and applicant are “fit-for-purpose” for the intended use.

Where issues are identified, conditional approvals or improvement actions may be required before finalisation.

**Decision-Making and Approval**

Council officers assess applications using the above criteria and prepare recommendations for the delegated decision-maker. Decisions will:

- Clearly state rationale and conditions of tenure.
- Be communicated in writing to all applicants.
- Be recorded for transparency and auditability.

**Consequences of Non-Compliance**

Non-compliance with the terms and conditions of a lease or licence may result in formal notice, suspension of access, withdrawal of benefits, or termination of the agreement.

Council reserves the right to take enforcement action where obligations are not met, particularly where non-compliance compromises safety, equity of access, or community benefit. Tenants and user groups are expected to demonstrate proactive management, transparency, and willingness to rectify breaches in a timely manner.

**Review and Reallocation Triggers**

Regular review ensures ongoing alignment between facility use and community need. A reassessment or reallocation process may be triggered by:

- Facility redevelopment or capital upgrade.
- Unmet community demand or strategic repurposing need.
- Performance issues, non-compliance, or underutilisation.
- End of tenure or lease expiry.
- Change in organisational structure or purpose.

Council may initiate a new EOI or renegotiation process where reallocation is required.



## Recommended Fee Structure and Subsidy Model

The recommended Fees and Charges Subsidy Model for development provides a transparent, equitable and sustainable system for determining user fees across Council's community sport and recreation facilities.

The model applies to all community-level facilities, including sports grounds, hard courts (netball, tennis, basketball), synthetic surfaces (athletics, hockey, BMX, equestrian), and sporting pavilions.

It distinguishes between operational costs (maintenance and management) and capital expenditure, with capital renewal and upgrade programs addressed separately through Council's long-term asset planning.

### Model Basis

Fees should be based on a percentage cost recovery model calculated against the average annual cost of maintenance and management for each facility classification.

This ensures charges are proportionate to the level of service and facility standard provided, while maintaining affordability for community clubs and groups.

The future model should incorporate:

- **Facility Classification:** Facilities categorised by type and standard of provision.
- **Level of Service:** Operating and maintenance standards defined for each category.
- **Cost of Service:** The average annual maintenance and management cost required to meet service levels.
- **Fees and Charges:** A fixed percentage of the cost of service recovered from users.
- **Further Subsidy:** Financial incentive for groups and clubs to meet broader community benefits and outcomes.
- **Evaluation:** Ongoing monitoring and review to ensure fairness, sustainability, and alignment with Council objectives.

It represents a fair and compassionate approach that maintains access and participation opportunities for all community members, while upholding the integrity and sustainability of the fees and charges system.

### Proposed Subsidy Structure (for future investigation, modelling and development).

Council could provide a recommended base community sponsorship subsidy of 75%, with the remaining 25% recovered from users to align with common practice.

A further subsidy or incentive discount of up to 10% may be applied for sports clubs that demonstrate measurable community outcomes, such as:

- Increased participation and physical activity,
- Programs for underrepresented or priority cohorts (e.g. women, CALD, youth, older adults),
- Shared use and multi-sport collaboration,
- Strong governance, sustainability, and inclusive practices.

This equates to a rate of recovery between 15% - 25% of annual maintenance and management costs, depending on eligibility for the further subsidy.

### Capacity to Pay and Hardship Considerations

Council recognises that the financial capacity of community sports clubs and groups varies widely.

While the framework aims to achieve equitable cost recovery, it must also ensure that genuine financial hardship or limited fundraising capacity does not restrict access to facilities or participation in sport and recreation.

Where evidence of hardship exists, Council may consider temporary fee relief, deferred payments, or staged implementation of new charges.

These measures will be guided by transparent criteria and require supporting financial information to ensure consistency and fairness.

A hardship process should be developed to:

- Provide a clear, confidential pathway for eligible clubs to seek assistance,
- Assess requests in line with Council's financial sustainability principles; and
- Balance the need for community support with the responsible management of public assets.

**Implementation and Transition**

To establish and test the proposed Fees and Charges Subsidy Model, further detailed work will be required to confirm the model's assumptions and ensure it is practical, equitable, and evidence-based. Key next steps include:

- **Developing Standard Facility Classifications:** Define consistent categories for sports grounds, courts, pavilions, and other recreation assets based on size, standard, and function.
- **Defining Levels of Service:** Establish service standards and maintenance expectations for each facility classification to provide a clear basis for cost recovery.
- **Determining Cost of Service:** Analyse and validate the average annual and seasonal costs of maintenance and management associated with each facility category, excluding capital expenditure.
- **Explore the introduction of an infrastructure levy** to establish a dedicated sinking fund that supports ongoing asset renewal and future capital improvements, ensuring facilities remain safe, functional, and fit-for-purpose.
- **Modelling Financial Impacts:** Test the proposed percentage recovery model against existing fees and charges to understand distributional impacts, affordability, and overall revenue implications.
- **Developing an Implementation Plan:** Prepare a staged and realistic transition plan, including communication, change management, and potential transitional relief measures for clubs and user groups.

This work will ensure the model is data-driven, transparent, and adaptable, providing Council with a robust and defensible framework for long-term subsidy management and pricing of community sport and recreation facilities.

Transition to the new model could be phased over a two-stage, 1-3 year period, supported by engagement with clubs and community groups.

Council will provide clear communication, transitional relief mechanisms, and opportunities to access incentive programs linked to health, inclusion, and participation outcomes.

## **Roles, Responsibilities and Property Management**

This section defines the respective roles and responsibilities of Council and user organisations in managing sport and recreation facilities under various agreement types. It clarifies accountability for asset protection, risk management, and community outcomes to ensure all facilities are managed consistently, efficiently, and sustainably.

Responsibilities will vary depending on the type and formality of agreement, from short-term licences to long-term leases and management agreements, but all users are expected to contribute to the safe, inclusive, and sustainable operation of community sport and recreation assets.

### **Council’s Role**

As the asset owner and policy guardian, Council is responsible for ensuring that community sport and recreation facilities are managed in the public interest, in accordance with legislation, and in alignment with Council’s strategic objectives.

#### *Council Responsibilities:*

- **Asset ownership and stewardship:** Retains legal ownership of the land, buildings, and infrastructure, and ensures that these assets are used in ways that maximise community benefit.
- **Risk management and compliance:** Oversees insurance, statutory compliance, building safety, and accessibility obligations in line with legislative and policy requirements.
- **Maintenance standards and service levels:** Defines and monitors levels of service, ensuring base maintenance and renewal programs are consistent with asset hierarchy, risk profile, and available funding.
- **Due diligence:** Conducts compliance and financial reviews prior to establishing or renewing agreements.
- **Policy and governance:** Develops and enforces policies, guidelines, and performance frameworks for leases, licences, and other occupancy arrangements.
- **Monitoring and performance review:** Reviews tenant performance at agreed intervals to ensure ongoing alignment with community outcomes, financial sustainability, and asset management standards.

- **Support and guidance:** Provides templates, training, and advisory support to community sport and recreation organisations to strengthen governance, financial management, and compliance capability.

### **Tenant / User Responsibilities**

Tenants, licences, or users act as custodians of community sport and recreation facilities under the terms of their agreements. They must manage the facility responsibly, maintain good governance, and deliver demonstrable community outcomes.

#### *Tenant / User Responsibilities:*

- **Compliance and governance:** Maintain incorporation, insurance, and adherence to Council and legislative requirements, including the Fair Access Policy, Child Safe Standards, Gender Equality Act 2020, and other relevant frameworks.
- **Maintenance and care:** Perform day-to-day maintenance, cleaning, and upkeep as defined by the agreement type and Council’s maintenance service level standards.
- **Financial and operational management:** Meet all financial obligations (e.g., rent, utilities, maintenance costs) and ensure the facility is used efficiently and in accordance with its approved purpose.
- **Reporting:** Provide annual reports, insurance certificates, and community benefit data (e.g., participation, inclusion, volunteer hours, and programming outcomes).
- **Community access:** Demonstrate equitable access and benefit to the community through programming, membership diversity, and inclusive practices.
- **Safety and risk management:** Maintain safe operating conditions for all users, including event safety plans, emergency procedures, and risk assessments where required.
- **Asset protection:** Ensure the facility is treated with care, and report any damage or hazards immediately to Council.

Compliance with these responsibilities is reviewed through performance assessments, including both self-reporting and Council inspections.

### Shared-Use Protocols

Many sport and recreation facilities operate under shared-use arrangements where multiple users or clubs access the same venue, seasonally or concurrently. Council encourages shared use to maximise community benefit and facility efficiency.

*Shared-Use Protocols include:*

- **Scheduling:** All users must adhere to agreed seasonal or weekly timetables approved by Council or the facility manager.
- **Equipment storage:** Shared storage arrangements should be clearly documented to ensure equitable access and safety.
- **Conflict resolution:** Disputes between users should first be resolved collaboratively; persistent conflicts may be escalated to Council for mediation.
- **Maintenance coordination:** Shared users are jointly responsible for reporting maintenance issues and ensuring equipment and spaces are left in a clean, functional state.
- **Inclusive access:** Shared-use arrangements must prioritise gender equity, accessibility, and the participation of underrepresented groups in line with Council's Fair Access Policy.

### Maintenance Schedules and Service Levels

Council will establish standard maintenance and service level provisions that differentiate:

- **Capital responsibilities** (e.g., structural renewal, major refurbishments) retained by Council as asset owner.
- **Operational and minor maintenance** (e.g., cleaning, consumables, minor repairs) allocated to tenants or users based on agreement type and usage intensity.

This ensures consistency across agreements and clarity around shared responsibilities.

A Maintenance Responsibility Schedule will accompany all formal agreements, defining which party is responsible for specific asset elements (e.g., buildings, fields, lighting, fencing, amenities).

By defining clear and proportional responsibilities, this framework ensures sport and recreation facilities are managed safely, equitably, and sustainably.

It balances the community's right to access public assets with the tenant's responsibility to manage them effectively, while maintaining Council's overarching role as steward, risk manager, and policy guardian.

### Scoring and Weighting Matrix

Agreement Type	Primary Responsibilities	Council Oversight Level
Casual / Permit Use	Council retains full control; user responsible for conduct and safety during use.	High
Licence	Shared responsibility for maintenance; Council retains asset ownership and oversight.	Moderate
Lease	Tenant assumes higher maintenance and operational responsibility, with Council retaining capital works and compliance oversight.	Moderate - Low
Management Agreement	Formal delegation of operational management, reporting, and financial accountability to a capable organisation under strict performance monitoring.	Low (strategic oversight retained)



## Performance, Monitoring and Review

Performance monitoring is essential to ensuring that sport and recreation facilities are managed responsibly, deliver measurable community benefit, and remain fit-for-purpose over time.

This section establishes a consistent framework for evaluating tenant and user performance, linking outcomes to renewal decisions, subsidy eligibility, and continuous improvement across Council's portfolio.

It recognises the diverse capacity of sport and recreation clubs and volunteer-run organisations while ensuring accountability, fairness, and transparency in how public assets are used and maintained.

### Performance Framework

Council will implement a structured Performance Monitoring Framework that applies proportionately to all occupancy agreements, from short-term licences to long-term leases and management agreements.

Performance will be assessed against key result areas (KRAs) that reflect the principles of inclusion, governance, sustainability, and community impact.

### Scoring and Weighting Matrix

Key Results Area	Performance Indicators	Examples of Evidence
Participation and Physical Activity Outcomes	Growth in active participation across programs, membership, and casual use. Increased access for women, children, older adults, CALD, and people with disability. Activation of spaces for informal and unstructured activity.	Participation data (annual returns), activation schedules, program attendance records, community event logs, gender and inclusion breakdowns, partnerships with schools or health providers.
Community Inclusion and Access	Delivery of accessible, equitable, and affordable opportunities that reflect Council's Fair Access Policy. Demonstrated outreach or inclusion programs.	Inclusion action plans, Fair Access checklist, feedback from participants or advocacy groups.
Governance and Compliance	Legal incorporation, insurance, financial reporting, and adherence to relevant policies (Child Safe Standards, Gender Equality, etc.). Demonstrated volunteer succession planning.	Governance documents, annual reports, policy declarations, meeting minutes.
Financial and Operational Sustainability	Evidence of sound budgeting, cost recovery where applicable, and reinvestment into participation initiatives or facility improvements.	Audited financial statements, budgets, sponsorship or funding reports.
Facility Condition and Safety	Presentation, cleanliness, risk management, accessibility, and proactive maintenance consistent with Council standards.	Inspection reports, maintenance logs, safety audits, accessibility reviews.
Shared Use and Collaboration	Implementation of shared scheduling or programming that increases utilisation and reduces facility downtime. Partnerships with schools, clubs, or health agencies.	Seasonal booking schedules, MoUs, usage data, collaborative event records.
Environmental Sustainability	Adoption of sustainable practices in maintenance, water/energy use, and waste management. Integration of natural or active transport links.	Environmental management plans, utility tracking, sustainability initiatives.
Community Impact and Social Value	Broader outcomes achieved through activation, increased physical activity levels, improved wellbeing, community connectedness, and local	Survey data, case studies, testimonials, or partnership reports with health agencies.



### Performance Review Cycle

All agreements will include a performance review schedule proportionate to the level of tenure and risk:

Performance reviews will be guided by clear templates and data requirements, including, but not limited to, submission of:

- Annual participation and inclusion data;
- Financial and insurance documentation;
- Facility condition checklist or inspection report;
- Community benefit and volunteer contribution summary.

### Performance Review Schedule

Assessment Type	Review Frequency	Review Focus
Casual or Short-Term Licence	Post-event / annual summary	Compliance, damage, and feedback.
Licence (1–3 years)	Annual self-assessment and annual Council review.	Governance, maintenance, participation, compliance.
Lease (3–10 years)	Annual self-assessment and 2 - 3 Year Council review	Governance, financial sustainability, condition, community impact.
Management Agreement	Annual Council full review and quarterly reporting	Financial reporting, compliance, operational management, social outcomes.

### Link to Renewal and Subsidy Continuation

Performance outcomes will directly inform decisions about:

- Renewal or reallocation of agreements;
- Eligibility for subsidies or fee reductions based on demonstrated community benefit;
- Support or capacity-building measures for volunteer-run sporting organisations requiring improvement; and
- Transition to alternative use or management where facilities are underperforming or not meeting strategic need.

Organisations achieving strong performance may be considered for multi-year renewals or partnership recognition programs.

Those requiring improvement will be supported through a collaborative improvement plan with clear milestones and review dates.

**Monitoring and Continuous Improvement**

To enhance transparency and accountability, Council should establish a digital monitoring and reporting portal to support:

- Secure annual submission of documentation and data.
- Tracking of compliance milestones (e.g., insurance, audit dates).
- Consolidation of participation and inclusion data across the municipality.
- Generation of trend-based reports for Council and community reporting.

An Annual Sport and Recreation Facility Performance Report will be prepared and presented to Council, summarising:

- Key trends and outcomes across all facilities.
- Overall participation and inclusion metrics.
- Identified risks, issues, and opportunities.
- Priority actions for the coming year.

This evidence-based approach ensures Council can strategically plan investment, monitor service delivery standards, and celebrate community sport and recreation achievements through data-informed storytelling.

**Continuous Improvement and Capacity Building**

Council recognises that many sport and recreation facility users are volunteer-based and operate within limited resources.

To promote improvement rather than compliance fatigue, Council will:

- Offer templates and training to assist in reporting and governance.
- Provide feedback and guidance following each review.
- Encourage shared learning between tenant groups.
- Link improvement actions to Council’s broader community development programs.

This collaborative model shifts the focus from “compliance” to “capability,” building stronger, more sustainable sport and recreation organisations and ensuring facilities deliver long-term social, health, and economic outcomes.

By integrating clear performance indicators, digital monitoring, and structured review cycles, this framework ensures sport and recreation facilities remain well managed, transparent, and responsive to community need.

It reinforces Council’s role as steward and partner, balancing accountability with support, while ensuring that public assets deliver measurable community benefit and enduring legacy value.

## Governance and Decision-Making

Clear governance arrangements are essential to ensure that all leasing and licensing decisions are transparent, consistent, and aligned with Council's strategic objectives.

### Internal Governance

All agreements will be administered through established internal governance structures to support consistent assessment, approval, and monitoring.

- **Assessment Panel / Internal Referral Group:** Multidisciplinary panels will review applications and performance outcomes against agreed criteria, ensuring fairness and alignment with policy objectives.
- **Delegated Authority:** Defined approval levels will apply in accordance with Council's Instrument of Delegation and Financial Authorisation policies.
- **Reporting and Oversight:** Regular reports will be provided to senior management or Program Boards, outlining active leases, compliance outcomes, and emerging risks.

### Integration with Broader Governance Structures

Leasing and licensing decisions will align with Council's wider governance framework to ensure a coordinated and strategic approach.

- **Internal referral group:** Provides cross-departmental review of new or amended lease and licence proposals to ensure consistency with Council priorities and community benefit principles.
- **Management team:** Oversees high-risk or high-value agreements, endorsing recommendations where significant financial, operational, or reputational implications exist.

### Risk and Escalation Pathway

A defined risk and escalation process will guide responses to non-compliance, disputes, or breaches of agreement.

- **Early Resolution:** Encourage timely dialogue between Council officers and the tenant or user group to resolve issues collaboratively.
- **Formal Review:** Escalate unresolved matters to the responsible Manager or Panel for mediation, corrective action, or formal notice.
- **Executive Escalation:** Matters presenting material risk, public safety concerns, or reputational impact will be referred to the Executive Program Board for direction and potential legal or policy intervention.

This governance approach ensures defensible decision-making, mitigates risk, and promotes accountability, equity, and continuous improvement across all sport and recreation leasing and licensing arrangements.

*See also Consequence of Non-compliance on page 23.*

## Legislation and Policy Alignment

The leasing and licensing of sport and recreation facilities must comply with a range of legislative and policy frameworks that guide Council’s decision-making, governance, and accountability obligations.

### *Local Government Act 2020*

The Local Government Act 2020 provides Council with the authority to grant leases and licences over community land and outlines requirements for public consultation, tenure periods, and the preparation of Community Land Management Plans.

It emphasises that Council resources must be used fairly, efficiently, and effectively, ensuring that community facilities are accessible, appropriately managed, and aligned with the principles of service to the community.

### *Retail Leases Act 2003*

The Retail Leases Act 2003 (RLA) is state-based legislation that governs the leasing of premises used for retail businesses. Its purpose is to ensure fair, transparent, and balanced leasing arrangements between landlords and tenants in retail settings. It applies to many Council facilities where commercial activities occur (e.g. food or beverage sales). Exemptions may apply for not-for-profit community or sporting clubs. Councils should seek advice to confirm applicability and ensure compliance with lease and licence terms.

For local governments, the RLA may apply when:

- A tenant or licence conducts a retail business from a Council-owned or managed property (e.g. a café within a recreation reserve, kiosk in a leisure centre, or pro shop at a golf course).
- The premises are classified as “retail premises” under the relevant state legislation.

However, many community, sporting, or not-for-profit use agreements are excluded if:

- The use is primarily recreational or community-based, not commercial retail,
- The tenant is an incorporated association or not-for-profit organisation,
- The lease is granted under the Crown Land (Reserves) Act or equivalent legislation; or
- Rent is nominal or subsidised, not reflective of a commercial rate.

### *Crown Land Management Act 2009*

The Crown Land Management Act 2009 sets out obligations when leasing or licensing Crown Land, ensuring alignment with the Victorian Crown Land Leasing Policy (2023) and relevant Ministerial guidelines.

Other relevant legislation and standards depending on the use and tenant type, other legislation may apply, including:

- Liquor Licensing Act 1997, regulation of alcohol service and sale.
- Work Health and Safety Act 2012, tenant and Council obligations for safe facility management.
- Child Safety (Prohibited Persons) Act 2016, compliance with child-safe standards.
- Gambling Machine Act 1992 and Gambling Administration Act 2019, applicable to gaming venues.
- Fair Work (Commonwealth Powers) Act 2009, employment and industrial relations compliance.
- Building Code of Australia, structural and accessibility compliance for facilities.
- Goonawarra Golf Course Act (1988)

### *Policy and Strategic Alignment*

Council’s approach is also informed by broader policy frameworks, including, but not limited to:

- Fair Access Policy (2024)
- Gender Equality Act (2020)
- Gambling Harm Minimisation Policy (2025)
- Hume Active Living Plan and related Council strategies.

Together, these legislative and policy frameworks ensure Council’s leasing and licensing practices are equitable, transparent, and consistent with community benefit and governance best practice.



## Related Policies

The Hume Sports Facility Lease and Licence Framework links to the following policies and procedures.

Policy	Status	Overview	Amendment Required
Sporting Ground and Facilities Allocation Policy (2017)	Expired	Establishes allocation principles, processes, and priorities for use of Council's sporting grounds and facilities.	Amendment Required: Due for review June 2026. Ensure alignment with Framework.
Leasing and Licensing Policy	Current	Provides the overarching governance framework for the leasing and licensing of Council-owned and managed facilities.	Amendment Required: Due for review June 2026. Ensure alignment with updated framework principles and new agreement types.
Hume Fair Access Policy	Current	Ensures equitable access to sporting and recreation facilities regardless of gender, age, ability, or background.	Implement: Embed Fair Access principles into allocation, performance, and reporting processes.
Gambling Harm Minimisation Policy	Current	Outlines Council's commitment to reducing the impact of gambling-related harm within the community.	Implement: Integrate as part of tenant eligibility, risk assessment, and community benefit evaluation.
Social Justice Charter	Current	Articulates Council's commitment to equity, inclusion, and fairness in all policies and services.	Implement: Apply principles to guide equitable access, pricing, and community benefit decisions.
Club Contributions Policy for Capital Works Projects	Current	Defines expectations for shared investment between Council, clubs, and other funding partners in the development of sport and recreation infrastructure.	Amendment Required: Due for review June 2026. Update to align with framework's investment and partnership principles.
Fees and Charges for Sports Grounds	Current	Sets the rationale for determining fees and charges for sports ground usage across the municipality.	Amendment Required: Due for review June 2026. Update to reflect new percentage cost recovery model and subsidy framework.
2024 Conditions of Allocation - Hume City Council Recreation Reserves and Pavilions	Current	Defines seasonal allocation processes, user obligations, and operational requirements for sporting reserves and pavilions.	Amendment Required: Due for review June 2026. Ensure alignment with Framework.
Leasing Policy for Victorian Crown land 2023. Community Use Category Assessment (2023) - Crown Land Lease Allocation Procedure (2023).	Current	Provides the policy framework and procedural guidance for the leasing of Crown land, including community use categories and assessment criteria.	Implement: Ensure consistency with state policy when leasing or licensing Crown land reserves.



## Community Benefit Assessment Template

To assess the demonstrated and potential community benefit of a club, group, or organisation applying for access to Council sport and recreation facilities, funding, or partnerships.

This tool supports transparent, equitable, and strategic decision-making consistent with Council's principles of Equity and Transparency, Maximising Community Benefit, Strong Partnerships, and Sustainability.

### Section 1 - Mandatory Community Benefit Criteria

Criterion	Description	Evidence Examples	Comments
A. Social and Community Benefit	The organisation's use of the facility will increase community connection, participation, health, and wellbeing.	Participation data, program descriptions, testimonials, photos, survey results.	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Equity and Inclusion	The service or activity is accessible and non-discriminatory, with clear and fair participation criteria.	Club policies, membership criteria, codes of conduct, Fair Access compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Access for Underrepresented Groups	Demonstrates proactive strategies to engage underrepresented or disadvantaged groups (e.g. women and girls, CALD communities, Aboriginal and Torres Strait Islander peoples, people with disability, low-income households, youth, older adults).	Program flyers, partnership evidence, targeted initiatives, participation data by cohort.	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Demonstrated Need and Community Demand	There is clear evidence of local demand or community interest in the activity.	Membership numbers, waiting lists, participation trends, community surveys.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E. Promotion of Physical Activity and Active Lifestyles	The organisation actively promotes physical activity, sport, or recreation participation that contributes to healthier, more active communities.	Program schedules, participation data, initiatives targeting inactive populations, alignment with Council's Active Living Plan or Health and Wellbeing Strategy.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 2 - Bonus Community Benefit Criteria**

Criterion	Description	Evidence Examples	Comments
F. Shared and Multi-Use Value	The organisation supports shared or multi-use access, allowing broader community benefit beyond its members.	Shared-use schedules, partnerships with schools or other clubs, community access programs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G. Alignment with Council Strategies	The organisation contributes to Council's strategic objectives related to active living, inclusion, health and wellbeing, and sustainability.	Reference to Active Living Strategy, Health & Wellbeing Plan, or Climate Action Plan alignment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H. Partnerships and Capacity Building	Demonstrates collaboration, co-tenancy, or partnerships that strengthen community capacity and governance.	MOUs, joint initiatives, mentoring programs, volunteer training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I. Community Investment or Enhancement	The organisation contributes resources, funding, or improvements that deliver public benefit.	Facility upgrades, landscape enhancements, community events, or education programs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
J. Environmental Stewardship and Sustainability	Demonstrates sustainable practices or improvements that reduce environmental impact.	Waste management plan, energy efficiency initiatives, biodiversity protection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
K. Innovation and Continuous Improvement	Demonstrates leadership, innovation, or emerging approaches that enhance inclusion, participation, or governance.	Pilot programs, new technologies, partnerships with emerging sports or cultural groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 3 - Assessment Summary**

Weighting	Assessment Criteria	Weight (% or Score)	Comments
Mandatory Criteria (A - E)	Must be met to qualify for community use / subsidised access.	70% (Example)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bonus Criteria (F - J)	Used to differentiate and prioritise applicants where demand exceeds availability.	30% (Example)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 4 - Recommended Outcome**

Category	Definition	Select One
High Community Benefit	Strong evidence of participation growth, inclusion, alignment with Council objectives, and shared use.	
Moderate Community Benefit	Meets minimum requirements, with some demonstrated benefit and alignment.	
Low Community Benefit	Limited evidence of inclusion, demand, or community access. May require conditions or support to improve.	
No Community Benefit	No demonstrated evidence of community benefit.	

**Section 5 - Assessment Checklist**

Checklist	
<ul style="list-style-type: none"> <li>• Constitution / governance documents</li> <li>• Fair Access / Inclusion Policy action plan</li> <li>• Membership or participation data</li> <li>• Evidence of programs for underrepresented groups</li> <li>• Partnerships / MOUs / shared-use schedules</li> <li>• Financial or in-kind contribution evidence</li> <li>• Environmental or sustainability initiatives</li> <li>• Relevant Council or grant reporting</li> <li>• Other _____</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 6 - Assessment Officer Summary**

Assessor Name / Position	Date	Assessment Outcome
<b>Comments</b>   		

*Note: Add data collection statement here.*

## Definitions

### **Agreement (Lease, Licence, or Permit)**

A formal or informal arrangement outlining the terms and conditions under which a user may access, occupy, or manage a Council-owned or managed facility. Agreement types include leases, licences, management agreements, permits, and fee-for-use arrangements.

### **Asset Management**

The coordinated process of maintaining, operating, and upgrading physical assets to ensure they remain safe, functional, and sustainable over their lifecycle.

### **Crown Land Lease or Licence**

An agreement for use of Crown land managed by Council under the Crown Land (Reserves) Act 1978, guided by the Leasing Policy for Victorian Crown Land 2023. Requires Ministerial approval for leases over 10 years or where exclusive use limits public access.

### **Community Benefit**

The demonstrable social, cultural, health, and economic value generated by a club or group through participation, inclusion, and service to the community. Measured by indicators such as participation growth, diversity, wellbeing programs, and partnerships.

### **Community Sport and Recreation Facility**

A building, space, or asset provided, owned, or managed by Council to support the social, cultural, recreational, and physical wellbeing of the community, examples include pavilions, playing fields, sports courts and aquatic centres.

### **Council-Owned or Managed Land**

Land and facilities for which Council holds ownership, management, or committee of management responsibility under relevant legislation.

### **Due Diligence**

The verification process undertaken by Council before entering or renewing an agreement to confirm compliance, risk status, facility condition, and financial capacity of the applicant.

### **Fair Access Policy**

A Council policy ensuring equitable access to community sporting facilities regardless of gender, age, ability, or background. Incorporated into all leasing, licensing, and allocation processes.

### **Fees and Charges Subsidy Model**

A percentage-based cost recovery model determining user fees for sports and recreation facilities, incorporating subsidies for clubs that demonstrate measurable community benefit or inclusion outcomes.

### **Fit-for-Purpose**

A facility or arrangement that is suitable, safe, and functional for its intended use, user group, and service level.

### **Governance**

The systems and processes that ensure an organisation operates effectively, transparently, and in compliance with relevant legislation, including incorporation, reporting, and financial management.

### **Hardship (Capacity to Pay)**

Council's provision for temporary fee relief, deferred payments, or staged implementation for clubs demonstrating genuine financial hardship, ensuring equitable access while maintaining financial sustainability.

### **Head Lease**

A primary lease held by one tenant (head lessee) who manages sub-leases for other users within the facility. Council maintains a legal relationship only with the head lessee.

### **Licence**

A non-exclusive right to occupy or use a facility for a defined period (usually 1-3 years). The licence shares the facility with other users and pays a fee reflecting shared access and operational recovery.

### **Management Agreement**

A formal contract under which an organisation manages and operates a Council facility on Council's behalf, with agreed service standards, reporting obligations, and performance measures.

### **Maintenance Responsibility Schedule**

A document accompanying an agreement that defines which party (Council or tenant) is responsible for specific maintenance tasks and asset elements.

## Definitions

**Memorandum of Understanding (MoU)**

A non-binding agreement setting out the principles, roles, and shared intentions between Council and another organisation. Often used to document partnership or pilot arrangements prior to a formal lease or licence.

**Overholding (Overhold)**

A situation where a tenant remains in occupation after a lease or licence has expired without a new agreement being executed, exposing Council to legal and operational risks.

**Performance Monitoring Framework**

A structured system for evaluating tenant performance against key results areas such as participation, inclusion, governance, sustainability, and community benefit.

**Permit (Hire Agreement)**

A short-term, non-exclusive agreement allowing casual or temporary use of a facility. Council retains full control and management responsibility.

**Retail Leases Act (RLA)**

Victorian legislation that governs retail and commercial leases. May apply to Council facilities with commercial tenants, but typically excludes community or sporting use agreements unless retail activity occurs.

**Seasonal Allocation**

A non-binding or low-formality arrangement assigning use of a facility for a defined sporting season (e.g., winter football, summer cricket).

**Shared Use / Joint Use Agreement**

A formal agreement outlining the shared occupation and management of a facility by Council and another entity, defining responsibilities for access, scheduling, maintenance, and cost-sharing.

**Sustainability**

The responsible and efficient use of financial, environmental, and community resources to ensure facilities remain viable and accessible for future generations.

**Tenant / User Group**

An organisation, club, or community group granted access to a Council sport and recreation facility under a formal or informal agreement. Expected to comply with governance, maintenance, and reporting requirements.

**Volunteer Organisation**

A not-for-profit group governed primarily by volunteers responsible for managing community programs and facilities in partnership with Council.





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REPORT NO:	8.8
REPORT TITLE:	Contract No. 30 25 3660 - Consultancy Services for Urban Precincts Partnership Broadmeadows
SOURCE:	Jessamy Nicholas, Senior Project Manager
DIVISION:	City Planning & Places
FILE NO:	30 25 3660
POLICY:	-
STRATEGIC OBJECTIVE:	SO1.1 Liveable places that are inclusive and accessible
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. <i>Tender Evaluation Report - Confidential Attachment 1 - <b>Confidential</b></i></li><li>2. <i>Tender Evaluation Matrix - <b>Confidential</b></i></li><li>3. <i>List of Directors and Officeholders - <b>Confidential</b></i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 Tenders were invited for Contract No. 30 25 3660 - Consultancy Services for Urban Precincts Partnership Broadmeadows Precinct Roadmap, aligned with the Commonwealth grant awarded to Council.
- 1.2 This report recommends Council accept the tender submission from Arup Australia Pty Ltd, noting the contract is fully funded within the Commonwealth grant allocation, with no financial impact on Council.
- 1.3 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the financial limit, and a Council motion is required to accept the recommendation to award the contract.

### 2. RECOMMENDATION:

That Council:

- 2.1 **Awards Contract No. 30 25 3660 – Consultancy Services for the Urban Precincts and Partnerships Program, Broadmeadows to Arup Australia Pty Ltd.**
- 2.2 **Awards the Contract for a lump sum tendered price of \$2,467,483.33 (inclusive of GST).**
- 2.3 **Authorises the Director Planning and Places to finalise and execute the contract documentation.**
- 2.4 **Authorises that variations will be managed in accordance with the Contract Variation Policy.**
- 2.5 **Notes this contract is fully funded within the Commonwealth UPPP grant to Council, and the expenditure is in accordance with Council’s External Grants Management Policy.**

**REPORT NO: 8.8 (cont.)**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 Local Government Act 2020 S108 and S109 require Council to adopt and comply with its Procurement Policy when entering into a contract for the purchase of goods or services or the carrying out of works.
- 3.2 Council adopted a Procurement Policy (ref. POL189) on 15 November 2021, effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at \$300,000 or greater shall be undertaken by a tender process.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) innovation and continuous improvement is to be pursued;
- f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) the ongoing financial viability of the Council is to be ensured;
- h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 Charter of Human Rights and Responsibilities Act 2006**

The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. This report is consistent with the Charter and no human rights are being limited by the recommendations.

**5.2 Gender Equality Act 2020**

This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required. However, gender and inclusivity considerations will be embedded in the community engagement approach. The Roadmap project objectives and design principles will also include opportunities to further gender equality and deliver better, fairer outcomes for the community.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 Council received \$3.33 million Commonwealth grant of under the UPPP - Stage 1, to deliver the Broadmeadows Precinct Roadmap.
- 6.2 This procurement and the recommended submission from Arup Pty Ltd, are fully funded through the grant, with no additional costs to Council.
- 6.3 The total project budget includes a further co-contribution of \$37,500 from the Broadmeadows Suburban Revitalisation Board, and \$240,000 of in-kind partner support.
- 6.4 All costs are accounted for within the total project budget consistent with the approved grant conditions.

**REPORT NO: 8.8 (cont.)**

- 6.5 Detailed tender pricing and evaluation information are provided in the Confidential Report (Attachment 1).

**7. OPPORTUNITIES & RISKS:**

- 7.1 The Broadmeadows Precinct Roadmap represents a once-in-a-generation opportunity to shape the future of Broadmeadows and position it as a flagship Metropolitan Activity Centre for Melbourne’s north.
- 7.2 The Commonwealth’s investment provides Council and its Partners with the means to move beyond planning concepts to develop the detailed, evidence-based and investment-ready designs needed to catalyse change.
- 7.3 The Consultant’s deliverables will prepare Council and Partners for government and private investment opportunities. Priority projects for Broadmeadows will have refined design solutions, and a demonstrated case for impact and return on investment.
- 7.4 The project risks relate to managing project complexity, multiple partner dependencies, the delivery of outputs within the tight Commonwealth milestones, and maintaining community and stakeholder confidence throughout the process.
- 7.5 These risks will be effectively managed and mitigated through disciplined program management, Steering Committee oversight, and ongoing engagement with partners and the community.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 The project aligns with Council’s Community Engagement Policy (2021) and Council Plan 2025–2029 commitment to being “a responsive and engaged organisation that works with our community.”
- 8.2 Early engagement through the Broadmeadows Suburban Revitalisation Board and its uPPP Sub-committee, including a 2024 partner workshop, established shared objectives and governance. Engagement has also commenced with Wurundjeri Woi-wurrung Elders and local community leaders.
- 8.3 The forthcoming engagement program will apply IAP2 and culturally safe practices to centre diverse community voices, combining place-based activities, digital engagement and targeted stakeholder workshops.
- 8.4 No public notice under section 223 of the Local Government Act 1989 is required. Participants will be informed of outcomes through project updates and a public stakeholder report demonstrating how engagement has influenced project decisions.

**9. DISCUSSION:**

**9.1 Purpose and benefits of the Contract**

- 9.1.1 The purpose of this contract is to appoint a Lead Consultant to manage a multi-disciplinary team of expert designers, planners, economists and facilitators to deliver this project at scale and speed.
- 9.1.2 It will deliver strong, realistic and investment-ready plans that:
- Present a clear and shared vision for how Broadmeadows can grow and thrive.
  - Give Council and Partners the evidence, designs and business cases needed to attract investment from State and Federal Governments and the private sector.
  - Deliver outcomes that benefit not only Broadmeadows but the whole Hume community, by unlocking new jobs, housing, education, health and transport opportunities.

**REPORT NO: 8.8 (cont.)**

- Ensure ideas are well thought through, based on real needs and community aspirations, and connected to Government priorities at all levels.
- Embed Wurundjeri Woi-wurrung leadership, sustainability and local identity into the design and decision-making process.

**9.2 Technical Specification**

9.2.1 The consultancy will provide precinct-scale:

- Technical studies, document review and assurance
- Integrated partner, stakeholder and community engagement and communications
- Precinct integration and masterplanning
- Investment prospectuses and integrated business cases
- Integrated investment and delivery strategy
- Program management and governance support

9.2.2 The project will integrate housing, transport, education, health, public realm and economic development to advance the Council Plan and the project objectives.

**9.3 Background**

9.3.1 Council was notified of its successful \$3.33 million uPPP Stage 1 grant in late 2024, with the formal agreement executed in mid-2025. The project will create a long-term roadmap to revitalise Broadmeadows as a Metropolitan Activity Centre, aligning with Commonwealth, State and local priorities.

**9.4 Tender Details**

9.4.1 A Request for Tender 30 25 3660 - Contract No. 30 25 3660 - Consultancy Services for Urban Precincts Partnership Broadmeadows Precinct Roadmap was released on 6 September 2025 to nine pre-qualified companies on the Victorian Government Construction Supplier Register.

9.4.2 A tenderer briefing was held on 17 September 2025, providing an overview of the project objectives, scope and evaluation process. The tender closed on 7 October 2025, resulting in three compliant submissions, one being a consortium.

**9.5 Tender Evaluation Process**

9.5.1 An Evaluation Panel comprising senior Council officers and an external senior representative from Kangan Institute was established. Procurement support was provided by the Procurement Officer, with early input from an independent strategic advisor to shape and confirm the evaluation criteria.

9.5.2 A Tender Evaluation Plan (TEP) was developed and endorsed by the Panel establishing the framework, criteria, scoring methodology, and probity requirements in accordance with Council’s Procurement Policy and the Local Government Act 2020.

9.5.3 The evaluation followed the TEP:

- Pre-screening: Verification against compliance criteria (insurances, returnable schedules, and fee submission).
- Evaluation of comparative criteria and price: Conforming tenders were scored against pre-determined weighted criteria (Price 40%, Capability 30%, Capacity



**REPORT NO: 8.8 (cont.)**

20%, and Local/Social Procurement 10%). Panel members independently scored submissions, followed by consensus moderation.

- Shortlisting: The top two tenderers (refer 9.6.1) were shortlisted for further evaluation through the same set of clarification questions.
- Interview: The preferred tenderer (Arup Pty Ltd) was invited to an interview to confirm their understanding of Council’s objectives for the project.
- Final consensus ranking and recommendation: Weighted scores were consolidated, and the preferred tenderer was identified as offering the best value for money based on quality, technical capability, understanding of the brief, methodology, price, and risk.

9.5.4 Referee feedback further confirmed the capability and suitability of the preferred tenderer. The Evaluation Panel also confirmed that the assessment process was conducted in a fair, transparent and fully compliant manner.

**9.6 Recommendation**

9.6.1 The final weighted score for each tenderer is summarised below:

Tenderer	Conforming	Score (out of 100)	Rank
Preferred Tenderer: Arup Australia Pty Ltd	Yes	81.00	1
Tenderer C	Yes	77.83	2

9.6.2 Arup Australia, demonstrated:

- Deep and strategic understanding of uPPP objectives and the Broadmeadows context.
- Proven capacity to manage complex, multi-stakeholder, precinct-scale projects.
- A strong methodology integrating planning, design, investment readiness and engagement.
- Commitment to sustainability, innovation and place, honouring Country and creating a distinctive Metropolitan Activity Centre with its own character and identity.
- Competitive pricing and sound financial capacity.

9.6.3 The Evaluation Panel concluded Arup Australia Pty Ltd provides the best overall value for money and is best positioned to deliver the Broadmeadows Precinct Roadmap in accordance with Council and Commonwealth requirements, and the Partnership objectives.

**10. CONCLUSION**

- 10.1 The procurement process was conducted in full accordance with Council’s Procurement Policy and the Local Government Act 2020.
- 10.2 Following the evaluation process, it is recommended that Council award Contract No. 30 25 3660 - Contract No. 30 25 3660 - Consultancy Services for Urban Precincts Partnership Broadmeadows Precinct Roadmap to Arup Australia Pty Ltd.
- 10.3 This appointment will enable Council and its partners to progress an integrated, investment-ready roadmap for Broadmeadows by December 2026, positioning the precinct as a model for sustainable, inclusive and partnership-led urban renewal.

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REPORT NO:	8.9
REPORT TITLE:	Contract No. 30 25 3624 - Information Technology Products & Services & Multi-Functional Devices (PA2706/0714)
SOURCE:	Joe Beninato, Technology Assets & FinOps Officer
DIVISION:	Customer & Strategy
FILE NO:	30/25/3624
POLICY:	-
STRATEGIC OBJECTIVE:	SO4.3 A responsive and engaged organisation that works with our community.
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. <i>Procurement Australia Tender Evaluation Report - Confidential</i></li><li>2. <i>Sharp Corporation of Australia Pty Ltd - Schedule of Rates - Confidential</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 Councils Procurement Policy, clause 2.3.4.2 Collaborative Procurement Arrangements, facilitates for Council to collaborate with other councils or other bodies such as MAV Procurement or Procurement Australia to procure goods, services or works, or utilise existing Collaborative Procurement Arrangements where it provides an advantageous, Value for Money outcome for the Council.
- 1.2 The Procurement Australia contract allows government agencies and other approved entities to purchase a range of Information Technology Products & Services & Multi-Functional Devices. Hume City Council was accessing the previous Procurement Australia contract which expired on 30 June 2025.
- 1.3 This report seeks approval to establish a new Procurement Australia Contract to appoint suppliers to provide Multi-Functional Print Devices for fixed discounted prices which would not be available if tendered individually. This arrangement will provide efficiencies in administrative processes when procuring these services across Council.
- 1.4 The anticipated expenditure under this contract arrangement will exceed Hume City Councils Chief Executive Officers financial delegation, therefore a Council resolution is required to accept the recommendation to utilise this Procurement Australia panel contract.

### 2. RECOMMENDATION:

That Council:

- 2.1 **Resolves to access and utilise the Procurement Australia (PA) panel Contract PA2706/0714 - Information Technology products & services & Multi-Functional Devices and other IT services (Contract No. 30 22 3324) for the initial contact term expiring 30 June 2027.**
- 2.2 **Accepts the tender confidential information and pricing from suppliers listed in Attachment 1 as identified by Procurement Australia (PA) –PA2706/0714 -**

**REPORT NO: 8.9 (cont.)**

**Information Technology products & services & Multi-Functional Devices and other IT services, covering the following category:**

**a) Category 6 – Multi-Functional Print Devices**

- 2.3 Accepts the schedule of rates as outlined in the Procurement Australia (PA) – PA2706/0714 from suppliers and published as confidential information on the PA website.**
- 2.4 Delegates to the Director Customer & Strategy the authority to finalise and execute the contract documentation.**
- 2.5 Delegates to the Director Customer & Strategy to review the performance and approve extension periods of two (2) additional periods of twelve (12) months options.**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 The Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.**
- 3.2 The Local Government Act 2020 S109(1) requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.**
- 3.3 Council’s Procurement Policy Clause 2.3.2.1 (Exceptions from tendering) details the circumstances which are exempt from public published tender requirements which includes a contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party.**

**This general exemption allows engagements:**

- with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or**
- in reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy) or Procurement Australasia (PA).**

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

**This report supports council is giving effect to the following overarching governance principles:**

- 4.1 Priority is to be given to achieving the best outcomes for the municipal community, including future generations;**
- 4.2 The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;**
- 4.3 Innovation and continuous improvement is to be pursued;**
- 4.4 Collaboration with other Councils and Governments and statutory bodies is to be sought.**
- 4.5 The transparency of Council decisions, actions and information is to be ensured.**

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

- 5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places**

**REPORT NO: 8.9 (cont.)**

obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.

- 5.1.2 None of the human rights identified within the Charter are being limited by the recommended action in this Report.

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 This report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 By opting to access this contract, Council will be able to source products and services at competitive contracted rates.
- 6.2 Selection of suppliers for products and services is determined by ongoing quotation for price, availability and capacity to purchase products and services at the time they are required.
- 6.3 The cost of these purchases will be funded through approved operational budgets.
- 6.4 The FY2025/26 operational budget assigned to Multifunction Device Leases and per-page consumption is \$270,000 per annum.

**7. COLLABORATIVE PROCUREMENT**

- 7.1 In accordance with section 108(3c) of the Local Government Act, Council will consider collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works to take advantage of economies of scale.
- 7.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council, including:
- 7.2.1 The nature of those opportunities, and the public bodies with which they are available.
- 7.2.2 Benefits associated with collaborative procurement arrangements include greater efficiency, optimised spending and reduced costs.

**8. OPPORTUNITIES & RISKS:**

- 8.1 As this is an ongoing contract, Council’s objectives in re-establishing this contract is to:
- 8.1.1 Maintain printing capability necessary to support council operations
- 8.1.2 Continue to reduce the need for printing as we move towards digital across the ecosystem and reserving the use of printing only when needed to ensure environmental sustainability.

**9. COMMUNITY ENGAGEMENT:**

- 9.1 The resulting Contract from this Council report does not have a direct and significant impact in relation to public usage, as it is to provide transparency of Council decisions, actions and information as required by the Local Government Act 2020; therefore, community consultation on this Contract has not been sought.

**REPORT NO: 8.9 (cont.)**

**10. DISCUSSION:**

**10.1 Background**

10.1.1 Procurement Australia invited tenders from qualified parties to be part of a panel of providers for the supply and delivery of Information Technology products & services & Multi-Functional Devices to their members nationwide.

10.1.2 This contract replaces 2103/0839 Multi-Functional Devices and Related Products & Services and 2106/0712 Information Technology Products & Services which expired on 30 June 2025. It commenced on the 1 July 2025. The contract term for all categories ends on 30 June 2027, with an option to extend the contract for up to two (2) additional periods of twelve (12) months

10.1.3 The six categories for this contract are:

- a) Category 1 – IT Hardware
- b) Category 2 – IT Software
- c) Category 3 – IT Services
- d) Category 4 – IT Finance
- e) Category 5 – Telecommunications
- f) Category 6 – Multi-Functional Print Devices

10.1.4 Council intends to engage Suppliers including the current incumbent supplier Sharp Corporation of Australia Pty Ltd under Category 6 – Multi-Functional Print Devices.

**10.1 Tender Details**

10.1.1 Procurement Australia invited tenders from qualified parties to be part of a panel of providers for the supply and delivery of Information Technology products & services & Multi-Functional Devices to our Members nationwide.

10.1.2 The Request for Tender was advertised in the Sydney Morning Herald on 19 February 2025. The tender closed five weeks after the advertised date at 3.00pm AEST on 19 March 2025.

10.1.3 To support the tender process, an industry briefing session was held via webinar on 22 October 2024.

10.1.3 Tenderers downloaded the tender documents from the Tenderlink website as per instructions in the advertisement.

**10.2 Tender Evaluation Panel**

10.2.1 The PA evaluation panel was made up of representatives from PA and Local Government agencies (refer Confidential Attachment 1).

10.2.2 Probity and procurement support was provided by a Procurement Officer throughout the tender process.

10.2.3 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committing to maintaining the confidentiality of tender information.

**10.3 Selection Criteria**

10.3.1 The tenders were evaluated and scored against the selection criteria and rating scale as stated in the attached recommendation reports.

**10.4 Tender Evaluation Process**

10.4.1 Only compliant tenders received full scoring, while those identified as non-compliant were excluded from further evaluation. Any instances of non-compliance are explained in the confidential attachment.



**REPORT NO: 8.9 (cont.)**

**10.6 Recommendation**

10.6.1 It is recommended that Council resolve to access the Information Technology Products & Services (PA2706/0714) contract provided by Procurement Australia for the purposes of Multifunction Device requirements.

10.6.2 It is recommended that Council acknowledge that supplier agreements will outlast the contract due to the current preference to lease Multifunction devices on a 60 month term.

**11. CONCLUSION**

11.1 The process described in this report is in accordance with the Council's Procurement Policy, the relevant provision of the Local Government Act 2020 – section 108 (Procurement Policy) and section 109 (Procurement).

11.2 It is recommended that Council authorises the use of Contract No. 30 25 3624 - Information Technology Products & Services & Multi-Functional Devices (PA2706/0714) as it will help to support the purchase of IT Products & Services & Multi-Functional Devices.

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REPORT NO:	8.10
REPORT TITLE:	Contract No. 30 25 3634 - Kerbside Recyclable Collection Service
SOURCE:	Garry Singh, Coordinator Waste Contracts
DIVISION:	Infrastructure & Assets
FILE NO:	30 25 3634
POLICY:	POL189
STRATEGIC OBJECTIVE:	SO2.2 Reduction of carbon emissions and adaptation to climate change
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. <i>Tender Evaluation Report - Confidential</i></li><li>2. <i>Evaluation Matrix - Confidential</i></li><li>3. <i>Probity Report - Confidential</i></li><li>4. <i>Pricing Schedule - Confidential</i></li><li>5. <i>List of Company Officeholders - Confidential</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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### 1. SUMMARY OF REPORT:

- 1.1 Tenders have been called for Contract No. 30 25 3634 – Recyclable Collection Service. This report outlines the tendering process undertaken and the recommendation to award a contract.
- 1.2 The services include the collection of recycling bins from eligible properties and public bins.
- 1.3 This contract will replace the existing contract 30 17 2698, which is set to conclude on 30 June 2026.
- 1.4 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds their financial limit, and a Council motion is now required to accept the recommendation to award the contract.

### 2. RECOMMENDATION:

That Council:

- 2.1 Awards Contract No. 30 25 3634 – Recyclable Collection Service to J.J Richards & Sons Pty Ltd t/a JJ’s Waste & Recycling.
- 2.2 Accepts the alternative tender submitted by JJ’s Waste & Recycling and awards the contract as per the attached schedule of rates (incl. GST).
- 2.3 Notes that the contract term will commence on 1 July 2026 for a period of five (5) years.
- 2.4 Authorises CPI adjustments to occur in accordance with the conditions of contract.
- 2.5 Authorises for Variations to be managed in accordance with the confidential attachment.
- 2.6 Delegates to the Director Infrastructure and Assets to finalise and execute the contract documentation.

**REPORT NO: 8.10 (cont.)**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 *Local Government Act 2020 S108(1)* requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 3.2 *Local Government Act 2020 S109(1)* requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.
- 3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at \$300,000 or greater shall be undertaken by a tender process.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- 4.1 Council decisions are to be made and actions taken in accordance with the relevant law;
- 4.2 priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- 4.3 the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- 4.4 innovation and continuous improvement is to be pursued;
- 4.5 collaboration with other Councils and Governments and statutory bodies is to be sought;
- 4.6 the ongoing financial viability of the Council is to be ensured;
- 4.7 the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

- 5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.
- 5.1.2 The human rights relevant to this Report are:
  - (a) Every person lawfully within Victoria has the right to move freely within Victoria and to enter and leave it and has the freedom to choose where to live.
  - (b) Every person has the right to life and has the right not to be arbitrarily deprived of life.
- 5.1.3 The above rights are not being limited by the recommended actions in this Report.

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

REPORT NO: 8.10 (cont.)

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 This is a schedule of rates contract; therefore, Officer’s undertook modelling to understand the total costs over contract term.
- 6.2 Contract No. 30 25 3634 – Recyclable Collection Services is due to commence on 1 July 2026. The estimated costs arising from this contract will be included in the 2026-2027 operating budget.

**7. COLLABORATIVE PROCUREMENT**

- 7.1 In Accordance with section 108(3c) of the Act, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.
- 7.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council.
  - 7.2.1 There are currently no collaborative procurement arrangements available for this type of service.

**8. OPPORTUNITIES & RISKS:**

**8.1 Circular Economy**

- 8.1.1 The provision of this service will ensure that Hume residents have access to user-friendly kerbside collection services that support and maximise the recovery of materials suitable for reuse.
- 8.1.2 This contract aligns with the Hume City Council Waste and Resource Recovery Strategy 2022–2030 and the Victorian Government’s *Recycling Victoria policy*. The recycling collection service is one element of the strategy which aims to improve recycling rates and reduce the volume of waste going to landfill.

**8.2 Alignment of Collection Service Contracts**

- 8.2.1 The proposed contract will have a term of five (5) years, concluding in June 2031. This timeframe aligns with the Food and Garden Organics (FOGO) Contract, including its optional extension periods. Such alignment provides Council with the opportunity to consolidate both services under a single collection contract in the future, enhancing operational efficiency and service integration. Officers note that this contract duration is shorter than usual for this type of service (typically 7-12 years) and believe this contributed to only a single supplier submitting a tender response.

**8.3 Contractual Risk Management**

- 8.3.1 A risk management plan has been developed as part of the tender process and will be utilised throughout the contract term, forming part of the regular reporting on contract compliance. A contract management approach comprises regular meetings, performance reviews, audits, spot checks, and other tools will also be implemented to monitor and manage contractor performance.

**8.4 Economic Development and Social Impact**

- 8.4.1 The evaluation criteria for this contract placed emphasis on supporting local businesses and social initiatives. As outlined in the submission from JJ’s Waste & Recycling, the delivery of services under this contract is expected to

**REPORT NO: 8.10 (cont.)**

contribute significantly to the local Hume economy, with an estimated annual expenditure of over \$1.1 million directed to Hume-based suppliers.

- 8.4.2 JJ’s Waste & Recycling has demonstrated a commitment to social responsibility through the implementation of its Reconciliation Action Plan (RAP). This plan outlines strategies to foster equality and equity within the workforce, build respectful relationships with Aboriginal and Torres Strait Islander peoples, and embed cultural integrity across the organisation. The RAP is formally accredited by Reconciliation Australia, and JJ’s Waste & Recycling is an active member of the national RAP network.

**9. COMMUNITY ENGAGEMENT:**

Community engagement was not required for this tender.

**10. DISCUSSION:**

**10.1 Technical Specification**

The primary objective of this Contract is to deliver a reliable, user-friendly, and environmentally sustainable recycling service. The service aims to reduce the volume of waste sent to landfill and enhance resource recovery across the municipality.

The key components of the service include:

- 10.1.1 Fortnightly collection of recyclable materials from all eligible premises.
- 10.1.2 Provision of recycling collection services at designated special events within the collection area.
- 10.1.3 Assisted collection services for customers experiencing health issues or physical/mental impairments that prevent them from placing bins at the designated collection point.
- 10.1.4 Collection of recyclables from public bins, including those secured within locked bin surrounds.
- 10.1.5 Collection of recycling bins located at Council-owned and operated facilities.

**10.2 Background**

- 10.2.1 The Kerbside Recyclables Collection service forms an integral part of Council’s Waste and Resource Recovery Strategy 2022-2030 by enabling the diversion of waste from landfill to maximise resource recovery for future generations.
- 10.2.2 Council currently delivers a fortnightly kerbside recyclables collection to over 95,000 tenements, along with weekly collections from more than 150 public recycling bins across the municipality. In addition, assisted collection services are available to residents experiencing ill health or physical and mental incapacity, ensuring equitable access to waste services.
- 10.2.3 In the 2024–25 financial year, the service completed over 2.1 million collections, with approximately 16,670 tonnes of recyclables processed at the designated facility.
- 10.2.4 Council is projected to experience steady, substantial population growth during the contract period, with the forecast population rising to 304,910 in 2029, further growing to 320,460 in 2031 (Source: .id Consulting Pty Ltd). This growth will likely include a combination of new subdivisions, creating new roads within the service area, urban consolidation, and high-density development, which will directly impact collection services.



**REPORT NO: 8.10 (cont.)**

- 10.2.5 The Contractor is required to implement flexible systems and specialised equipment that is designed to safely and efficiently service all premises in the service area including premises where access is limited.

**10.3 Tender Details**

- 10.3.1 A Request for Tender was released on 2 August 2025 and closed on 4 September 2025, resulting in one (1) supplier submitting a formal response to Contract for 30 25 3634 - Recyclables Collection Services.
- 10.3.2 The tender was published on Councils eTendering portal, and an advertisement was published in The Age newspaper on Saturday 2 August 2025.
- 10.3.3 The tender documentation was downloaded by thirteen (13) entities.
- 10.3.4 At the time of tender closure, one (1) submission was received.
- 10.3.5 Officers believe the shorter-than-usual contract duration of up to five (5) years was a contributing factor to the lack of tender responses. However, this duration was important to enable future alignment with the Food and Garden Organics (FOGO) contract.
- 10.3.6 Feedback was sought from entities who downloaded the tender documentation but did not submit a response. Four entities provided feedback which included:
- (a) Lack of clarity on how to calculate tender pricing
  - (b) Interest in processing material without glass, not providing collections
  - (c) Being unable to submit a response by the deadline
  - (d) Other internal priorities

**10.4 Tender Evaluation Panel**

- 10.4.1 The tender evaluation panel (TEP) consisted of:

Officer Title	Role
Coordinator Waste Contracts	Chairperson
Coordinator Kerbside Services	Scoring member
Coordinator Landfills and Resource Recovery Centres	Scoring member

- 10.4.2 External probity advisor was engaged to oversee the tender process and was part of all tender evaluation meetings and presentations.
- 10.4.3 Procurement support was provided by a Procurement Officer throughout the tender process.
- 10.4.4 All tender evaluation panel members completed the required conflict of interest declarations.

**10.5 Selection Criteria**

- 10.5.1 The evaluation involved scoring of conforming tenders according to the following pre-determined criteria:

Selection criteria	Weighting
Compliance	Pass/Fail
Price	40%
Capability	35%
Capacity	15%

REPORT NO: 8.10 (cont.)

Selection criteria	Weighting
Local Business & Sustainability	10%

**10.6 Tender Evaluation Process**

- 10.6.1 Tender submission from JJ's Waste & Recycling was assessed as compliant and was evaluated by the Evaluation Panel in accordance with the evaluation criteria outlined in Section 9.5.1 of this report.
- 10.6.2 The respondent has also provided an alternative pricing schedule based on a fixed five (5) years contract term, commencing 1 July 2026 and concluding 30 June 2031. This alternative offer was reviewed by the Evaluation Panel under the value for money principle.

**10.7 Recommendations**

- 10.7.1 The final weighted score for each tender option is summarised below:

Tenderer	Conforming	Score
Tenderer A – JJ's Waste & Recycling	Yes	84.67
Tenderer A – JJ's Waste & Recycling	Alternative tender	89.75

- 10.7.2 Refer to the confidential attachment for further details of the evaluation of tenders.

**11. CONCLUSION**

- 11.1 The process described in this report is in accordance with the Council's Procurement Policy, the relevant provision of the *Local Government Act 2020* – section 108 (Procurement Policy) and section 109 (Procurement).
- 11.2 Based on the evaluation process and a detailed review of the tendered prices, including alternative tender, the Evaluation Panel recommends JJ's Waste & Recycling for this service.
- 11.3 The Panel recommends awarding Contract No. 30 20 3634 – Recyclable Collection Service for a fixed term of five years.

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REPORT NO:	8.11
REPORT TITLE:	Contract No. 30 25 3647 - Hanson Road, Craigieburn - Road Reconstruction and Roundabout at Hanson Road and Creekwood Drive
SOURCE:	Mark Cachia, Coordinator Civil Projects
DIVISION:	Infrastructure & Assets
FILE NO:	30/25/3647
POLICY:	POL189
STRATEGIC OBJECTIVE:	SO1.1 Liveable places that are inclusive and accessible
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. <i>Tender Evaluation Report - Confidential</i></li><li>2. <i>Tender Evaluation Matrix - Confidential</i></li><li>3. <i>List of Company Directors and Officeholders - Confidential</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 Tenders have been called for Contract No. 30 25 3647 - Hanson Road, Craigieburn, Road Reconstruction and Roundabout between Creekwood Drive and Malcolm Creek Parade.
- 1.2 This report recommends that the tender submission from New Horizon Construction Pty Ltd for Contract No. 30 25 3647 - Hanson Road, Craigieburn, Road Reconstruction and Roundabout between Creekwood Drive and Malcolm Creek Parade be accepted by Council.
- 1.3 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds their financial limit, and a Council motion is now required to accept the recommendation to award the contract.

## 2. RECOMMENDATION:

That Council:

- 2.1 **Awards Contract 30 25 3647 for Hanson Road, Craigieburn, Road Reconstruction and Roundabout between Creekwood Drive and Malcolm Creek Parade to New Horizon Construction Pty Ltd.**
- 2.2 **Awards the Contract for the lump sum price of \$1,437,213.30 (incl. GST).**
- 2.3 **Approves a Contingency Sum to the value (excl. GST) contained within the confidential attachment.**
- 2.4 **Authorises for Variations to be managed in accordance with the confidential attachment**
- 2.5 **Delegates to the Director of Infrastructure and Assets to finalise and execute the contract documentation.**

**REPORT NO: 8.11 (cont.)**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 3.2 Local Government Act 2020 S109(1) requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.
- 3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at \$300,000 or greater shall be undertaken by a tender process.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) innovation and continuous improvement is to be pursued;
- e) collaboration with other Councils and Governments and statutory bodies is to be sought;
- f) the ongoing financial viability of the Council is to be ensured;
- g) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

- 5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.
- 5.1.2 The Human Rights relevant to this Report are:
  - (a) Every person lawfully within Victoria has the right to move freely within Victoria and to enter and leave it and has the freedom to choose where to live.
  - (b) Every person has the right to life and has the right not to be arbitrarily deprived of life.
- 5.1.3 The above rights are not being limited by the recommended actions in this Report.

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 Under the Gender Equality Act 2020 a Gender Impact Assessment is required to be completed in relation to the development or review of a policy, program or service, where that policy, program or service has a direct and significant

**REPORT NO: 8.11 (cont.)**

impact on the public. This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

6.1 Sufficient funding for this contract is available within the 2025/2026 financial year capital works program allocated to this project, as follows:

6.1.1 CP604340 Hanson Road Reconstruction and Roundabout at Creekwood Drive and Malcolm Creek Road

6.1.2 A portion of the 2025/2026 Roads to Recovery allocation matching the tendered price

**7. COLLABORATIVE PROCUREMENT**

7.1 In Accordance with section 108(3c) of the Local Government Act 2020, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

7.1.1 Council did not identify any opportunities for collaboration in relation to this procurement process as the contract relates to a unique project for Hume City Council. and no collaborative procurement arrangements were available for this service.

**8. OPPORTUNITIES & RISKS:**

8.1 It is anticipated that construction activities will not result in any significant environmental impacts. Works are expected to proceed as planned, subject to the approval of a Site Construction Environment Management Plan (SCEMP). The SCEMP will be required to address site-specific environmental conditions, including, sediment and silt control measures, vegetation management practices, and designated locations for spoil stockpiling. These provisions will ensure compliance with environmental standards and minimise disruption to the surrounding area.

8.2 There are no climate change adaptation implications as a result of this project.

8.3 This report addresses Council’s strategic risk in Assets and Infrastructure by extending the life and reducing maintenance costs of Hanson Road and creating safer road environment for the community living within the area.

**9. COMMUNITY ENGAGEMENT:**

9.1 Letters were sent to affected residents in December 2024 to obtain feedback on the proposed project during the design stage. No feedback was received.

9.2 All affected properties will be notified of the work prior to commencement.

9.3 For all major work affecting the public, appropriate signage will be displayed by the contractor

9.4 During construction works, a comprehensive Traffic Management Plan will be implemented to manage the traffic conditions during and outside of work hours.

9.5 Information for residents will also be made available on the Hume City Council website to enhance community engagement



**REPORT NO: 8.11 (cont.)**

**10. DISCUSSION:**

**10.1 Background**

- 10.1.1 This project involves the reconstruction of Hanson Road between Creekwood Drive and Malcolm Creek Parade, over a length of approximately 240 metres.
- 10.1.2 The scope includes upgrading the dilapidated pavement, drainage upgrades, footpath reconstruction, and safety barriers to meet current and future traffic needs. Additionally, the intersection at Hanson Road and Creekwood Drive will be improved with a roundabout to enhance road safety.

**10.2 Tender Details**

- 10.2.1 A Request for Tender was released on 5 July 2025 and closed on 14 August 2025, resulting in ten (10) tenderers submitting a formal response to Contract 30 25 3647 Hanson Road, Craigieburn, Road Reconstruction and a Roundabout at Hanson Road and Creekwood Drive.
- 10.2.2 The tender was published on the Council's eTendering portal, and an advertisement was published in The Age newspaper on Saturday 5 July 2025.
- 10.2.3 A tender site visit was held on 15 July 2025.
- 10.2.4 At the time of tender close ten (10) submissions were received.

**10.3 Tender Evaluation Panel**

- 10.3.1 The tender evaluation panel (TEP) consisted of:

Officer Title	Role
Project Engineer Civil Projects	Chairperson
Coordinator Civil Projects	Scoring member
Assets Engineer	Scoring member

- 10.3.2 Probity and procurement support was provided by a Procurement Officer throughout the tender process.
- 10.3.3 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committed to maintaining the confidentiality of tender information.

REPORT NO: 8.11 (cont.)

10.4 Selection Criteria

- 10.4.1 The evaluation involved scoring of conforming tenders according to the following pre-determined criteria:

Selection criteria	Weighting
Compliance	Yes/No
Price	40%
Capability	40%
Capacity	10%
Sustainability	10%

10.5 Tender Evaluation Process

- 10.5.1 Only compliant tenders received full scoring, while those identified as non-compliant were excluded from further evaluation. Any instances of non-compliance are explained in the confidential attachment.

10.6 Recommendation

- 10.6.1 The final weighted score for each tenderer is summarised below:

Tenderer	Conforming	Score
Tenderer A New Horizon Construction Pty Ltd	Yes	81.50
Tenderer B	Yes	79.66
Tenderer C	Yes	63.83
Tenderer D	Yes	75.61
Tenderer E	Yes	63.57
Tenderer F	Yes	69.24
Tenderer G	Yes	74.15
Tenderer H	Yes	69.60
Tenderer I	No	N/A
Tenderer J	No	N/A

- 10.6.2 Refer to the confidential attachment for further details of the evaluation of all tenders.

11. CONCLUSION

- 11.1 The process described in this report is in accordance with the Council’s Procurement Policy, the relevant provision of the Local Government Act 2020 – section 108 (Procurement Policy) and section 109 (Procurement).
- 11.2 The tender submission from New Horizon Construction Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

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REPORT NO:	8.12
REPORT TITLE:	Response to NOM 25/20 - Accessible Parking Bays Craigieburn Central
SOURCE:	Marvin Chen, Coordinator Traffic Christopher Pawluk, Engineer
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	SO1.1 Liveable places that are inclusive and accessible
ATTACHMENT:	1. <i>Plan of proposed accessible parking spaces</i>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 This report is in response to the Notice of Motion NOM25/20 from Cr Jim Overend on 14 April 2025, which requested a report be prepared to investigate the provision of additional accessible parking on the east side of Main Street, Craigieburn.
- 1.2 Main Street currently has four accessible bays (two on each side), noting the Craigieburn Central Shopping Centre provides 76 accessible bays across four car parks, exceeding the National Construction Code (NCC) requirement of 2%.
- 1.3 Aerial analysis indicates high occupancy of both accessible and standard bays, with Main Street accessible bays frequently fully occupied.
- 1.4 This high demand for accessible parking on Main Street justifies converting three standard bays into two accessible bays with a shared space, in accordance with Australian Standards.
- 1.5 This aligns with the Hume Parking Restrictions Policy and is supported by Craigieburn Central Shopping Centre. The estimated cost is \$7,000, which will be funded through Council’s Responsive Road Safety budget, with works planned to take place within the 2025-2026 financial year.

## 2. RECOMMENDATION:

**That Council:**

- 2.1 **Notes that three standard parking bays on Main Street, Craigieburn will be replaced with two accessible bays to better meet the needs of mobility-impaired users.**
- 2.2 **Notes that this work is scheduled to be completed within the 2025-2026 financial year and will be funded through Council’s Responsive Road Safety operating budget, at an estimated cost of \$7,000.**
- 2.3 **Notes that additional parking spaces could be converted to accessible spaces in the future, should occupancy of the accessible spaces in Main Street continue to be close to capacity.**

**REPORT NO: 8.12 (cont.)**

**3. LEGISLATIVE POWERS & POLICY CONTEXT:**

- 3.1 Council has the power under the Local Government Act 2020, Road Safety (Traffic Management) Regulations 2019, Road Safety Road Rules 2017 and the Road Safety Act 1986 to install and modify traffic control devices.
- 3.2 The Hume City Parking Restrictions Policy guides the implementation of parking restrictions in the municipality.

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

**5.1.1 The human rights relevant to this Report are:**

- (a) Right to recognition and equality before the law

**5.1.2 The above rights are not being limited by the recommended action in this Report.**

**5.2 GENDER EQUALITY ACT 2020**

**5.2.1 This Report does not relate to a development or review of a policy, program or service; therefore a Gender Impact Assessment was not required.**

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 The proposed accessible parking spaces can be undertaken through Council's Responsive Road Safety Work operating budget at an estimated cost of \$7,000.

**7. OPPORTUNITIES & RISKS:**

- 7.1 The provision of two additional accessible parking spaces will provide additional parking opportunities to vulnerable user groups with mobility needs on Main Street, noting demand for the existing limited accessible spaces is very high.
- 7.2 The conversion of three standard car spaces to two accessible parking spaces will reduce the supply of standard car parking spaces. The demand for standard car parking is very high and will reduce the supply for standard road users.

**8. COMMUNITY ENGAGEMENT:**

- 8.1 Council Engineers contacted Craigieburn Central Shopping Centre on 16 September 2025 who indicated they would support the proposed conversion of three standard car spaces on Main Street into two accessible car spaces. The Centre will be notified prior to work commencing. Further engagement would also be required if additional spaces were to be converted in the future.

REPORT NO: 8.12 (cont.)

9. DISCUSSION:

9.1 Background

- 9.1.1 A Notice of Motion (NOM25/20) was raised on Monday 14 April 2025, “*That Council, Look into altering the parking bays on the East side of Main street (financial precinct side) to add many more accessible parking bays and to initially have officers monitor this regularly to make sure people without an accessible parking permit, including delivery vans are not using these bays.*”

9.2 Existing Conditions

- 9.2.1 Along Main Street:

- (a) There are two accessible car spaces on the eastern side  
(b) There are two accessible car spaces on the western side

- 9.2.2 A breakdown of accessible parking within the shopping centre car park based on analysis of aerial photography is provided in the table below. It is noted the Total Car Spaces and Accessible Car spaces figures are an approximation based on what can be observed aurally.

	Total Car Spaces	Accessible Car Spaces	Actual % of Total	National Construction Code Requirement
Eastern Car Park	948	28	3.0%	2%
Western Car Park	862	28	3.2%	2%
Northern Car Park	329	11	3.3%	2%
Southern Car Park	336	8	2.4%	2%
<b>Total</b>	<b>2475</b>	<b>76</b>	<b>3.0%</b>	<b>2%</b>

- 9.2.3 The table below presents an analysis of the occupancy levels of existing accessible car spaces, based on the four most recent available aerial photographs.

	Monday, 1 December 2024	Wednesday, 5 February 2025	Friday, 7 March 2025	Monday, 11 August 2025
Eastern Car Park	39%	50%	71%	57%
Western Car Park	68%	4%	32%	93%
Northern Car Park	82%	73%	100%	91%
Southern Car Park	75%	88%	75%	100%
Main Street (east side)	100%	100%	50%	100%
Main Street (west side)	100%	50%	50%	100%

- 9.2.4 The table below presents an analysis of the occupancy levels of existing standard on-street car spaces along Main Street, based on the four most recent available aerial photographs.

	Monday, 1 December 2024	Wednesday, 5 February 2025	Friday, 7 March 2025	Monday, 11 August 2025
Main Street (east side)	94%	92%	88%	100%
Main Street (west side)	83%	98%	98%	87%



**REPORT NO: 8.12 (cont.)**

**9.3 Analysis**

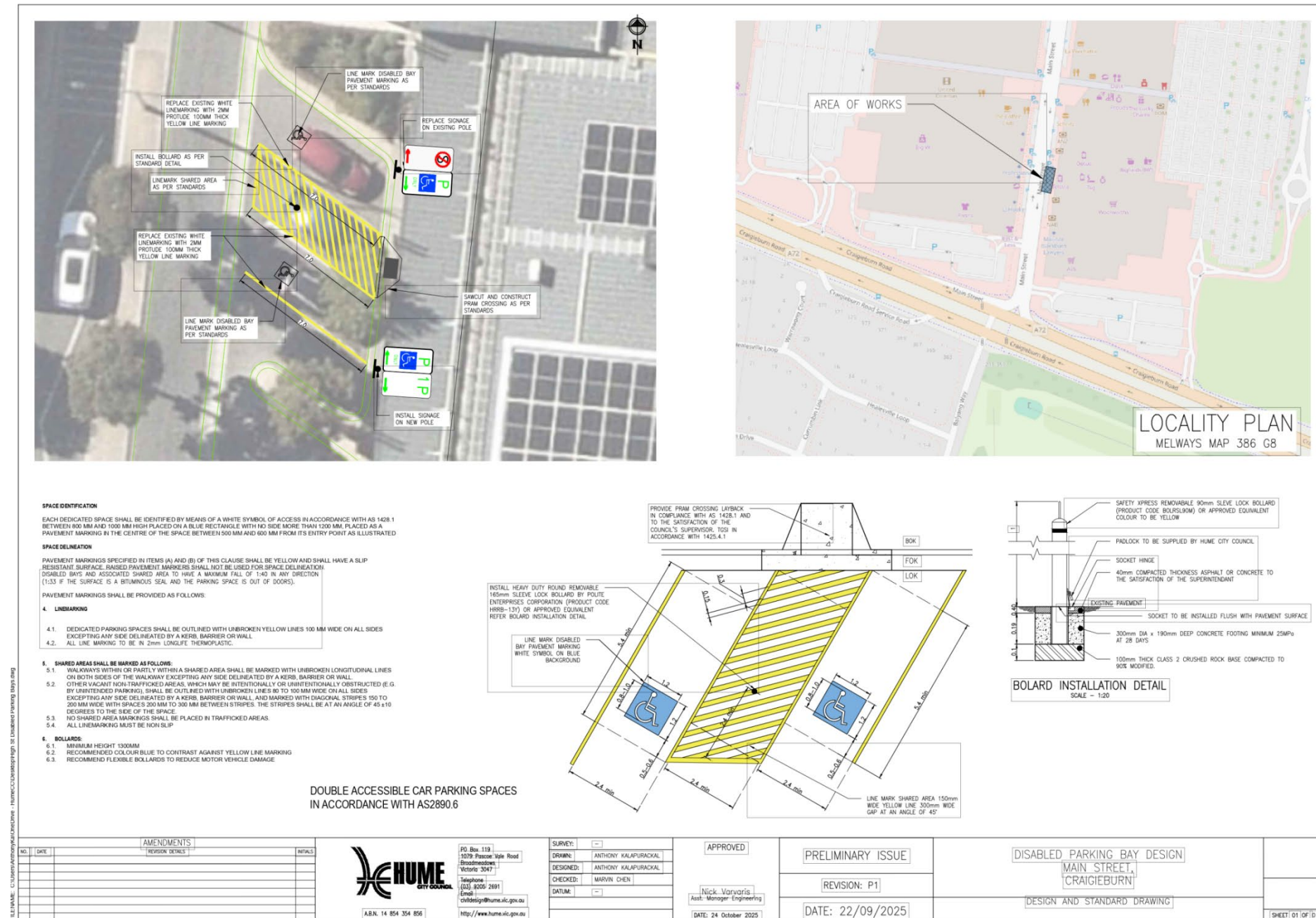
- 9.3.1 Private developments must provide a suitable number of Accessible Car Parking in accordance with the specifications of the National Construction Code (formerly the BCA).
- (a) Craigieburn Central Shopping Centre, for the purposes of analysis, is a Class 6 building which requires 1 accessible space for every 50 car parking spaces or part thereof. This can also be interpreted as requiring 2% of the car parking supply to be accessible car spaces.
    - (i) A Class 6 building is defined as a shop or building used for the sale of goods by retail or supply of services direct to the public.
    - (ii) It is noted the shopping centre is likely to comprise other ancillary or supporting uses such as offices which is a Class 5 building and these may have different rates. Office buildings are required to allocate a relaxed rate of 1% of all parking spaces as accessible car spaces. However, for the purposes of simplicity and assessment, a conservative overall Class 6 rate has been adopted.
- 9.3.2 Based on the analysis in Section 9.2.3, the number of accessible car spaces likely exceeds the National Construction Code requirement.
- 9.3.3 It is the responsibility of facilities on private land to ensure they meet the accessible parking requirements of the National Construction Code. It is not the responsibility of Council to supplement any shortfall of on-site accessible parking provision. Notwithstanding, Council may provide additional on-street accessible parking as supporting or additional amenity to the community.
- 9.3.4 As outlined in Section 9.2.3, the four on-street parking spaces on Main Street were highly utilised, with all spaces frequently observed to be fully occupied. This table also shows that the utilisation of accessible parking spaces within the shopping centre car parks was relatively high; however, vacant spaces were generally still available.
- 9.3.5 It is noted that based on Section 9.2.4, the demand for standard parking spaces is also very high (minimum 83% occupancy). Removing standard car parking spaces for accessible parking spaces will further reduce standard parking space capacity.
- 9.3.6 The Hume City Parking Restrictions Policy:
- (a) Prioritises accessible parking users higher than standard customer parking.
  - (b) Directs modification to parking restrictions to suit a higher priority user group if a survey identifies that there is less than 15% of available parking vacant for that user group.
  - (c) Accordingly, based on Section 9.3.3, it is recommended that the additional accessible parking is provided to address a lack of availability on Main Street.
- 9.3.7 A plan to implement two additional accessible spaces is provided in Attachment 1.
- (a) It is proposed to provide both accessible car spaces on the eastern side of Main Street towards the southern end of the shopping centre frontage.
  - (b) The proposal requires the conversion of three standard car spaces to two accessible spaces and a shared space in accordance with Australian Standards.

**REPORT NO: 8.12 (cont.)**

- (c) As per Section 8.1, Craigieburn Central Shopping Centre was consulted and supported the proposed additional accessible parking spaces.
- 9.3.8 The proposed accessible car parking requiring signage, linemarking and kerb ramp modifications is estimated to cost \$7,000. Pending agreement with the shopping centre on suitable timing, it should be possible to undertake the modifications between February and June 2026.
- 9.3.9 Following the implementation of the initial two accessible spaces, if it is identified that occupancy is still high, the conversion of additional spaces to accessible in a similar manner could be considered.
- 9.3.10 It is noted that the proposed accessible parking will be similar in standard to existing on-street accessible parking but will not fully meet DDA requirements. Meeting full DDA requirements would require:
  - (a) A re-leveling of the car parking spaces and potentially the road to achieve a 1:33 minimum grade.
  - (b) The provision of dedicated lighting to achieve the required level of illuminance.
  - (c) Potentially the provision of handrails.
- 9.3.11 Undertaking the above works are not considered feasible for on-street accessible car spaces and may cost in the order of \$50,000 to \$150,000 – these requirements are generally more applicable to new off-street private developments where car parks can be constructed to controlled levels. It is noted however, that while the proposal does not achieve full DDA compliance, it still provides significantly improved parking infrastructure for disabled permit holders that have mobility needs.
- 9.3.12 Council’s City Laws Team has been advised of the matter and will monitor compliance with accessible parking permits when undertaking enforcement activities in Main Street.

**10. CONCLUSION**

- 10.1 The provision of accessible parking within the Craigieburn Central Shopping Centre car parks appears to be in accordance with the requirements of the National Construction Code.
- 10.2 The demand for both standard parking and accessible parking on Main Street is very high. Accessible parking on Main Street is currently limited to four car spaces.
- 10.3 The Hume City Parking Restriction Policy prioritises accessible parking users over standard customer user groups. Accordingly, it is recommended that three standard on-street car parking spaces are converted into two accessible parking spaces.
- 10.4 It is proposed to provide additional accessible parking spaces and this can be undertaken through Council’s Responsive Road Safety Work operating budget at an estimated cost of \$7,000. Additional parking spaces could be converted to accessible spaces in the future, if occupancy of the accessible spaces in Main Street continues to be close to capacity.



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REPORT NO:	8.13
REPORT TITLE:	Response to NOM25/21 - Elevation Boulevard, Craigieburn, Between Debonair Parade and Vantage Boulevard - Traffic Investigation
SOURCE:	Nethum Abeykoon, Engineer
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	SO1.1 Liveable places that are inclusive and accessible
ATTACHMENT:	1. <i>Locality Plan</i>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 This report is in response to the Notice of Motion NOM25/21 from Cr Jim Overend on 14 April 2025 which requested that Council look at slowing traffic along Elevation Boulevard by implementing traffic calming strategies. It also requested the raising of the existing school crossing directly in front of Elevation Secondary College to make it safer for students to cross.
- 1.2 A traffic investigation was undertaken and identified that both pedestrian crossings on Elevation Boulevard experience notable pedestrian crossing volumes during the school peaks.
- 1.3 The upgrade of the existing at-grade school crossing outside Elevation Secondary College to a raised safety platform was already scheduled to be done as part of Council’s 2025/2026 Traffic Management Facilities Program. Construction is expected to be completed in early 2026.
- 1.4 Council had also received grant funding from the State Government’s Safer Local Roads and Streets Program to upgrade the existing pedestrian crossing in front of 176 Elevation Boulevard at a cost of approximately \$140,000. This project is also scheduled to be completed by 30 June 2026.
- 1.5 Officers will seek approval from the Department of Transport and Planning to extend the existing 40km/h school speed zone on Elevation Boulevard to the intersection at Vantage Boulevard.

## 2. RECOMMENDATION:

- 2.1 That Council notes the report.

## 3. LEGISLATIVE POWERS & POLICY CONTEXT:

- 3.1 Council has the power under the Local Government Act 2020; Road Safety (Traffic Management) Regulations 2019; Road Safety Road Rules 2017; and the Road Safety Act 1986 to install and modify traffic control devices on local roads where authorities have been delegated to Council.

**REPORT NO: 8.13 (cont.)**

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

This Report supports Council is giving effect to the following Overarching Governance Principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

5.1.1 The human rights relevant to this Report are:

- (a) Every person has the right to life.
- (b) Every person has the right of peaceful assembly.
- (c) Every person in Victoria has the right, and is to have the opportunity, without discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives.

5.1.2 The above rights are not being limited by the recommended actions in this Report.

**5.2 GENDER EQUALITY ACT 2020**

5.2.1 This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

6.1 The estimated cost of the upgrade to the existing school crossing is estimated to be \$70,000 and is currently funded under Council's 2025/2026 Traffic Management Facilities Program.

6.2 The estimated cost of upgrading the existing pedestrian crossing in front of 176 Elevation Boulevard is estimated to be \$140,000. This project has been funded by the State Government's Safe Local Roads and Streets Program and is currently scheduled for construction in 2026.

**7. OPPORTUNITIES & RISKS:**

7.1 The upgrade of the existing school crossing aims to improve the traffic environment through managing traffic speeds in the area and providing a safe, controlled crossing location for students. This increases overall safety for both students, pedestrians and other vehicles in the area.

7.2 The upgrade of the existing pedestrian crossing in front of 176 Elevation Boulevard aims to increase pedestrian safety and access, as well as vehicle safety through creating a two-stage pedestrian crossing.

**8. COMMUNITY ENGAGEMENT:**

8.1 Council engineers have been in contact with Elevation Secondary College regarding the safety concerns raised by the school.



REPORT NO: 8.13 (cont.)

- 8.2 Upon the completion of the detailed designs for the proposed treatments, notification will be provided to the school and affected properties, with an opportunity to provide comments before proceeding with construction.

9. DISCUSSION:

9.1 Background

- 9.1.1 Elevation Secondary College contacted Council in October 2023, regarding safety concerns at the existing school crossing located on Elevation Boulevard directly outside the school. Information was provided that a vehicle had collided with a school student at this location.
- 9.1.2 The school reached out to Council again in March 2024, advising of another collision with a vehicle and student at the existing raised pedestrian crossing located in front of 176 Elevation Boulevard.
- 9.1.3 A Notice of Motion (NOM25/21) was raised on 14 April 2025, *‘That Council looks at slowing traffic down along Elevation Boulevard by implementing traffic calming strategies to slow traffic, and to also include the raising of the existing pedestrian crossing directly in front of the school to make it safer for students to cross.’*
- 9.1.4 In response to the NOM, it was noted that officers would undertake a traffic study to assess traffic in the area, including the operation of school drop off and pick up. This would be considered in conjunction with input from the school to assess the need for changes to traffic management and/or parking.
- 9.1.5 In response to the safety concerns raised by the school Principal mentioned under 9.1.1 and 9.1.2 and the vehicle crashes observed under section 9.2.10 (a) to (c), Council is in the process of upgrading the existing pedestrian crossing located in front of 176 Elevation Boulevard to be of a two-stage crossing, as well as converting the existing school crossing located in front of the school to a raised platform crossing.

9.2 Existing Conditions

- 9.2.1 Elevation Secondary College is located on Elevation Boulevard between Carmichael Road and Debonair Parade.
- 9.2.2 Elevation Boulevard is classified as a Council collector road, consisting of a single through lane of traffic, parking lane and bicycle lane in each direction, between Debonair Parade and Gilded Way.
- 9.2.3 Elevation Boulevard between Gilded Way and Vantage Boulevard comprises of two eastbound traffic lanes - one designated right turn lane and the other permitting both left turn and through movements. Additionally, there is a single west bound traffic lane, with indented parking present on both sides of the street.
- 9.2.4 Debonair Parade is classified as a Council Access Street and consists of a single carriageway with a single lane for through traffic and a parking lane in each direction.
- 9.2.5 Carmichael Road is classified as a Council Access Street and consists of a dual carriageway with a concrete median in the northern section and a painted median to the south. It has a single 5.1 metre traffic lane in each direction allowing for vehicles to park while leaving sufficient width for another vehicle to pass.
- 9.2.6 There are internal footpaths within the school providing access to both Elevation Boulevard and Carmichael Road. Additionally, the school car park

REPORT NO: 8.13 (cont.)

on the north-western side has access to both Elevation Boulevard and Debonaire Parade.

- 9.2.7 There is an existing raised priority pedestrian crossing located in front of 176 Elevation Boulevard which was delivered as part of the adjacent subdivision. It is noted that this crossing is sub-standard, noting the crosswalk is wider than industry guidance and the northern staged crossing spans two lanes which is not recommended under Australian Standards.
- 9.2.8 There is an existing at-grade school crossing located in front of Elevation Secondary School, on Elevation Boulevard.
- 9.2.9 There is currently a 40km/h speed zone on Elevation Boulevard between Gilded Way and Debonair Parade, as well as on Carmichael Road alongside the school property boundary. A default 50km/h speed limit applies on Debonair Parade, which is standard in built-up areas.
- 9.2.10 A review of the Department of Transport and Planning’s Road Crash Information System (RCIS) reveals that there were four reported crashes recorded in the area in the last five years of available data. These are summarized below.
- (a) Crash location: Existing pedestrian crossing located in front of 176 Elevation Boulevard.  
Incident: Student riding his bike using the crossing was hit by a vehicle who failed to stop.
- (b) Crash Location: Existing school crossing located in front of the school.  
Incident: Student riding bike using the school crossing was hit by a vehicle who failed to stop.
- (c) Crash Location: Existing school crossing located in front of school.  
Incident: Rear end collision with a vehicle that has stopped for the student crossing.
- (d) Crash Location: Infront of 176 Elevation Boulevard.  
Incident: Vehicle parked in parking lane has been side swiped by passing truck due to driver error.

### 9.3 Analysis

- 9.3.1 A site inspection was carried out on the road network surrounding Elevation Secondary College during school pick-up hours and the following findings were observed:
- (a) Parking for student pick up was mainly observed along the parking lanes of Elevation Boulevard directly in front of the school.
- (b) Parking was also observed adjacent to the town center in front of 176 Elevation Boulevard
- (c) Parking observed on Carmichael Road was mainly along the north bound traffic lane allowing space for through vehicles to pass.
- (d) Minor parking was observed along Debonair Parade
- (e) Vehicles were able to navigate through the traffic environment during school pick up on all roads. There was no observation of congestion or difficulty passing.
- 9.3.2 As outlined in section 9.2.10, there is a notable level of pedestrian related crashes occurring at the pedestrian crossings on Elevation Boulevard.

**REPORT NO: 8.13 (cont.)**

- 9.3.3 In response to a previous investigation, the works outlined in 9.1.5 were already scheduled for construction in 2025/2026. The further review undertaken for this report confirmed these treatments to be appropriate.
- 9.3.4 It is also proposed that the existing 40km/h school speed zone along Elevation Boulevard be extended to the intersection at Vantage Boulevard. This change is subject to Department of Transport and Planning (DTP) consultation and approval.
- 9.3.5 The upgrade of the pedestrian crossing in front of 176 Elevation Boulevard has been funded by the State Government’s Safe Local Roads and Streets Program and is currently scheduled for construction in 2026. The proposed upgrade addresses all deficiencies outlined in section 9.2.7.
- 9.3.6 The upgrade of the existing at-grade school crossing is scheduled to be delivered in the current financial year (2025-26).

**10. CONCLUSION**

- 10.1 Based on recent traffic investigations including crash history, site investigations and feedback from the school, the following proposals have already been scheduled:
  - 10.1.1 Existing school crossing on Elevation Boulevard directly in front of Elevation Boulevard to be upgraded to a raised school crossing in line with relevant industry standards.
  - 10.1.2 Pedestrian crossing located in front of 176 Elevation Boulevard to be upgraded to a two-stage pedestrian crossing in line with relevant industry standards.
  - 10.1.3 Existing 40km/h school time speed zone on Elevation Boulevard to be extended to the intersection of Vantage Boulevard in line with Speed Zoning Policies (Subject to DTP approval).
- 10.2 Elevation Secondary College and the surrounding community will be notified of the proposed crossing upgrades prior to the commencement of works.
- 10.3 Officers will continue to monitor the traffic conditions in the area as future developments progress, and the road network is completed. Further interventions may be warranted in the future based on changed traffic conditions.





AMENDMENTS		
S	DATE	REVISION DETAILS



A.B.N. 14 854 354 856

PO Box 119  
1079 Pascoe Vale Road  
Broadmeadows  
Victoria 3047  
Telephone  
(03) 9205 2200  
Email  
contactus@hume.vic.gov.au  
http://www.hume.vic.gov.au

SURVEY:	N/A
DRAWN:	NABEYKOON
DESIGNED:	NABEYKOON
CHECKED:	C.PAWLIK
DATUM:	GDA2020

LAYOUT	ELEVATION BOULEVARD, CRAIGIEBURN BETWEEN VANTAGE BOULEVARD AND DEBONAIR PARADE
REVISION: A	
DATE: 22/10/2025	LAYOUT PLAN AT 1:5000

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REPORT NO:	8.14
REPORT TITLE:	Monthly Capital Works Update
SOURCE:	Mark Tomasiello, Manager Infrastructure Delivery
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	SO4.1 A high performing organisation that prioritises continuous improvement, safety and accountability.
ATTACHMENT:	1. <i>Monthly Capital Works Report - October 2025 - Confidential</i>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

1.1 This monthly report responds to Notice of Motion 23/021:

*Provide any over budget costs for all capital works, and that these details are then presented at the next council open public meeting immediately after the cost increases have been confirmed and bearing in mind the agenda preparation lead times.*

1.2 The report provides data from the month of October 2025.

## 2. RECOMMENDATION:

2.1 That Council notes the report.

## 3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 N/A.

## 4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports that Council is giving effect to the following Overarching Governance Principles:

4.1 Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

4.2 The ongoing financial viability of Council is ensured.

4.3 The transparency of Council decisions, actions and information is to be ensured.

4.4 Innovation and continuous improvements to be pursued.

## 5. IMPACT ASSESSMENTS

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

(a) The human rights relevant to this Report is the Right to Life.

(b) The above right is not being limited by the recommended action in this Report.



**REPORT NO: 8.14 (cont.)**

**5.2 GENDER EQUALITY ACT 2020**

- (a) This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

**6.1** As of 21 October 2025, \$15.28M has been spent on the 25/26 Capital program.

**6.2** The attachment is provided for reporting purposes only and contains details of upcoming and in-progress procurement processes that support the delivery of the Capital Program.

**7. OPPORTUNITIES & RISKS:**

**7.1** The ongoing development of Council’s Project Management Framework provides a sound basis for continued improvement in project design and delivery.

**8. COMMUNITY ENGAGEMENT:**

**8.1** Community consultation is undertaken on individual projects as appropriate.

**9. DISCUSSION:**

**9.1** Confidential Attachment 1 provides additional financial information and upcoming Tenders that can’t be publicly disclosed at this time.

**9.2** The following Capital project contracts were awarded for construction in October 2025

**9.2.1** Contract 30 25 3655 - Design, Supply & Shotcrete existing crib wall at Riggall St, Dallas.

**9.2.2** Contract 30 25 3627 - Hume Hockey Pavilion and Pitch Redevelopment

**9.3** The following capital projects reached completion in October 2025,

**9.3.1** Drink fountain at Heyzen Drive Reserve, Sunbury

**10. CONCLUSION**

**10.1** The delivery of the 2025/26 capital works program is progressing with over \$15.28M of projects delivered to date October 2025.

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<b>REPORT NO:</b>	8.15
<b>REPORT TITLE:</b>	Correspondence received from or sent to Government Ministers or Members of Parliament - October 2025
<b>SOURCE:</b>	Joel Kimber, Head of Government Relations & Advocacy
<b>DIVISION:</b>	Customer & Strategy
<b>FILE NO:</b>	HCC04/13
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	SO4.2 An organisation that demonstrates leadership and strong advocacy.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Workcover Premiums</i></li><li>2. <i>Workcover Premiums</i></li><li>3. <i>Workcover Premiums</i></li><li>4. <i>150th Celebration of The Ashes</i></li><li>5. <i>Upgrade of the intersection of Aitken Boulevard and Central Park Avenue</i></li><li>6. <i>Canterbury Hills Estate</i></li><li>7. <i>Cloverton MAC uPPP</i></li><li>8. <i>Hume Planning Scheme C273 and C280</i></li></ol>

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 This report presents a summary of correspondence relating to Council resolutions or correspondence that is considered to be of interest to Councilors received from or sent to State and Federal Government Ministers and Members of Parliament in October 2025.

## 2. RECOMMENDATION:

- 2.1 That Council:
- 2.1.1 **Notes this report on correspondence received from or sent to Government Ministers or Members of Parliament in October 2025.**

## 3. LEGISLATIVE POWERS & POLICY CONTEXT:

Local Government Act 2020.

## 4. OVERARCHING GOVERNANCE PRINCIPLES:

- 4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:
- Council decisions are to be made and actions taken in accordance with the relevant law;
  - priority is to be given to achieving the best outcomes for the municipal community, including future generations;

**REPORT NO: 8.15 (cont.)**

- collaboration with other Councils and Governments and statutory bodies is to be sought;
- the ongoing financial viability of the Council is to be ensured;
- regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

**5.1.1 The human rights relevant to this Report are:**

- (a) Every person has the right to freedom of thought, conscience, religion and belief,
- (b) Every person has the right to freedom of expression which includes the freedom to seek, receive and impart information and ideas of all kinds, whether within or outside Victoria
- (c) Every person has the right of peaceful assembly.
- (d) Every person in Victoria has the right, and is to have the opportunity, without discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives.

**5.1.2 The above rights are not being limited by the recommended action in this Report.**

**5.2 GENDER EQUALITY ACT 2020**

**5.2.1 This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.**

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

**6.1 Required resources in implementing the recommendations of this report will be allocated from within Council’s operational budget.**

**7. OPPORTUNITIES & RISKS:**

**7.1 Written correspondence to and from Council to Members of Parliament and Ministers provides avenues for advocating on behalf of our residents, celebrating acknowledgement or seeking additional information.**

**7.2 It is important to note that the efficacy of written correspondence is subjective. Large amounts of correspondence to Ministers or Local Members of Parliament whilst Council is engaging with these Government representatives on other matters, has the potential to distort Council’s messaging on the issues or projects that are most important to our community.**

**8. COMMUNITY ENGAGEMENT:**

**8.1 This report does not propose any future community engagement. Some of the issues/projects outlined in this report have been part of previous community engagement.**

**REPORT NO: 8.15 (cont.)**

**9. DISCUSSION:**

- 9.1 Council actively engages with State and Federal Government Ministers and Members of Parliament through a variety of means. This includes regularly scheduled meetings, hosting Ministerial events and sending written correspondence.
- 9.2 This report contains evidence of that written correspondence registered in Council's record keeping system in October 2025.
- 9.3 This correspondence is themed under the following:
- 9.3.1 Council Decisions (Table 1)
- 9.3.2 Other (Table 2)

**TABLE 1 - Council Decisions**

Subject	Council Meeting Reference	Minister or Member of Parliament	Direction	Date	Attachment #
Workcover Premiums	NOM25/28	Minister for Worksafe and the TAC	Outwards	3/10/2025	1
		Minister for Local Government			
		Minister for Worksafe and the TAC	Inwards	27/10/2025	2
		Minister for Local Government	Inwards	27/10/2025	3
150th Anniversary of The Ashes	NOM25/26	State Member for Sunbury	Outwards	30/10/2025	4
		Federal Member for Hawke			
		Minister for Community Sport			
		Minister for Tourism, Sport and Major Events			
		Minister for Sport			
Intersection of Aitken Boulevard and Central Park Avenue	NOM25/52	Minister for Roads and Road Safety	Outwards	30/10/2025	5

**TABLE 2 – Other**

Subject	Minister or Member of Parliament	Direction	Date	Attachment #
Canterbury Hills Estate	Minister for Environment	Outwards	10/10/2025	6
Cloverton Metropolitan Activity Centre (MAC) uPPP	Minister for Planning	Outwards	30/10/2025	7
Planning Scheme Amendments C271 and C280	Minister for Planning	Inwards	28/08/2025	8

**REPORT NO: 8.15 (cont.)**

**10. CONCLUSION**

- 10.1 Written correspondence is an example of how we engage with State and Federal Government Ministers and our Local Members of Parliament.
- 10.2 It forms part of a holistic approach to advocacy and needs to be considered to ensure that Council utilise written correspondence in the most strategic and effective way.



REPORT NO: 8.15 (cont.)

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**– OFFICE OF THE MAYOR –**



Our File: HCC22/688  
Enquiries: Joel Kimber  
Telephone: 0400 091 899

1079 PASCOE VALE ROAD  
BROADMEADOWS  
VICTORIA 3047

Postal Address:  
PO BOX 119  
DALLAS 3047

Telephone: 03 9205 2200  
Facsimile: 03 9309 0109  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

Friday 3 October 2025

The Hon. Nick Staikos MP  
Minister for Consumer Affairs  
Minister for Local Government  
Level 36, 121 Exhibition Street  
Melbourne VIC 3000

Dear Minister,

**RE: WORKCOVER PREMIUMS**

Hume City Council at its meeting on 12 May 2025 resolved that Council:

*Writes to the Minister for WorkSafe and the Minister for Local Government, urgently requesting a review and reduction of WorkCover premiums, which have significantly increased across Victoria and are placing a disproportionate financial burden on local government and not-for-profit organisations.*

The steep increase in WorkCover premiums has created an unsustainable financial strain on Councils, including Hume City Council, impacting our ability to deliver vital community services. Unlike private businesses that may increase prices to absorb cost pressures, local councils are subject to rate capping, limiting our capacity to offset rising operational expenses through additional revenue.

Non-for-profit organisations and Councils operate in the public interest and should not be penalised by a one-size-fits-all WorkCover structure that fails to recognise the constraints and obligations under which we operate. The increase in premiums is occurring at a time when Councils are also dealing with higher service demands, increased inflationary pressures and recovery from major economic and social shocks.

Hume City Council example

Factors such as our wage bill, return-to-work (RTW) performance and industry risk classification, along with changes to the premium rate and scheme calculations, play a significant role in determining premiums.

Hume City Council has a comprehensive strategy to improve our safety for our people and prevent workplace injuries. Achievements include:

- Risks involved in the work performed by Council are known and assessed.
- There is an active reporting culture, with 95% of incidents/hazard reports entered within 24 hours and responded to immediately.
- Safety checks are completed on a quarterly basis by local areas.
- Mandatory safety training is in place.

- Safety committees are in place across the organisation and operating effectively

Council has also implemented several measures to improve Return to work outcomes and reduce premium costs. The most significant initiative is an Early Intervention program which promotes early return to work and recovery timeframes. These achievements have led the achievement of a 25% year-on-year reduction in the cost per claim since 2020/2. Council had an average of 47 claims per year for the period 2021-2023 financial years. The average costs of claims are now \$20,411, lower than \$59,631 in 2020/2021 due to our efforts.

Despite Council's improvements to workplace safety and reducing workplace injuries, our premiums have risen substantially, from \$3.7 million in 2022/2023 to an estimated \$6.3 million in 2024/2025\* (ex GST). This increase, which exceeds the rate cap, is placing additional strain on our resources and challenging our ability to deliver essential services.

Broader scheme changes have increased premiums across the state. The most significant impact on Council occurred when the scheme cap was increased to 70% for one year, meaning that instead of capping premium increases at 30%, they were set at 70%, leading to a substantial rise in our premium. Council has been bearing this increased cost for the past three years.

The steep rise is creating an unsustainable financial burden and supports the need for a review of the WorkCover scheme, particularly considering the financial constraints faced by local governments and not-for-profit organisations.

I look forward to your favourable consideration and response.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**

– OFFICE OF THE MAYOR –



Our File: HCC22/688  
Enquiries: Joel Kimber  
Telephone: 0400 091 899

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Telephone: 03 9205 2200  
Facsimile: 03 9309 0109  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

Friday 3 October 2025

The Hon. Ben Carroll  
Minister for Worksafe and the TAC  
Level 3, 1 Treasury Place  
East Melbourne VIC 3002

**Via Email:** [reception.carroll@minstaff.vic.gov.au](mailto:reception.carroll@minstaff.vic.gov.au)

Dear Minister,

**RE: WORKCOVER PREMIUMS**

Hume City Council at its meeting on 12 May 2025 resolved that Council:

*Writes to the Minister for WorkSafe and the Minister for Local Government,  
urgently requesting a review and reduction of WorkCover premiums, which  
have significantly increased across Victoria and are placing a disproportionate  
financial burden on local government and not-for-profit organisations.*

The steep increase in WorkCover premiums has created an unsustainable financial strain on Councils, including Hume City Council, impacting our ability to deliver vital community services. Unlike private businesses that may increase prices to absorb cost pressures, local councils are subject to rate capping, limiting our capacity to offset rising operational expenses through additional revenue.

Non-for-profit organisations and Councils operate in the public interest and should not be penalised by a one-size-fits-all WorkCover structure that fails to recognise the constraints and obligations under which we operate. The increase in premiums is occurring at a time when Councils are also dealing with higher service demands, increased inflationary pressures and recovery from major economic and social shocks.

Hume City Council example

Factors such as our wage bill, return-to-work (RTW) performance and industry risk classification, along with changes to the premium rate and scheme calculations, play a significant role in determining premiums.

Hume City Council has a comprehensive strategy to improve our safety for our people and prevent workplace injuries. Achievements include:

- Risks involved in the work performed by Council are known and assessed.

- There is an active reporting culture, with 95% of incidents/hazard reports entered within 24 hours and responded to immediately.
- Safety checks are completed on a quarterly basis by local areas.
- Mandatory safety training is in place.
- Safety committees are in place across the organisation and operating effectively

Council has also implemented several measures to improve Return to work outcomes and reduce premium costs. The most significant initiative is an Early Intervention program which promotes early return to work and recovery timeframes. These achievements have led the achievement of a 25% year-on-year reduction in the cost per claim since 2020/2. Council had an average of 47 claims per year for the period 2021-2023 financial years. The average costs of claims are now \$20,411, lower than \$59,631 in 2020/2021 due to our efforts.

Despite Council's improvements to workplace safety and reducing workplace injuries, our premiums have risen substantially, from \$3.7 million in 2022/2023 to an estimated \$6.3 million in 2024/2025\* (ex GST). This increase, which exceeds the rate cap, is placing additional strain on our resources and challenging our ability to deliver essential services.

Broader scheme changes have increased premiums across the state. The most significant impact on Council occurred when the scheme cap was increased to 70% for one year, meaning that instead of capping premium increases at 30%, they were set at 70%, leading to a substantial rise in our premium. Council has been bearing this increased cost for the past three years.

The steep rise is creating an unsustainable financial burden and supports the need for a review of the WorkCover scheme, particularly considering the financial constraints faced by local governments and not-for-profit organisations.

I look forward to your favourable consideration and response.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**





The Hon. Ben Carroll MP

Deputy Premier  
Minister for Education  
Minister for WorkSafe and the TAC

1 Treasury Place  
Melbourne Victoria 3002  
Telephone: +61 3 7022 5600

Cr Jarrod Bell  
Mayor, Hume City Council  
1079 Pascoe Vale Road  
BROADMEADOWS VIC 3047

By email: [jarrodB@hume.vic.gov.au](mailto:jarrodB@hume.vic.gov.au)

*Jarrod,*  
Dear Cr Bell

Thank you for your letter dated 3 October 2025 requesting a review and reduction of WorkCover premiums.

For 2025-26, the Victorian Government has kept WorkCover premiums for Victorian businesses on hold at an average rate of 1.8 per cent, making it the third consecutive year at this rate. Prior to 2023-24, the WorkCover scheme's average premium rate had not increased for over 20 years, with the average premium rate previously maintained at 1.272 per cent since 2014-15. The 2023-24 increase ensures that the WorkCover scheme can continue to remain financially sustainable, so that injured workers can be provided with the compensation and supports they need following a workplace injury.

While the average premium rate has remained the same for 2025-26, the premium of individual businesses will change year on year. The key factors that contribute to the premium rate payable by an employer are their size, individual claims performance and the industry in which they operate.

Employers whose claims experience is better than the industry average receive a discount against the industry rate, while those whose claims experience is worse than the industry average receive a loading on top of the industry rate. The larger an employer, the more its own experience impacts on its premium rate.

I am advised by WorkSafe that for the current premium period, your Employer Performance Rating is 1.75. This is the rating given by WorkSafe that compares your claims performance to the average of your industry. This means that compared to the experience of the industries that you operate in, your claims performance is 75% worse than the average of those industries. This is reflected in your premium rate of 4.2661% for the current premium period.

Whilst I am advised that you experienced a slight improvement in claims performance from the 2022-23 to 2023-24 premium period, overall, your claims performance over recent years has been significantly lower than the industry average and this is the primary reason that you are experiencing high premiums.

I do commend Hume City Council's strong commitment to improving workplace health and safety and improving return to work outcomes. These initiatives will have a positive impact on the Council's workforce and is the greatest opportunity area that can contribute to reducing your WorkCover premium in future.



To reduce volatility, the premium model includes safeguards such as a cap on year-on-year premium rate increases. Specifically, an employer’s premium rate cannot rise by more than 30% (75% in 2023-24) from the previous year for their continuing workplaces - noting that this cap applies to the rate, not the total premium amount. Other factors, such as increased remuneration and additional workplace locations, can still lead to a higher overall premium.

WorkSafe is conscious that the current economic environment has had an impact on many businesses. To support employers, WorkSafe and WorkSafe’s Agents have engaged a range of measures to support businesses, which include discount rates for early payment of premiums and offering flexible payment plan options for employers.

I hope this information has been helpful to you and thank you again for taking the time to write to me about this matter.

Yours sincerely



**The Hon. Ben Carroll MP**

Deputy Premier

Minister for Education

Minister for WorkSafe and the TAC

27 / 10 / 2025

Your details will be dealt with in accordance with the *Public Records Act 1973* and the *Privacy and Data Protection Act 2014*. Should you have any queries or wish to gain access to your personal information held by this department please contact our Privacy Officer at the above address.



The Hon Nick Staikos MP

Minister for Consumer Affairs  
Minister for Local GovernmentLevel 1, 2 Treasury Place  
East Melbourne, Victoria 3002

Councillor Jarrod Bell  
Mayor  
Hume City Council  
By email: [lisabl@hume.vic.gov.au](mailto:lisabl@hume.vic.gov.au)

CMIN-251000297

Dear Mayor,

Thank you for your letter of 3 October 2025 regarding increased Workcover premiums and the impact on Hume City Council's finances.

With regard to Hume City Council's resolution to request a review and reduction of Workcover premiums, this is a matter for the Minister for WorkSafe, the Hon Ben Carroll MP.

Nevertheless, I am pleased to hear that Hume City Council has a comprehensive strategy to improve staff safety and prevent workplace injuries. It is also pleasing that Council has implemented measures to improve return to work outcomes and reduce premium costs, which appear to have reduced the average costs of claims. The recent economic environment has seen costs increase over the past few years, and the cost of insurance has not been immune to these cost escalations.

With regard to rate capping creating a financial constraint it is important to note that there is the option for any Victorian council to apply to the Essential Services Commission (ESC) for a higher cap. The ESC must consider applications based on demonstrated need and community support. For 2025-26 both the Hepburn Shire Council (10 per cent) and the Indigo Shire Council (7.54 per cent) were approved for higher caps beyond the 3 per cent rate cap. All councils need to strike a balance between maintaining their financial sustainability and the local community's capacity to pay. These financial management choices often require trade-offs and decisions by councils on which option or options to pursue.

I do note that Hume City Council's 2024-25 audited financial statements report cash and term deposit holdings worth \$352.7 million. I also note that Council remains debt free and reported revenue from rates and charges of over \$260 million. Beyond applying for a higher rate cap, this indicates that Hume City Council has some financial flexibility going forward.

I am aware of the financial challenges facing councils, particularly councils in high growth areas such as your own. I have met with the Federal Local Government Ministers, the Hon Catherine King and the Hon Kristie Mc Bain to lobby for an increase in the quantum of the

Your details will be dealt with in accordance with the *Public Records Act 1973* and the *Privacy and Data Protection Act 2014*. Should you have any queries or wish to gain access to your personal information held by this department please contact our Privacy Officer at the above address.



Financial Assistance Grants. As you are aware, these untied grants have diminished over the years since their inception.

Thank you again for taking the time to write, and I trust this information is of assistance.

Sincerely,



**The Hon Nick Staikos MP**  
Minister for Consumer Affairs  
Minister for Local Government

27.10.2025



**– OFFICE OF THE MAYOR –**

Our File: HCC16/474  
Enquiries: Joel Kimber  
Telephone: 0419 308 547



1079 PASCOE VALE ROAD  
BROADMEADOWS  
VICTORIA 3047

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PO BOX 119  
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[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

Thursday 30 October 2025

Mr Josh Bull MP  
State Member for Sunbury  
PO Box 635  
Sunbury VIC 3429

Via Email: [josh.bull@parliament.vic.gov.au](mailto:josh.bull@parliament.vic.gov.au)

Dear Mr Bull,

**RE: 150TH ANNIVERSARY OF THE ASHES**

Hume City Council at its meeting on 27 October 2025 resolved:

*That Council Writes to Cricket Victoria, Cricket Australia, the Melbourne Cricket Club, the Marylebone Cricket Club (custodians of The Ashes urn), Mr Josh Bull MP (State Member for Sunbury), The Hon Sam Rae MP (Federal Member for Hawke), the Victorian Minister for Community Sport, the Victorian Minister for Tourism, Sport and Major Events, and the Federal Minister for Sport, to:*

- a) Express Council's recognition of this important anniversary and of Sunbury's place in cricket history,*
- b) Indicate Council's willingness to play a role in supporting and hosting celebrations at the local, state, and national level, and*
- c) Seek to begin discussions regarding opportunities for collaboration and local recognition as part of the 150th anniversary program.*

Sunbury holds a unique and internationally recognised place in sporting history as the birthplace of The Ashes, cricket's most celebrated rivalry. With the 150th anniversary of the first Test Match to take place in March 2027, this milestone represents a once-in-a-generation opportunity to celebrate Sunbury's role in the origins of The Ashes and to reconnect the local community to this proud legacy.

The former Shire of Bulla successfully staged a significant public celebration to mark the centenary of The Ashes, including re-enactment matches, community events, and visits from cricket dignitaries. That event attracted widespread attention and remains a fondly remembered moment in Sunbury's history.

With the 150th anniversary approaching, there is strong potential for Hume City Council to work with local cricket clubs, schools, historical societies, tourism partners, and major stakeholders to again showcase Sunbury's unique place in the story of cricket.



2/...

Local activities would have the potential to create an influx of visitors to our region which would create economic benefits for our local business community. We therefore seek your support in advocating to the Minister for Tourism, Sport and Major Events and the Minister for Community Sport around how Council could potentially partner with the Victorian Government to play a role in helping commemorate this significant milestone locally and for both nations and the wider international cricket community.

Joel Kimber, Head of Government Relations and Advocacy is Council's lead on stakeholder relations for this project and can be contacted on 0419 308 547 or [joelk@hume.vic.gov.au](mailto:joelk@hume.vic.gov.au) to arrange a suitable time for further discussions.

We look forward to hearing from you regarding this exciting opportunity.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jarrod Bell', written in a cursive style.

**CR JARROD BELL**  
**MAYOR**

**– OFFICE OF THE MAYOR –**

Our File: HCC16/474  
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Thursday 30 October 2025

The Hon. Steve Dimopolous MP  
Minister for Tourism, Sport and Major Events  
Parliament House,  
Spring St  
East Melbourne VIC 3002

Via Email: [steve.dimopolous@parliament.vic.gov.au](mailto:steve.dimopolous@parliament.vic.gov.au)

Dear Minister, 

**RE: 150TH ANNIVERSARY OF THE ASHES**

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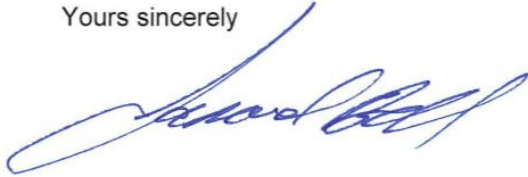
The 2027 one-off day/night Test Match will be a boon for the local economy as we envisage an influx of overseas visitors coming to experience what will be a once-in-their-lifetime opportunity to celebrate such a significant milestone in the history of the game of cricket.

Given the historical role that Sunbury plays as the *Birthplace of The Ashes*, Hume City Council would value an opportunity to explore the potential to partner with the Victorian Government on how we may be able to deliver activities that support both local initiatives and which can continue to tell the story of The Ashes urn for generations to come.

Joel Kimber, Head of Government Relations and Advocacy is Council's lead on stakeholder relations for this project and can be contacted on 0419 308 547 or [joelk@hume.vic.gov.au](mailto:joelk@hume.vic.gov.au) to arrange a suitable time for further discussions.

We look forward to hearing from you regarding this exciting opportunity.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**

**– OFFICE OF THE MAYOR –**

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Telephone: 0419 308 547



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Thursday 30 October 2025

The Hon. Sam Rae MP  
Member for Hawke  
PO Box 374  
Melton VIC 3337

Via Email: [sam.rae.mp@aph.gov.au](mailto:sam.rae.mp@aph.gov.au)

Dear Minister,

**RE: 150TH ANNIVERSARY OF THE ASHES**

Hume City Council at its meeting on 27 October 2025 resolved:

*That Council Writes to Cricket Victoria, Cricket Australia, the Melbourne Cricket Club, the Marylebone Cricket Club (custodians of The Ashes urn), Mr Josh Bull MP (State Member for Sunbury), The Hon Sam Rae MP (Federal Member for Hawke), the Victorian Minister for Community Sport, the Victorian Minister for Tourism, Sport and Major Events, and the Federal Minister for Sport, to:*

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- b) Indicate Council's willingness to play a role in supporting and hosting celebrations at the local, state, and national level, and*
- c) Seek to begin discussions regarding opportunities for collaboration and local recognition as part of the 150th anniversary program.*

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The former Shire of Bulla successfully staged a significant public celebration to mark the centenary of The Ashes, including re-enactment matches, community events, and visits from cricket dignitaries. That event attracted widespread attention and remains a fondly remembered moment in Sunbury's history.

With the 150th anniversary approaching, there is strong potential for Hume City Council to work with local cricket clubs, schools, historical societies, tourism partners, and major stakeholders to again showcase Sunbury's unique place in the story of cricket.

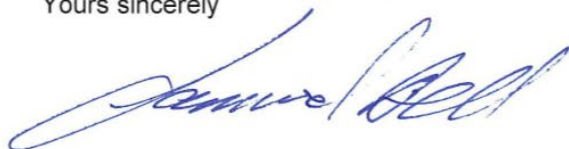
We would value your support in advocating to the Minister for Sport around how Council could potentially partner with the Federal Government to play a role in helping commemorate this significant milestone locally and for both nations and the wider international cricket community,

particularly as we anticipate an influx of visitors from the United Kingdom – and help us continue to tell the important story of the *Birthplace of The Ashes* in Sunbury.

Joel Kimber, Head of Government Relations and Advocacy is Council's lead on stakeholder relations for this project and can be contacted on 0419 308 547 or [joelk@hume.vic.gov.au](mailto:joelk@hume.vic.gov.au) to arrange a suitable time for further discussions.

We look forward to hearing from you regarding this exciting opportunity.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**



– OFFICE OF THE MAYOR –

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Thursday 30 October 2025

The Hon. Ros Spence MP  
Minister for Community Sport  
Parliament House,  
Spring St  
East Melbourne VIC 3002

Via Email: [ros.spence@parliament.vic.gov.au](mailto:ros.spence@parliament.vic.gov.au)

Dear Minister, 

**RE: 150TH ANNIVERSARY OF THE ASHES**

Hume City Council at its meeting on 27 October 2025 resolved:

*That Council Writes to Cricket Victoria, Cricket Australia, the Melbourne Cricket Club, the Marylebone Cricket Club (custodians of The Ashes urn), Mr Josh Bull MP (State Member for Sunbury), The Hon Sam Rae MP (Federal Member for Hawke), the Victorian Minister for Community Sport, the Victorian Minister for Tourism, Sport and Major Events, and the Federal Minister for Sport, to:*

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With the 150th anniversary approaching, there is strong potential for Hume City Council to work with local cricket clubs, schools, historical societies, tourism partners, and major stakeholders to again showcase Sunbury's unique place in the story of cricket.

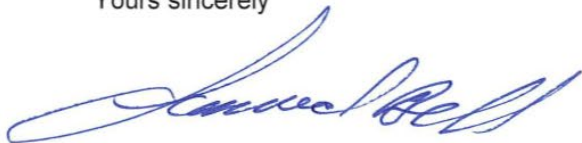
Given the economic benefits that are likely to be derived from the 150<sup>th</sup> anniversary of The Ashes, Council would value an opportunity to explore the potential to partner with the Victorian Government on how we may be able to deliver activities that support both local initiatives and

which can cater for the expected influx of overseas visitors that will come to Australia for the match.

Joel Kimber, Head of Government Relations and Advocacy is Council's lead on stakeholder relations for this project and can be contacted on 0419 308 547 or [joelk@hume.vic.gov.au](mailto:joelk@hume.vic.gov.au) to arrange a suitable time for further discussions.

We look forward to hearing from you regarding this exciting opportunity.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**

**– OFFICE OF THE MAYOR –**

Our File: HCC16/474  
Enquiries: Joel Kimber  
Telephone: 0419 308 547



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Thursday 30 October 2025

The Hon. Anika Wells MP  
Minister for Sport  
PO Box 6022  
House of Representatives  
Parliament House  
Canberra ACT 2600

Via Email: [anika.wells.mp@aph.gov.au](mailto:anika.wells.mp@aph.gov.au)

Dear Minister, 

**RE: 150TH ANNIVERSARY OF THE ASHES**

Hume City Council at its meeting on 27 October 2025 resolved:

*That Council Writes to Cricket Victoria, Cricket Australia, the Melbourne Cricket Club, the Marylebone Cricket Club (custodians of The Ashes urn), Mr Josh Bull MP (State Member for Sunbury), The Hon Sam Rae MP (Federal Member for Hawke), the Victorian Minister for Community Sport, the Victorian Minister for Tourism, Sport and Major Events, and the Federal Minister for Sport, to:*

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With the 150th anniversary approaching, there is strong potential for Hume City Council to work with local cricket clubs, schools, historical societies, tourism partners, and major stakeholders to again showcase Sunbury's unique place in the story of cricket.

We anticipate that given the significance of this milestone there will be substantial economic benefits that are likely to be derived from the 150<sup>th</sup> anniversary of The Ashes, including an

influx of travellers from the United Kingdom who will come to watch the match and stay and explore Melbourne and surrounds.

Given the historical link of Sunbury with The Ashes, Hume City Council would value an opportunity to explore the potential to partner with the Federal Government on how we may be able to deliver activities that support both local initiatives and which can cater for the expected influx of overseas visitors that will come to Australia for the match.

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We look forward to hearing from you regarding this exciting opportunity.

Yours sincerely



**CR JARROD BELL**  
**MAYOR**



– OFFICE OF THE MAYOR –



Our File: HCC25/30  
Enquiries: David Fricke  
Telephone: 9205 2413

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Friday 17 October 2025

The Hon. Melissa Horne MP  
Minister for Roads and Road Safety  
Level 22, 1 Spring Street  
Melbourne VIC 3000

E-mail: [melissa.horne@parliament.vic.gov.au](mailto:melissa.horne@parliament.vic.gov.au)

Dear Minister,

**RE: INTERSECTION OF AITKEN BOULEVARD AND CENTRAL PARK AVENUE AND  
COORDINATION CHALLENGES BETWEEN STATE AND COUNCIL ROAD  
PROJECTS**

Hume City Council at its meeting on 13 October 2025, passed a Notice of Motion in relation to the upgrade of the intersection of Aitken Boulevard and Central Park Avenue, Craigieburn. Council also resolved to write to the Minister for Roads and Road Safety and the Secretary, Department of Transport and Planning advising of the request and seeking support that such coordination challenges will not occur in future.

As part of the State Government's Craigieburn Road Upgrade project, the section of Aitken Boulevard immediately to either side of Craigieburn Road was upgraded, to enable the ultimate intersection of Craigieburn Road and Aitken Boulevard to be constructed. The works on Aitken Boulevard provided additional lanes as far as Central Park Avenue but did not include any works at the intersection itself. As a result, Aitken Boulevard now has two southbound lanes to the south of Central Park Avenue, but only one to the north. The current south-bound right turn lane needs to be converted to a through lane and the southbound right turn lane is currently hatched out.

The process of working with Department of Transport and Planning (DTP) to get the intersection modified has been very time consuming and has contributed to significant community frustration. Better coordination between the projects could have avoided this.

Therefore, Council seeks a commitment that similar coordination challenges will not occur in the future.

Without better coordination, similar problems are foreseeable at the intersection of Somerton Road and Aitken Boulevard. Somerton Road is in urgent need of duplication and Council has proposed duplication of Aitken Boulevard between Somerton Road and Craigieburn Road, with construction during the period 2029 and 2032.



2

Council is keen to work collaboratively with DTP and the relevant delivery agency to ensure that this intersection can be delivered in a manner that avoids unnecessary delays or reworks. This would need to include appropriate coordination of funding and delivery schedules.

Another example of coordination challenges is on Precinct Structure Plan (PSP) intersection upgrades at arterial roads. While Council understands the need for DTP to review and approve plans for the intersections, there is often a lack of consistency in the feedback provided. This includes a tendency for requirements to be added or changed through the process, inconsistent with the initial feedback. There have also been requests for items to be included that are outside the scope of the PSP cost estimates.

While we welcome the recent Federal Government funding announcement for Cloverton, we are disappointed with the lack of support to date from the State Government for an infrastructure coordination pilot. The express purpose of this was to avoid the types of failures identified here, which have a detrimental impact on the lives and amenity of the Hume community.

Should you require any further information in relation to these matters, please contact David Fricke, Manager Assets on 9205 2413.

Yours sincerely



**Cr JARROD BELL**  
**MAYOR**

– OFFICE OF THE MAYOR –



Our File: HCC25/30  
Enquiries: David Fricke  
Telephone: 9205 2413

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Friday 17 October 2025

Mr Jeroen Weimar  
Secretary  
Department of Transport and Planning  
Level 22,  
1 Spring Street  
Melbourne VIC 3000

E-mail: [Jeroen.weimar@transport.vic.gov.au](mailto:Jeroen.weimar@transport.vic.gov.au)

Dear Mr Weimar,

**RE: INTERSECTION OF AITKEN BOULEVARD AND CENTRAL PARK AVENUE AND  
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Should you require any further information in relation to these matters, please contact   
 Manager Assets on

Yours sincerely



**Cr JARROD BELL**  
**MAYOR**

– OFFICE OF THE MAYOR –



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Friday 17 October 2025

Mr Alex Green  
Executive Director  
Greater Metro  
Department of Transport and Planning  
1 Spring Street  
Melbourne VIC 3000

E-mail: [alex.green@roads.vic.gov.au](mailto:alex.green@roads.vic.gov.au)

Dear Mr Green,

**RE: INTERSECTION OF AITKEN BOULEVARD AND CENTRAL PARK AVENUE AND  
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Should you require any further information in relation to these matters, please contact [REDACTED]  
[REDACTED] Manager Assets on [REDACTED]

Yours sincerely



**Cr JARROD BELL**  
**MAYOR**



– OFFICE OF THE MAYOR –



Our File: OUT2025/24829  
Enquiries: Joel Kimber  
Telephone: 0400 091 899

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Friday 10 October 2025

The Hon. Steve Dimopoulos MP  
Minister for Environment  
Parliament House  
Spring Street  
Melbourne VIC 3002

**Via Email:** [steve.dimopoulos@parliament.vic.gov.au](mailto:steve.dimopoulos@parliament.vic.gov.au)

Dear Minister,

**RE: CANTERBURY HILLS ESTATE, SUNBURY**

I am writing to you as Mayor of Hume City Council and on behalf of residents of the Canterbury Hills Estate in Sunbury, who are suffering severe impacts from heavy vehicle and land use activities in their community.

Residents have reported issues including contaminated soil being dumped and buried under the guise of “clean fill,” uncovered and unsafe truck loads, rubbish fires and pits, and the risk of polluted runoff entering local waterways. These are serious environmental and public health concerns.

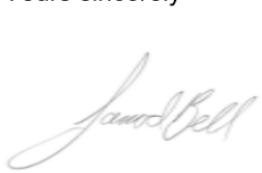
Council is pursuing planning compliance and enforcement, but it is clear that the current regulatory framework is not preventing repeated and damaging behaviour. The residents of Canterbury Hills feel exposed, unprotected and frustrated by what they see as inaction.

I seek your assistance in ensuring that the EPA and Melbourne Water are empowered and resourced to urgently investigate and respond to these matters. Furthermore, I ask that the Government consider strengthening the legislative and regulatory framework to give councils and State agencies the tools they need to intervene earlier and more effectively in situations such as this. Council has instructed our officers to investigate what gaps exist and that have prevented Council from taking more proactive action to protect the community in this situation with a report due next year. Council will provide our finding to the Victorian Government for your consideration.

2

The people of Canterbury Hills deserve immediate protection, and communities across Victoria deserve confidence that these issues will not be allowed to repeat.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Jarrod Bell', enclosed within a thin rectangular border.

**CR JARROD BELL  
MAYOR**

– OFFICE OF THE MAYOR –



Our File: OUT2025/27292  
Enquiries: David Fricke  
Telephone: 9205 2413

1079 PASCOE VALE ROAD  
BROADMEADOWS  
VICTORIA 3047

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Telephone: 03 9205 2200  
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[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

Thursday 30 October 2025

The Hon. Sonya Kilkeny MP  
Minister for Planning  
Level 20, 1 Spring Street  
Melbourne VIC 3000

E-mail: [sonya.kilkenny@parliament.vic.gov.au](mailto:sonya.kilkenny@parliament.vic.gov.au)

Dear Minister,

A handwritten signature in blue ink, appearing to read 'Sonya', is written over the 'Dear Minister,' text.

**RE: CLOVERTON METROPOLITAN ACTIVITY CENTRE (MAC)**

I write to you following on from the conversation held at the Northern Councils Alliance (NCA) event on Tuesday 14 October, 2025 with regard Cloverton Metropolitan Activity Centre (MAC) with our Chief Operating Officer, Sheena Frost as well as Chief Operating Officers from City of Whittlesea and Mitchell Shire Council, Craig Lloyd and Mary Agostino (respectively).

The future Cloverton MAC will be a new city close to the size of Canberra covering our three Local Government Areas and will service the growing suburbs of Mickleham, Kalkallo, Donnybrook, Beveridge and Wallan - estimated to be home to 380,000 residents and 50,000 jobs when completed.

In order to meet this challenge and seize the opportunity, our three councils have forged a first-of-its-kind Regional Partnership to coordinate the planning and delivery of the Cloverton MAC.

As mentioned we have just been awarded \$2.6m in Commonwealth funding for to better plan the Cloverton MAC that we will deliver with our three councils, Stockland and Wurnundjeri Woiwurrung under the [Urban Precincts and Partnership Program \(uPPP\)](#).

The uPPP Project will run a design competition seeking qualified consultants to propose design excellence at a higher standard than traditional greenfield development while remaining feasible to build.

The successful entry will then prepare an Urban Design Framework (UDF) for the MAC that will deliver comprehensive, investment-ready plans for development, aligning with state & federal policies while addressing critical infrastructure & services needs in an area of rapid growth. There will also be a key focus on celebrating and respecting First National culture and heritage.

The integration of local and state services is critical to support the growing region and will need innovation and coordination to succeed, given the relatively small footprint and desire to have this as a well-designed, compact and walkable new city.

2

Instead of each State Department only looking at their own portfolio, a coordination pilot led by the Victorian Government has been proposed by the Regional Partnership (attached). Looking at Cloverton as an integrated place will provide opportunities for efficiencies in delivering the necessary infrastructure.

The Regional Partnership have requested Victorian Government support for a pilot on several occasions, however we have recently received advice that the Victorian Government has declined to support the pilot.

We were grateful that the Victorian Government provided a letter of support for the uPPP grant earlier in 2025 and remain an important partner.

In light of this we respectfully ask for re-consideration of a pilot with Victorian Government support to be incorporated into this work.

The Cloverton Regional Partnership recognises that we have a once in a generation opportunity to plan for a new city to service the growing northern corridor and we want to get it right.

For a new city to succeed we need active Victorian Government leadership and support, together with the Commonwealth. Please find attached the suggested pilot and a map for context.

We would be very pleased to meet further to discuss this opportunity. Please contact the Mayor's Office to organise an appointment via email [REDACTED] or via phone [REDACTED]

Yours sincerely,



**CR. JARROD BELL**  
**MAYOR**

Cc: The Hon. Ros Spence MP, Member for Kalkallo

## CLOVERTON MAC - PILOTING A NEW PLACE BASED APPROACH

The Cloverton Regional Partnership has been established to drive this once in a generation opportunity to plan for a new city to service the thousands of current and future residents that call the growing northern corridor home.

The scale of growth in Cloverton, its strategic location and the presence of three united councils and a mature landowner make it an appropriate place to trial a new operating model based on a level of state and local collaboration never seen before.

This collaboration will have place at its heart and partnership at its core. Given that full build out won’t be achieved for up to 20 years there is an opportunity to trial a new approach to land use and infrastructure planning, enabling investment to be planned and sequenced.

### Suggested key next steps

Appoint a lead group/agency from State Government to establish governance around a new Cloverton -National -State-Local Taskforce with a clear remit to trial coordination and cooperation in a manner never contemplated before in a precinct.

Taskforce to have senior representatives from Australian Government and all relevant state government departments and agencies, Infrastructure Victoria, the Victorian Government Architect, and include the CEOs of the three councils from the Regional Partnership as equal partners.

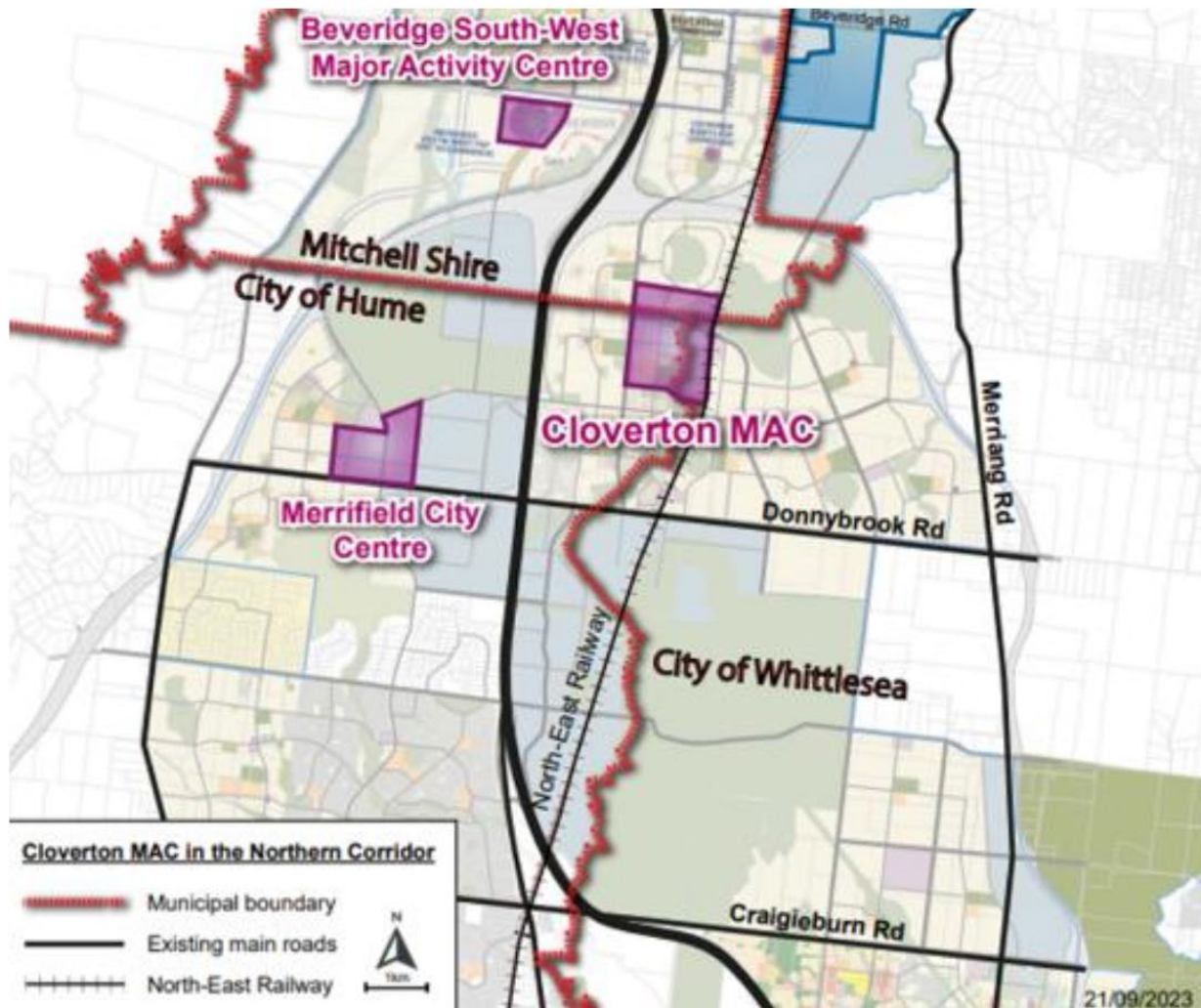
This could become a designated trial included in both the new Plan for Victoria and as an output of the National Urban Policy given Cloverton (Lockerbie) is a designated Metropolitan Activity Centre (MAC) and will service a population of up to 380,000 people.

### **Role of Cloverton National-State-Local Taskforce:**

- Establish guiding principles including what success looks like in the MAC
- Confirm a single source of data, including current and future local, state and regional infrastructure need
- Taskforce to recommend regional infrastructure needs and options for co-location, coordination, funding and innovation
- Taskforce to explore innovative models, including co-location and integration of housing, regional infrastructure and environmental outcomes that deliver a safe, walkable, climate-resilient city in the north, home to thousands of jobs
- Taskforce to provide input to the Cloverton masterplan that will be developed with Stockland as the sole landowner in the MAC
- A governance pathway for Taskforce options to relevant state cabinet committees and budget considerations for future decisions would need to be established.
- Support and coordination assistance from the Australian Government.



CLOVERTON METROPOLITAN ACTIVITY CENTRE (MAC) – MAP





The Hon Sonya Kilkenny MP

Minister for Planning

GPO Box 4356  
Melbourne, Victoria 3001 Australia

Ref: BMIN-1-25-1015

Cr Jarrod Bell  
Mayor  
Hume City Council  
PO Box 119  
DALLAS VIC 3047

Dear Mayor

**Hume Planning Scheme Amendments C273 and C280 – Greenvale North (Part 2) Precinct Structure Plan and Infrastructure Contributions Plan**

I advise that I have decided to exercise the power under section 20(4) of the *Planning and Environment Act 1987* to exempt myself from notice requirements, and to prepare, adopt and approve Amendment C273hume to the Hume Planning Scheme.

I have decided to prepare, adopt and approve Amendment C280hume under Section 20A of the *Planning and Environment Act 1987*. The amendment introduces the Greenvale North (Part 2) Infrastructure Contributions Plan (ICP) and makes associated changes to the Hume Planning Scheme.

The effect of these amendments is to implement the Greenvale North (Part 2) Precinct Structure Plan (PSP) which will deliver approximately 18 hectares of land for development for approximately 335 new dwellings and unlock approximately 1700 further residential lots and two schools in the adjacent Craigieburn West PSP. The ICP will enable Hume City Council to collect funding for nearby community infrastructure from new development within the precinct.

The PSP is included in *Victoria's Housing Statement – The decade ahead 2024-2034* as a priority planning project to deliver Melbourne's new communities and Horizon 1 of the Government's 10-year plan for Melbourne's greenfields.

I would like to take this opportunity to convey our appreciation for your council's valuable input during the VPA's development of the Greenvale North (Part 2) Precinct Structure Plan.

The amendments will come into effect once notice of approval is published in the *Victoria Government Gazette*.

If you have any questions about this matter, please email Justin O'Meara, Head Spatial Planning, Department of Transport and Planning, at [Justin.Omeara@transport.vic.gov.au](mailto:Justin.Omeara@transport.vic.gov.au)

Yours sincerely

The Hon Sonya Kilkenny MP  
Minister for Planning

Date: 20/8/2025



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<b>REPORT NO:</b>	8.16
<b>REPORT TITLE:</b>	2025 Federal Election Commitment - Boardman Stadium
<b>SOURCE:</b>	Joel Kimber, Head of Government Relations & Advocacy Claire Taylor, Coordinator Grants and Projects Terry Jenvey, Manager Active Living
<b>DIVISION:</b>	Customer & Strategy
<b>FILE NO:</b>	HCC12/485
<b>POLICY:</b>	POL/309 External Grant Management Policy
<b>STRATEGIC OBJECTIVE:</b>	SO4.2 An organisation that demonstrates leadership and strong advocacy.
<b>ATTACHMENTS:</b>	Nil

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## DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

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## 1. SUMMARY OF REPORT:

- 1.1 The Australian Government has awarded funding of \$2.5 million to Hume City Council as part of the Major and Local Community Infrastructure Program, which runs over 4 years from 2025-26.
- 1.2 This funding was awarded after the Federal Member for Hawke, the Hon. Sam Rae made an election commitment on 5 April 2025. Council did not seek funding for this project as it is not a project that has allocated funding in Council’s capital works program.
- 1.3 This is a non-competitive funding program with unsolicited grant funding awarded to Hume City Council, so a decision is before Council on whether to apply for the funding or not.
- 1.4 Should Council agree to apply for this funding, a grant application must be submitted by 1 December 2025.

## 2. RECOMMENDATION:

**That Council**

- 2.1 Approves/does not approve the submission of an application seeking \$2.5million for upgrade works at Boardman Stadium in Sunbury.**

- 2.1.1 Notifies the Federal Member for Hawke should Council choose not to submit an application.**

## 3. LEGISLATIVE POWERS & POLICY CONTEXT:

- 3.1 The provision of community sport and recreation is a function specified in accordance with the Local Government Act 2020.
- 3.2 Under the terms of the External Grant Management Policy, it is the decision of Council to approve unsolicited grant funding which does not align with the scope and implementation of this policy.

**REPORT NO: 8.16 (cont.)**

**4. OVERARCHING GOVERNANCE PRINCIPLES:**

- 4.1 This Report supports Council in giving effect to the following Overarching Governance Principles:
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - i) the transparency of Council decisions, actions and information is to be ensured.

**5. IMPACT ASSESSMENTS:**

**5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006**

The human rights relevant to this Report are:

- 5.1.1 Right to take part in public life
- 5.1.2 Cultural rights, including Aboriginal cultural rights

The above rights are not being limited by the recommended action in this Report.

**5.2 GENDER EQUALITY ACT 2020**

- 5.2.1 This Report does not immediately require the development or review of a policy, program or service.
- 5.2.2 Upon receipt of the funding, Gender Impact Assessments would be conducted on proposed initiatives.

**6. FINANCIAL & RESOURCE IMPLICATIONS:**

- 6.1 Completion of the funding application will be delivered within existing organisational resources.
- 6.2 Acquittal of the \$2.5 million grant will be undertaken within Officer resources and time.
- 6.3 The project would be delivered for no more than \$2.5 million – no Council funding would be used.

**7. OPPORTUNITIES & RISKS:**

- 7.1 The following risks have been identified:
- 7.1.1 Council had no plans to undertake the proposed works and therefore was not allocated funding in Council’s Capital Works Program.
    - (a) Should Council agree to the project, the works would be added to Council’s Capital Works Program for future delivery within the timeframe of the grant program.
      - (i) This may impact on the delivery of other projects in the program.
    - (b) Should Council choose not to apply for this funding, then there will be reputational damage to Council with the local Member of Parliament who has publicly committed that this funding would be coming after the outcome of the Federal Election as well as the user groups of Boardman Stadium.
      - (i) Most notably this would be the Sunbury Basketball Association.

**REPORT NO: 8.16 (cont.)**

**8. COMMUNITY ENGAGEMENT:**

- 8.1 No new community consultation was undertaken or is proposed for this project. Community members will be advised of works to be completed.

**9. DISCUSSION:**

9.1 Boardman Stadium Election Commitment

9.1.1 On 5 April 2025 the Federal Member for Hawke, The Hon. Sam Rae, announced a \$2.5 million election commitment towards an upgrade of Boardman Stadium in Mitchells Lane Sunbury.

9.1.2 Funding was committed towards supporting upgrades to the stadium’s infrastructure for Boardman Stadium including the following:

- (a) expanded office and meeting rooms
- (b) improved spectator and participant amenities
- (c) accessible entryways
- (d) technology enhancements and
- (e) designated community learning spaces.

9.1.3 This funding was committed after the Sunbury Basketball Association (SBA) advocated to the Federal Member for Hawke. This funding was announced without Council involvement but was consistent with works submitted to Council as part of the SBA’s 2025/26 Community Ideas submission.

9.2 Major and Local Community Infrastructure Program

9.2.1 Community infrastructure 2025 Federal Election commitments are being funded through the *Major and Local Community Infrastructure Program* which the Australian Government has committed up to \$568.2 million to deliver vital community and sporting infrastructure, open space improvements and other community priorities.

9.2.2 The objectives of the program are to:

- (a) build resilient communities through the provision of social and community facilities;
- (b) improve community amenity, accessibility and liveability through investment in community infrastructure; and
- (c) drive economic growth in communities and the broader region.

9.2.3 The intended outcomes of the program are to:

- (a) improve the social and economic viability of local communities;
- (b) improve social amenity and support social cohesion; and
- (c) increase positive health, accessibility and wellbeing outcomes.

9.2.4 The program is expected to run for 4 years commencing in 2025-26. Funded projects should be complete by 30 June 2029.

9.2.5 To access this funding Council must submit a grant application by 1 December 2025.

9.3 Funding allocated to Council

9.3.1 Council has been invited to apply for the \$2.5 million for upgrades to Boardman Stadium following the outcome of the 2025 Federal Election.



**REPORT NO: 8.16 (cont.)**

- 9.3.2 Should Council agree to apply for the grant, the project works would need to be consistent with the objectives of the program as outlined in 9.2.2 above.

**9.4 Proposed works**

- 9.4.1 After discussions with the Sunbury Basketball Association it is proposed that the following works be presented to Council for consideration:
- (a) Extend Existing Offices, Meeting Rooms & Relocate Canteen
  - (b) New Entrance Stairs and Ramps
  - (c) Refurbish Existing Changerooms
  - (d) New Internal Offices Above Walkway
  - (e) Planning for additional indoor courts in Sunbury
    - (i) This responds to demand for indoor courts as is evidenced by the usage for the SBA’s Saturday Domestic competition:
      - (i) Sunbury Boardman Stadium x 6 courts
      - (ii) Clarke Oval Sunbury x 1 court
      - (iii) Kismet Park Primary x 1 court
      - (iv) Killara Primary x 1 court
      - (v) Macedon Sports Precinct x 3 courts (Macedon Ranges Shire)
      - (vi) Gisborne Secondary College x 2 courts (Macedon Ranges Shire)
      - (vii) Riddells Creek Stadium x 1 court (Macedon Ranges Shire)
    - (ii) As is outlined above in 9.1.2, funding was not initially proposed by the SBA for planning.
    - (iii) However the ability to use some of the grant to undertake investigative work for indoor courts provision in Sunbury would present a future cost saving to Council as it is work that will be needed in the coming years.

**9.5 Decision sought from Council**

- 9.5.1 As is outlined in 9.1.3 above, advocacy for this project was undertaken in isolation of Council by the Sunbury Basketball Association.
- 9.5.2 Council had not planned to undertake the proposed works and as such, no funding has been allocated in Council’s future Capital Works Program.
- 9.5.3 In line with Council’s External Grant Management Policy, *“Where Council is offered or presented with unsolicited funding opportunities which are not in accordance with or aligns to the criteria at 5.1 (I) above, then Council reserves the right to either accept/reject the funding offered or alter the terms of the funding agreement (i.e. funding received as part of a State or Federal Government budget or election commitment.”*
- 9.5.4 A decision is therefore sought from Council as to whether a grant application is submitted to access the \$2.5 million.

**10. CONCLUSION**

- 10.1 The Australian Government has awarded funding of \$2.5 million to Hume City Council as part of the *Major and Local Community Infrastructure Program*.

**REPORT NO: 8.16 (cont.)**

- 10.2 This funding is being provided to implement the 2025 Federal Election Commitment from the Federal Member for Hawke, the Hon. Sam Rae to undertake upgrades at Boardman Stadium.
- 10.3 As this funding was unsolicited, a decision is sought from Council on whether to apply for the funding or not.

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<b>REPORT NO:</b>	9.1
<b>REPORT TITLE:</b>	NOM25/53 - Cr Kate Hamley - Rates Hardship Guidelines
<b>SOURCE:</b>	Robert Costa, Manager Finance
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC25/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

#### Background Information

Hume City Council has an increasing number of properties that have entered into rate arrears, as per the report presented to Council on September 22nd detailing a total arrears of \$45.75 million across 18,623 properties.

Due to the concurrent housing and cost of living crises, rate arrears will likely continue to be an ongoing issue. While Hume's Hardship Policy offers some additional options for people experiencing hardship, including the waiving of interest on debts, there is an opportunity to look further into the issues that cause properties to fall behind on payments in the first place, and the options that may be available to help households to keep up.

Many Hume households are surviving on low to very low incomes which must be taken into consideration within our Hardship Policy. Allowing for targeted consultation with affected residences will provide an opportunity to collect qualitative and quantitative data that Council can then use to make informed decisions and test new ideas to find evidence-based solutions that work best for our community.

#### 1. RECOMMENDATION:

##### That Council

- 1.1 **Writes to the Minister for Local Government seeking clarification on the timeframe for finalising the State Government's Rates Hardship Guidelines**
- 1.2 **Reviews Hume's Rates Financial Hardship Policy once the Guidelines have been released**
- 1.3 **Explores further measures to incentivise entry into payment plans for people who are facing financial hardship, including scoping a pilot project to collect data on whether various financial incentives can reduce the number of accounts entering arrears**
- 1.4 **Directly engages with community members that have rate arrears to find the reasons why they have not been paid, presenting findings back to Council with recommendations on how Council can address the core issues.**

#### 2. OFFICER COMMENTS

1. Subject to Council approval, a letter can be prepared and sent to the Minister from the Hume City Council Mayor seeking clarification on the timeframe for finalising the State Government's Rates Hardship Guidelines.
2. Hume's Rates Financial Hardship Policy will be reviewed and revised once the Guidelines have been released.

**REPORT NO: 9.1 (cont.)**

3. Current support measures include ceasing the accrual of interest for ratepayers who enter into formal payment arrangements. Additionally, in accordance with a previous Notice of Motion led by Cr Misho, interest already charged prior to entering an arrangement may be withdrawn if the outstanding amount is paid in full within two years.
4. To further encourage participation, officers will explore incentive models used by other councils and utility providers. This benchmarking will help identify practical and equitable approaches that could support earlier engagement and reduce the number of accounts entering arrears.
5. Officers will collaborate with the Engagement and Communications teams to connect with residents currently in arrears. This outreach will aim to understand the underlying challenges and barriers preventing entry into payment arrangements. Insights gathered will inform recommendations to Council on how to better support affected ratepayers and improve the effectiveness of hardship responses.

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REPORT NO:	9.2
REPORT TITLE:	NOM 25/59 Cr Ally Watson - Community Feedback and Upgrade Information - Donnybrook Road
SOURCE:	Joel Kimber, Head of Government Relations & Advocacy
DIVISION:	Customer & Strategy
FILE NO:	HCC25/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**Background Information:**

On 24 March 2025, the Prime Minister and Victorian Minister for Transport Infrastructure announced a \$125 million investment to transform the roundabout at Donnybrook Road and Mitchell Street, delivering additional lanes and a fully signalised intersection.

This was a much-vaunted announcement made to address what is a significant issue for my community in the north of Hume City.

The Victorian Government are charged with delivering this project so from 23 June to 13 July 2025, the Victorian Governments Victorian Infrastructure Delivery Authority (VIDA), sought community feedback to help inform their planning. This included engagement opportunities through the online platform – Engage Victoria and community sessions in Mickleham and Donnybrook.

Through this engagement process, three questions were asked of the community:

1. Which improvement would you most like to see along Donnybrook Road between Mickleham Road and Epping Road?
2. Which section of Donnybrook Road is highest priority to upgrade?
3. During the upgrade of the Donnybrook Road and Mitchell Street Intersection, which type of travel disruption would you prefer?

Community feedback as outlined on Engage Victoria has concluded that:

1. 48% of respondents have requested more road lanes
2. 40.4% of respondents have requested upgrades to the Hume Freeway Interchange and
3. 44.3% of respondents have prioritised the section between Polaris Road and English Street

However, there is no certainty on what the Government will do in responding to this feedback as the funding allocated is not reflected as a priority by the community feedback outlined on Engage Victoria platform.

Notably there has been four months since any communications to community from VIDA. The Big Build page for Donnybrook Road Upgrades indicates that "We'll share a summary of what you told us on this page later this year."

As the year comes to a close, it is important that our community is provided with the most up-to-date information from the Victorian Infrastructure Delivery Authority on the formal outcome of the consultation as well as the Government's next steps in responding to the community's overwhelming feedback around focusing on the section from Polaris Road to English Street and the Hume Freeway interchange.



**REPORT NO: 9.2 (cont.)**

In recognition of the need for our community to be updated on the status of the project it is recommended that Council seeks information about the outcomes of the community consultation and updated plans

**1. RECOMMENDATION:**

**THAT:**

**Writes to the Victorian Infrastructure Delivery Authority (VIDA) Director-General and the Minister for Transport Infrastructure to seek:**

- 1. an official response from VIDA as to when they will release the community engagement results and;**
- 2. an update from the Victorian Government on what is the updated plans for the delivery of this project, particularly how the Victorian Government will demonstrate they have considered the community's feedback for upgrades to Donnybrook Road.**

**2. OFFICER COMMENTS**

The Donnybrook Road Upgrade project is of significant interest to communities in the north of our city. Given there has been a number of months that have lapsed since the Victorian Government's community engagement activities on Donnybrook Road, the community deserves to be kept up to date on the latest developments on this project.

Should this Notice of Motion be supported officers will prepare the relevant correspondence under the signature of the Mayor (to the Minister) and the CEO (to the Director-General.)

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REPORT NO:	9.3
REPORT TITLE:	NOM25/60 - Cr Naim Kurt - Tackling Youth Crime in Hume
SOURCE:	Brooke Watson, Manager Community Health and Wellbeing Joel Kimber, Head of Government Relations & Advocacy
DIVISION:	City Services & Living
FILE NO:	HCC25/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**Background Information:**

Local antisocial behaviour mirrors what we are seeing across Melbourne. More disengaged young people are being drawn into peer groups influenced by coordinated criminal activity, including paid territorial offending linked to illegal trades such as illicit tobacco. This is leading to young people “protecting turf”, resulting in violent incidents in public places and growing community concern.

Current policy responses are largely punitive rather than preventative, and do not address the underlying drivers of youth crime. Young people who come into contact with the justice system often have complex needs that are not being met by the health, education, social services and child protection systems that are meant to support them. Experts warn that interventions are happening too late and that children who are at risk of harm are instead treated as a risk and punished.

Early intervention before young people offend is critical. Proactive and preventative programs divert those on the wrong path and better support those slipping through the cracks.

In NSW and Queensland, Police Citizens Youth Clubs (PCYC) have proven successful in building leadership, resilience and community connection for young people. Sunbury previously had a PCYC facility and gym that recorded more than 25,000 youth visits a year before it closed in 2014 following the withdrawal of \$40,000 in Federal funding under the Abbott Government.

While policing is the responsibility of the State Government, community safety requires a whole-of-community effort. Hume currently has no formal Community Safety Plan and no formal advocacy position on issues such as policing levels, PCYC investment or youth diversion. During a recent Council delegation to State Parliament, both government and opposition stakeholders requested direction from Council on its priorities in this area.

Hume Area Command has also raised the lack of parking for officers at the Broadmeadows Police Station as an operational barrier, and emerging growth areas in Hume remain underserved by police infrastructure and stations more broadly.

The purpose of this motion is to meet directly with Victoria Police to understand local needs and how Council can support them, review best-practice early-intervention and youth diversion models, and formalise an advocacy position — including calling for new PCYC facilities in Hume and other structured youth engagement models.

Council has an important role to play in advocating and working with State and Federal government to improve community safety and deliver better outcomes for young people and local families.

**REPORT NO: 9.3 (cont.)**

**1. RECOMMENDATION:**

**That Council:**

- 1. Continues to engage with State and Federal law enforcement agencies on community safety matters in Hume City, and formally invites Hume Police Command to meet with Council to discuss local crime issues, including CCTV deployment, resourcing challenges and community safety priorities.**
- 2. Develops a community engagement program across Hume City with the intent of enhancing youth participation in pro-social, recreational, educational and community-building activities.**
- 3. Reviews Australian and international research and best-practice models on early-intervention community safety programs that have demonstrated measurable success.**
- 4. Brings forward a review of Council's CCTV Policy to ensure its effectiveness, responsiveness to high-priority safety areas, and alignment with legal, privacy and best-practice standards.**
- 5. Presents a report to a future Council Briefing outlining the potential to develop a new Community Safety Strategy, including identification of appropriate safety, early-intervention, policing and youth-support initiatives that Council can advocate for at State and Federal Government levels.**
- 6. As part of the advocacy platform report referenced in Point 5, adopts an advocacy position calling for:**
  - a) The reinstatement of funding for the Sunbury Police Citizens Youth Club (PCYC), and**
  - b) The establishment of new PCYC facilities in the Hume / Broadmeadows corridor, as part of a broader commitment to early-intervention and youth diversion initiatives; and**
  - c) The need to address car parking shortages in the Broadmeadows precinct to support operational requirements of the Broadmeadows Police Station and police recruitment and retention locally.**

**2. OFFICER COMMENTS**

It is widely acknowledged that community safety is of significant concern across the Hume community. Recommendations 1 – 4 outlined above provides Council with an opportunity to work collaboratively with law enforcement agencies and local service providers to get a stronger understanding of local, national and international issues and learnings to help guide implementation of recommendation 5.

With respect to recommendation 6, there is feedback from local Police for undertaking advocacy with respect to recommendation 6c.

Pending Council's consideration of this Notice of Motion, and resourcing toward its actions, Officers recommend analysing the outcomes of the research identified in recommendation 3 prior to adopting an advocacy position on 6a and 6b. This would enable Council to identify whether the suggested outputs would be the most appropriate treatment in addressing youth anti-social or criminal behaviour in our community, or if other measures may be more effective.

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<b>REPORT NO:</b>	9.4
<b>REPORT TITLE:</b>	NOM25/61 - Cr Naim Kurt - Greenvale Reservoir Park Reopening
<b>SOURCE:</b>	Joel Kimber, Head of Government Relations & Advocacy Valli Morphet, Manager City Lifestyle
<b>DIVISION:</b>	Customer & Strategy
<b>FILE NO:</b>	HCC25/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**Background Information:**

Greenvale Reservoir Park is scheduled to reopen to the public in late December following extensive safety and upgrade works. The park has long been a cherished gathering place for residents across Hume, particularly within our migrant communities, who have enjoyed its BBQ shelters and large picnic areas for decades.

For many newly arrived families, Greenvale Reservoir became a central weekend meeting place. Over time it earned an unofficial name "Ford'un Arkası", translated as "the Park Behind Ford"; due to its location near the former Ford Broadmeadows Factory. The park was well known as a venue for end-of-year BBQs and celebrations for Ford workers and their families, and played an important role in community bonding and settlement experiences for thousands of migrants who built their lives in Hume.

The expansion of the reservoir resulted in the park being largely closed for many years. In the most recent State Budget, \$3 million in funding was secured to complete the necessary works and enable the reopening of more than 37 hectares of green space to the public. The revitalised park will feature new pedestrian footpaths, upgraded car parking, safety improvements and new picnic, toilet, BBQ and drinking fountain facilities.

Given the deep cultural and civic significance of this park to generations of Hume residents, particularly migrant workers and Ford employees, it is appropriate for Council to advocate for the installation of a plaque or sculpture that formally recognises this history as part of the reopening.

Hume's Place Name Committee has identified previously a lack of multicultural, indigenous and female names for places and parks in our community.

This motion seeks Council support to write to key decision-makers and project partners to explore the proposal for a plaque, signage or sculpture in recognition of the informal name, and the parks connection with migrant and working class communities.

**1. RECOMMENDATION:**

**That Council:**

- 1. Formally writes to the Minister for Environment, local State and Federal MPs, Parks Victoria, Melbourne Water, Ford Australia and the Australian Manufacturing Workers Union requesting that, as part of the reopening works at Greenvale Reservoir Park, consideration be given to the installation of a plaque, signage and/or sculpture recognising the multicultural and working class history of the park.**

**REPORT NO: 9.4 (cont.)**

2. Requests that this plaque or sculpture specifically acknowledge the cultural significance of the park to Hume's migrant communities, including the long-used informal name "Ford'un Arkası" (the Park Behind Ford) and its historic connection to Ford employees and their families.
3. Seeks officer support to liaise with relevant stakeholders, on suitable wording, location, and design options and collaboration should the proposal be supported.

**2. OFFICER COMMENTS**

Should this Notice of Motion be supported the relevant letters will be sent under the Mayor's signature.