

# COUNCIL MEETING OF THE HUME CITY COUNCIL

MONDAY, 28 APRIL 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**

**Notice** of a

COUNCIL MEETING OF THE HUME CITY COUNCIL

to be held on Monday, 28 April 2025

at 7:00pm

at the Council Chamber - Hume Global Learning Centre Broadmeadows

Attendees: a: Council Cr Jarrod Bell

Cr Naim Kurt

Mayor **Deputy Mayor** 

Cr Daniel English

Cr Steve Gagen Cr John Haddad

Cr Kate Hamley Cr Sam Misho

Cr Carly Moore

Cr Jim Overend Cr Karen Sherry

Cr Ally Watson

b: Officers Ms Sheena Frost Chief Executive Officer

Ms Rachel Dapiran

Ms Kristen Cherry Mr Adam McSwain Mr Hector Gaston

**Director Customer & Strategy** 

**Director City Planning and Places** 

**Director Infrastructure and Assets** 

Director City Services & Living

Ms Ann-Michel Greenwood

Chief People Officer

Mr Fadi Srour

Chief Financial Officer

#### **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 Wurundieri 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 wellbeing 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 Avtar Singh. from Khalsa Darbar, Mickleham 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 14 April 2025, including Confidential minutes.

#### **RECOMMENDATION:**

THAT the Minutes of the Council Meeting held on 14 April 2025, including Confidential minutes, 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.

| <u>Item No</u> | <u>Title</u>  | <u>Page</u> |
|----------------|---|-------------|
| 8.1            | 2025 and 2026 Annual Community Grants Program                         | 5           |
| 8.2            | Review of the Road Management Plan                                    | 43          |
| 8.3            | Contract No. 30 24 3558 - Open Space Landscape Construction Panel     | 112         |
| 8.4            | Sunbury Community Arts and Culture Precinct - Recommendation to       |             |
|                | Appoint the Community Advisory Board                                  | 120         |
| 8.5            | Friends of Aileu Annual Report (2024) and Friends of Aileu Strategy   |             |
|                | Plan 2025 -2030   | 138         |
| 8.6            | Nomination of a National Growth Areas Alliance Delegate and Strategic |             |
|                | Advisory Committee Member   | 221         |
| 8.7            | Submission in Response to Infrastructure Victoria's Draft 30-year     |             |
|                | Infrastructure Strategy   | 226         |
| 8.8            | Monthly Capital Works Update  | 246         |
| 8.9            | Correspondence received from or sent to Government Ministers or       |             |
|                | Members of Parliament - March 2025                                    | 249         |
|                |   |             |

#### 9. NOTICES OF MOTION

| 9.1 | NOM25/26 - Cr Jarrod Bell - North West FM Assessment of Options for |     |
|-----|---|-----|
|     | Broadcast Site Viability  | 285 |

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- 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:

- 8.3 Contract No. 30 24 3558 Open Space Landscape Construction Panel Confidential Attachments:
  - 1. Tender Evaluation Report
  - 2. Tender Evaluation Matrix
  - 3. Awarded SOR under 250k
  - 4. Awarded SOR over 250k
  - 5. List of Directors and Officeholders

The attachments in item 8.3 are confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

The specified grounds apply because they contain contractual matters

- 8.4 Sunbury Community Arts and Culture Precinct Recommendation to Appoint the Community Advisory Board Confidential Attachment:
  - 3. Sunbury Community Arts and Culture Precinct Community Advisory Board List of all Applicants

Item 8.4 is confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs Reason: The specified grounds apply because it contains personal information relating to applicants to the Community Advisory Board.

- 8.8 Monthly Capital Works Update Confidential Attachment: Confidential Attachment:
  - 1. Monthly Capital Works Report March 2025

The attachment in item 8.8 is confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

The specified grounds apply because they contain financial information.

13.1 Confidential Update – Legal Matter

Item 13.1 is confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

The specified grounds apply because they contain personal information.

14. CLOSURE OF MEETING

SHEENA FROST CHIEF EXECUTIVE OFFICER 23/04/2025

REPORT NO: 8.1

REPORT TITLE: 2025 and 2026 Annual Community Grants Program

SOURCE: Narda Shanley, Community Development Officer

**DIVISION:** City Services & Living

FILE NO: HCC23/423

**POLICY:** Grant-giving Policy POL/303

**STRATEGIC OBJECTIVE:** 1.3: Promote a healthy, inclusive and respectful

community that fosters community pride and safety

**ATTACHMENTS:** 1. 2025 Small Project Round 2 Recommendations

2. 24-25 Year Round Grant Results

3. DRAFT 2026 Guidelines Community Grants Program

4. Community Grant Assessment Panels Terms of

Reference

#### **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:

The following report presents:

- 1.1 Recommendations for the allocation of funds for applications received in Round Two 2025 Community Small Project Grant (Attachment One)
- 1.2 Year-Round Grants awarded for the period 1 July 2024 28 February 2025 (Attachment Two).
- 1.3 The timelines, financial allocations, and recommended categories for the 2026 Annual Community Grants Program (incl. Annual and Year-Round grant categories) as outlined in Draft 2026 Community Grants Program Guidelines (Attachment Three).
- 1.4 Updated Community Grants Assessment and Review Panels Terms of Reference (Attachment Four).
- 1.5 Nomination of Councillors for the 2026 Community Grant Program Councillor Review Panel.

#### 2. RECOMMENDATION:

That, regarding the 2025 Community Grants Program, Council:

- 2.1 Endorses the allocation of \$31,408 to the successful 2025 Small Project Round 2 applicants as listed in Attachment One
- 2.2 Notes that \$15,075 has been awarded under delegation in the Year-Round categories of the Community Grants Program from 1 July 2024 28 February 2025 as listed in Attachment Two

That, regarding the 2026 Community Grants Program, Council:

- 2.3 Endorse the 2026 Community Grants Program Guidelines (Attachment Three)
- 2.4 Endorse the updated Community Grants Assessment and Review Panels Terms of Reference (Attachment Four)
- 2.5 Nominates xxx (at least three Councillors) to the Councillor Review Panel, with gender and cultural diversity considered

- 2.6 In accordance with the Grant-giving Policy (POL/303), authorise the Director City Services and Living the delegation to award/approve grants and distribute funds for the Year-Round categories
- 2.7 Notes that Round 1 of the Annual Community Grant program will open for applications on 19 May and close 30 June 2025.

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

- 3.1 The provision of community grants is aligned to the Service Performance principles (Part 5, Division 1, Section 106) of the Local Government Act, 2020 specifically that
  - 3.1.1 Services are equitable and responsive to the diverse needs of the community.
  - 3.1.2 Services are accessible and provide good value for money.
- 3.2 The Community Grants Program is run in accordance with Hume's
  - 3.2.1 Grant Giving Policy
  - 3.2.2 Conflict of Interest Policy
  - 3.2.3 Procurement Policy and finance processes

#### 4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports Council is 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 is to be pursued
- g) the ongoing financial viability of the Council is to be ensured
- i) the transparency of Council decisions, actions and information is to be ensured.

The Community Grants Program is designed to encourage participation in the cultural life of Hume, encouraging all people to enjoy culture, practice religion as they wish, and practice cultural expression.

#### 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 (section 8)
    - (b) protection of privacy and reputation (section 13); and
    - (c) cultural rights (section 19)
  - 5.1.2 The above rights have been considered and applied through the following methods:
    - (a) assessment process for all grant applicants is applied in the same way, with applicants being assessed on information provided only.
    - (b) declarations of interest are declared in advance and assessors reassigned as necessary to avoid discrimination.
    - (c) data collected is in line with the Privacy and Date Protection Act 2014 (Vic).
  - 5.1.3 The above rights are not being limited by the recommended action in this Report.

#### 5.2 GENDER EQUALITY ACT 2020

- 5.2.1 The policy, program or service 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:
  - (a) Continue to encourage applications from currently underrepresented communities, in particular applications and organisations from First Nations, LGBTIQA+, communities and people living with Disability.
  - (b) Continue to work towards Officer Assessment Panel reflecting gender and cultural diversity.
  - (c) Continue to work towards Councillor Review Panel reflecting gender and cultural diversity.

#### 6. FINANCIAL & RESOURCE IMPLICATIONS:

- 6.1 There are no additional financial implications resulting from this report, all 2025 community grants have been funded within annual budget allocations.
- 6.2 Council's draft 2025/26 budget provides an allocation of \$521,331 for 2026 Community Grants Program.
- 6.3 The proposed allocation for the 2026 program is:

| 2026 Category  | Approx. no. | Allocation |
|--|-------------|------------|
|  | of orgs)    |            |
| Annual   |             |            |
| Large Projects                                       | 7           | \$70,000   |
| Volunteer Engagement Projects                        | 4           | 40,000     |
| Small Projects (two rounds)                          | 11          | \$55,000   |
| Participation  | 27          | \$80,000   |
| Operational  | 95          | \$143,347  |
| Pre-committed 2024 Partnership Grants and 2025 Large | 11          | \$104,984  |
| Projects   |             |            |
| Subtotal   |             | \$493,331  |
| Year-Round   |             |            |
| Quick Response                                       | 25          | \$25,000   |
| Individual   | 4-10        | \$3,000    |
| Subtotal   |             | \$28,000   |
| Total  |             | \$521,331  |

6.4 Note that while the overall budget allocation is fixed, category allocations are guides only and may be adjusted based on applications received and Assessor recommendations.

#### 7. OPPORTUNITIES & RISKS:

- 7.1 The Community Grants program balances its strong community benefit against several risks by ensuring that best-practice governance is followed.
- 7.2 Risks include potential for fraud, conflicts of interest, and a reputational risk if decisions are not in line with community expectations or delivered in a fair and transparent manner.
- 7.3 These risks are mitigated by adherence to Council policies, having a separation of duties across Officers, a stringent approvals process, including
  - 7.3.1 eligibility checks completed for every applicant.

- 7.3.2 Assessor and Councillor Panel members must complete conflict of interest and fraud training.
- 7.4 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.
- 7.5 Risks are outweighed by the opportunity for Council to support capacity building within the community. Applications are submitted by community, for community. The Community Grants program encourages community groups to apply for projects that address a range of social justice interests, including environmental education and action, support for those facing socio-economic barriers, projects that reduce social isolation, encourage healthy lifestyles, address inequities, and celebrate the diverse communities of Hume. This builds capacity, resilience and leadership within Hume.

#### 8. COMMUNITY ENGAGEMENT:

8.1 The 2026 Annual Community Grants program has been informed by observations and feedback gathered throughout the delivery of the 2025 program; feedback at workshops and Community Development-led events, emails received, and phone conversations held throughout the year.

#### 9. DISCUSSION:

- 9.1 2025 Small Project Grant Round Two
  - 9.1.1 Small Project Round Two was open for applications 3 28 February 2025.
  - 9.1.2 Ten applications were received for the 2025 Small Project Grant Round Two, with nine being eligible for assessment.
  - 9.1.3 The Officer Assessment Panel made recommendations which were passed through the Council Review Panel.
  - 9.1.4 All nine applications are recommended for funding, but six of these have been re-categorised and will be funded from an alternate program category.

    Application details and recommended funding allocations are provided in Attachment One.

#### 9.2 2025 Year-Round Category Update

- 9.2.1 There are two year-round grant categories: Individual Development and Quick Response.
- 9.2.2 The 2025 Guidelines clarified the purpose of the Quick Response category in more detail than previous years which has led a higher success rate (81% approval rate for FY24/25 so far vs 59% approval rate for FY23/24.)
- 9.2.3 Between 1 July 2024 and 28 February 2025, applications received are detailed in Attachment Two and are summarized as follows:
  - Four Individual Development Grant applications. Three of these were approved
  - 16 Quick Response Grant applications. 13 of these were approved.

#### 9.3 2025 Community Grant Program Summary and Review

- 9.3.1 The Community Grants program is reviewed annually to identify opportunities for continuous improvement. The review took place through December 2024 February 2025 and involved analysis of the implementation of the 2024 Program, with a key focus on the assessment process.
- 9.3.2 Applications: 154 applications were received for the 2025 Annual Program Round 1, which is lower than the 168 received for 2024 Annual Program. Factors that may have contributed to this include:

- Application deadline approx. one week earlier than usual due to Caretaker period
- Marketing was not as widespread (no library/GLC screen displays, only one social media push)
- 9.3.3 148 applications were recommended for funding for Round 1 2025 Annual Program.
- 9.3.4 An analysis of 2025 assessment data highlighted discrepancies in assessor scores. This resulted in a higher than usual applications being re assessed. Improvements in the assessment form for the 2026 program to included grant category eligibility and criteria aims to reduce the frequency of assessor discrepancies.

#### 9.4 2026 Community Grants Program Recommendations

- 9.4.1 Additional information has been included in the 2026 Community Grants Program Guidelines (Attachment Three) to facilitate the notable differences between Participation and Small Project categories. No material changes have been made to the Year-Round or Annual Grant Categories.
- 9.4.2 Addition of anti-racism focus
  - (a) In response, to the "Understanding reporting barriers and support needs of people experiencing racism" report (Victoria University) the 2026 Community Grant Program Guidelines will include anti-racism as suggested programs and projects for funding consideration.
- 9.4.3 Feedback from Reconciliation Australia
  - (a) The 2025 Guidelines referred to Council encouraging projects from and for 'First Nations People, Country and culture'. Based on feedback from Reconciliation Australia on the most culturally appropriate language to use in the draft Reconciliation Action Plan (RAP), the language has been adjusted to 'Aboriginal and Torres Strait Islander Peoples, Country and Culture.'

#### 9.5 <u>Updates to Community Grants Assessment and Review Panels Terms of Reference</u>

- 9.5.1 The Councillor Review Panel previously consisted of three Councillors representing the three wards of Hume City. Given changes to the ward structure, the 2026 Councillor Review Panel will not be tied to ward representation.
- 9.5.2 In consideration of the Gender Impact Assessment for the program, it has been identified that appointment to the Panel should consider gender and cultural diversity.
- 9.5.3 Conflict of Interest procedure has been clarified (see Sections 4 and 5 of Community Grant Assessment Panels Terms of Reference, Attachment Four).
- 9.5.4 To ensure balance and fairness across assessor judgement, Section 7 (Assessment Considerations) of the Officer Assessment Panel Terms of Reference includes a requirement for the Coordinator, Community Capacity Building to also assess an application if assessor scores largely differ. The average of all scores will then provide the final score.
  - (a) Historically this has been set at a 20-point difference, however mathematically the extra score does not tend to impact the result of scores within this bracket.
  - (b) Officers recommend applying this rule after a 30-point difference.

- 9.6 Other activities and initiatives
  - 9.6.1 The 2025 Community Grants Ceremony occurred on 12 February 2025 at the Hume Global Learning Centre in Sunbury. Collette Brennan, CEO of National Trust of Australia (Victoria) was invited to speak, alongside the Mayor and CEO. Feedback after the event was overwhelmingly positive.
  - 9.6.2 The 2026 Community Grants Ceremony will be scheduled for February 2026.
  - 9.6.3 The Community Capacity Building (CCB) team have collaborated with Community Centres to develop a pilot program to support new and establishing community groups. The program targets community members from our growth corridor. These workshops will cover:
    - Incorporation
    - Fundraising
    - Governance basics
    - Hume's Community Grants program
  - 9.6.4 The workshops aim to support community groups to establish themselves, and meet all best practice governance requirements, making them eligible and equipped for grant funding.
  - 9.6.5 Should the pilot be successful, we aim to continue these workshops in future years.

#### 10. CONCLUSION

- 10.1 The Community Grants Program supports the creation of a community that is resilient, inclusive and thriving. The program showcases our commitment to social justice, equity and civic engagement.
- 10.2 We continuously improve our program to reflect the needs of our community, improve accessibility, opportunities for social connection, community participation and capacity building.

### 2025 Small Project Round 2 Recommendations

## **Table One - Applications recommended for funding**

| Organisation name  | Project summary  | Amount      |  |  |
|--|--|-------------|--|--|
| Recommended for funding in full  |  |             |  |  |
| Australian Skateboarding<br>Federation   | Young people and families of all cultures learn to skateboard in Hume skateparks.                              | \$ 5,000    |  |  |
| Piano Project Incorporated   | Free group-based string instrument tuition and musical education for children in Hume.                         | \$ 5,000    |  |  |
| Migrant Resource Centre<br>Northwest   | Art program in collaboration with Creative Me to foster community connection and culture.                      | \$ 5,000    |  |  |
| Recommended for re-categorisatio   | n to Participation category and funded   | for \$3,000 |  |  |
| MOSS - Merri Outreach Support<br>Services  | A creative art piece that will foster community connection and raise awareness of homelessness                 | \$ 3,000    |  |  |
| Bhutanese Community In Australia   | Empowering children and youth through social interaction   | \$ 3,000    |  |  |
| Hamro Parampara Foundation Inc.  | Bhutanese Women Teej Mela 2025   | \$ 3,000    |  |  |
| Australian Nepalese Multicultural Center (ANMC)                                  | Cyber security awareness for Nepalese community in Victoria.   | \$ 3,000    |  |  |
| Vietnamese Catholic Family Mutual<br>Assistance Network Inc.                     | Social Support to Vietnamese in Hume City Council  | \$ 3,000    |  |  |
| Recommended for re-categorisation to Operational category and funded for \$1,408 |  |             |  |  |
| Girl Guides Victoria   | Camping equipment to enable us to teach the skills required to participate in patrol camping and state events. | \$ 1,408    |  |  |
| Total  |  | \$31,408    |  |  |

## **Table Two – Ineligible Applications**

| Organisation name                               | Reason                               |
|---|--------------------------------------|
| International Society for Krishna Consciousness | Project timeframes do not align with |
| Melbourne Limited                               | the grant timeframes                 |

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#### **Year-Round Categories Update**

#### Applications received from 1 July 2024 to 28 February 2025

**Table One** – summary

| Category       | 24/25       | 23/24       | 22/23       | 21/22      |
|----------------|-------------|-------------|-------------|------------|
| Individual     | 4 received  | 6 received  | 11 received | 4 received |
| Development    | 3 approved  | 2 approved  | 3 approved  | 1 approved |
| Quick Response | 16 received | 34 received | 15 received | 4 received |
|                | 13 approved | 20 approved | 8 approved  | 1 approved |
| Totals         | 20 received | 40 received | 26 received | 8 received |
|                | 16 approved | 22 approved | 11 approved | 2 approved |

#### **Table two -** Applications approved

| Category       | Organisation Name                       | Amount      |
|----------------|---|-------------|
| Approved       |   |             |
| Quick Response | Australia Yoga and Meditation Community | \$1,000.00  |
|                | Incorporated                            |             |
|                | Australian Iraqi Forum                  | \$950.00    |
|                | Baghdidi Folklore Incorporated          | \$875.00    |
|                | Calabria Club                           | \$1,000.00  |
|                | Diwan Melbourne Inc                     | \$1,000.00  |
|                | Family Empowerment for Change, Growth,  | \$1,000.00  |
|                | and Social Development                  |             |
|                | Footscape Inc.                          | \$1,000.00  |
|                | Greek Senior Citizen & Disable Club of  | \$1,000.00  |
|                | Gladstone Park & Tullamarine Inc.       |             |
|                | Oorja Foundation                        | \$1,000.00  |
|                | Oz Christ Care Community Incorporated   | \$1,000.00  |
|                | Shah-e-Najaf Foundation Australia       | \$1,000.00  |
|                | Ugarit Senior Club                      | \$1,000.00  |
|                | Unity Libyan Youth Association          | \$1,000.00  |
| Individual     |   | \$750.00    |
| Development    | Rumaysa Salman                          |             |
|                | Joseph Youhana                          | \$750.00    |
|                | Ayad Yokhanna                           | \$750.00    |
| TOTAL          |   | \$15,075.00 |

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## HUME CITY COUNCIL

# 2026 Community Grants Program Application Guidelines

hume.vic.gov.au



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#### **Year-Round Grants**

Open all year (until funds are exhausted)

| Annual Grants      |               |
|--------------------|---------------|
| Applications open  | 19 May 2025   |
| Applications close | 30 June 2025  |
| Notifications      | November 2025 |

| Small Project Grant Round 2       |                  |  |
|-----------------------------------|------------------|--|
| Applications open 2 February 2026 |                  |  |
| Applications close                | 27 February 2026 |  |
| Notifications                     | May 2026         |  |



#### **Acknowledgment of Traditional Owners**

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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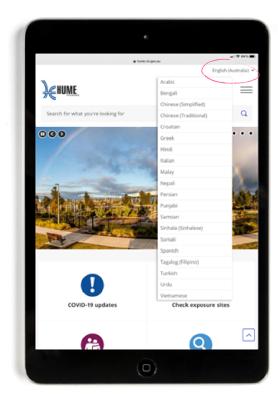
Hume City Council 2026 Community Grants Application Guidelines

## **Community Grants Application Guidelines**

## How to get help

#### **Need translation services?**

Our website is easily translatable into many languages. <u>www.hume.vic.gov.au</u>



If you need an interpreter to discuss your grant application please use HumeLink to contact us.

## **HumeLink**

Multilingual telephone information service Enquiries 9205 2200

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## Print too small?

For a larger print version of these guidelines please contact our Community Grants Officer.

#### **Technical difficulties?**

If you have any technical challenges with your online application, contact our Community Grants Officer for assistance.

Phone: (03) 9205 2749

Email:

communitygrants@hume.vic.gov.au

## Check our website for videos outlining the categories and frequently asked questions.

We also offer support sessions to help you complete your application. Please contact us to arrange a time. Please check for any date changes or other updates at:

www.hume.vic.gov.au/communitygrants

Remember to leave plenty of time to prepare your application. To arrange a session or discuss your application, please contact us.

Community Grants Officer Phone: (03) 9205 2749

Email: <a href="mailto:communitygrants@hume.vic.gov.au">communitygrants@hume.vic.gov.au</a>

Hume City Council 2026 Community Grants Application Guidelines

# About our Community Grants

Hume City Council's Community Grants aim to create a community that is resilient, inclusive and thriving, and shows our commitment to social justice, equity and civic engagement.

Our Community Grants support:

- Programs, activities and services that create opportunities for community participation and social connection
- Programs, activities and services that celebrate and support the diverse cultures of Hume City
- Groups to try new and innovative community programs and activities
- Increased accessibility and inclusion for all
- Community-led groups and volunteers

We seek applications from not-for-profits, community groups and individuals in Hume City that align with Council's values and vision.

#### More information

You can read more about Council's values and vision, plans and strategies on our <u>website</u>.

Community Grants are just one way Council provides support to the community. You can find out about the variety of community development, volunteering, youth, health, learning and leisure events and programs from our website or you can email: communitydevelopment@hume.vic.gov.au

#### What we fund

We encourage ideas that support:

- Aboriginal and Torres Strait Islander peoples, Country and culture
- ✓ Anti-racism programs
- Arts and culture
- Community health, safety and wellbeing
- Environmental sustainability
- ✓ Families and children
- ✓ Gambling harm awareness
- ✓ Health promotion
- Healthy ageing and seniors
- Learning and skill development
- Leisure and recreation
- ✓ LGBTIQA+ inclusion
- Multicultural groups
- People with disabilities
- Refugees and newly arrived migrants
- Social inclusion
- ✓ Sport and exercise
- ✓ Young people (0-24) years
- Volunteering

We look forward to supporting many exciting, innovative, and important community initiatives through our 2026 Community Grants Program.





















Hume City Council 2026 Community Grants Application Guidelines

### What we won't fund X

Attachment 3 - DRAFT 2026 Guidelines Community Grants Program

There are some things we don't fund. This list is not exhaustive, and Council will make the final decision on what is deemed to be ineligible. Please read this list carefully.

| What's not funded  |          |
|--|----------|
| Alcohol licenses, tobacco, gambling related activities and activities at gambling venues   |          |
| General fundraising and fundraising events, competitions, trophies, prizes or awards   | <b>8</b> |
| Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, gardening/landscaping, garden beds, solar panels, portable buildings etc.) |          |
| Activities that have already started and/or need retrospective funding   | 2026     |
| Shortfalls in funding from other sources   |          |
| Activities, projects, programs and events that are owned, managed or already funded by Hume City Council   | HUME     |
| Personal expenses (i.e. petrol, utility bills, phone bills that aren't in the group's name or aren't incurred by the group)  | <b>S</b> |
| Applications that don't meet eligibility requirements  |          |
| Applications with incomplete or incorrect information or supporting documents  | <b>8</b> |
| Activities that may be offensive to, or compromise<br>Council's reputation, image, probity or ability to<br>fulfill its functions and responsibilities   |          |
| Applications that do not have Public Liability<br>Insurance, unless you're a first-time applicant for a<br>Quick Response or Operational grant   |          |

Hume City Council 2026 Community Grants Application Guidelines 5

## **TYPES OF GRANTS**

## Which grant should I apply for?

The tables below provide a handy overview of each grant category. For more detailed information on each grant, go to the page number listed next to your grant. Your community group or organisation can apply for **one Annual Grant and one Year-Round grant**.

#### **Year-Round Grants**

| Category                           | Amount        | Who should apply?  | Page |
|------------------------------------|---------------|--|------|
| Individual<br>Development<br>Grant | \$150 - \$750 | <ul> <li>Individuals attending formal development<br/>opportunities, where the outcomes will benefit the<br/>Hume community</li> </ul>   | 16   |
| Quick Response<br>Grant            | Up to \$1,000 | <ul> <li>Community groups with an unforeseen funding need that falls outside of the annual grants timeframes</li> <li>Newly established community groups requiring support with start-up and establishment costs</li> <li>Community groups who require defibrillator machines</li> </ul> | 17   |



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#### **Annual grants**

All annual grants are open from 19 May - 30 June 2025.

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There will be a second round of the Small Project Grant category opening 2 February 2026. If you have already received a 2026 grant in any category, you are not eligible for this second round.

| Category                           | Amount   | Who should apply?  | Page |
|------------------------------------|--|--|------|
| Operational<br>Grant               | Up to \$1,500  | <ul> <li>Community groups and organisations needing<br/>support with basic operating expenses including<br/>incorporation and purchase of minor equipment</li> </ul>   | 18   |
| Participation<br>Grant             | Up to \$3,000  | <ul> <li>Community groups and organisations needing<br/>support with ongoing programs and activities that<br/>create community participation</li> </ul>  | 19   |
| Small Project<br>Grant             | Up to \$5,000  | <ul> <li>Community groups and organisations that are trying out new ideas and solutions to identified issues in our community</li> <li>Testing of project models before applying for longer term, or larger amounts of funding</li> </ul>  | 20   |
| Large Project<br>Grant             | Up to \$10,000<br>per year for<br>up to three<br>years | <ul> <li>Community groups and organisations delivering<br/>projects that address a local need, with a focus<br/>on social justice, healthy living, lifelong learning,<br/>environmental sustainability, community safety<br/>or inclusion</li> </ul>   | 21   |
| Volunteer<br>Engagement<br>Project | Up to \$10,000   | <ul> <li>Community groups and organisations working to connect, re-engage, and grow their volunteer base</li> <li>Community groups and organisations with projects that increase volunteer participation and support community organisations/groups to enable a stronger and more resilient community in Hume</li> </ul> | 22   |



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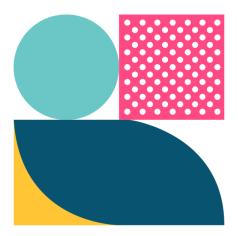
## **Rules to remember**

- Hume City Council's Community Grants are a competitive process and funds are awarded based on merit and meeting the funding criteria
- Our decision is final. There is no review or appeal process
- We reserve the right to re-categorise any application into the category we deem appropriate
- Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved
- Councillors and Council staff (and their immediate family members) must declare any involvement in your organisation so that Conflict of Interest can be determined
- Councillors and Council staff cannot act as referees, as this could be an actual or perceived Conflict of Interest
- We provide funding for the term specified in the Funding and Service Agreement
- You or your group is responsible for the future sustainability of your program or activity beyond the funding period
- We reserve the right to withdraw funding if you do not comply with Council policies or any written agreement entered into. This includes the return of funds or variations to Agreements
- We reserve the right to contact any organisations nominated as a referee in your application

#### What documentation do I need?

You must supply the following documentation with your grant application.

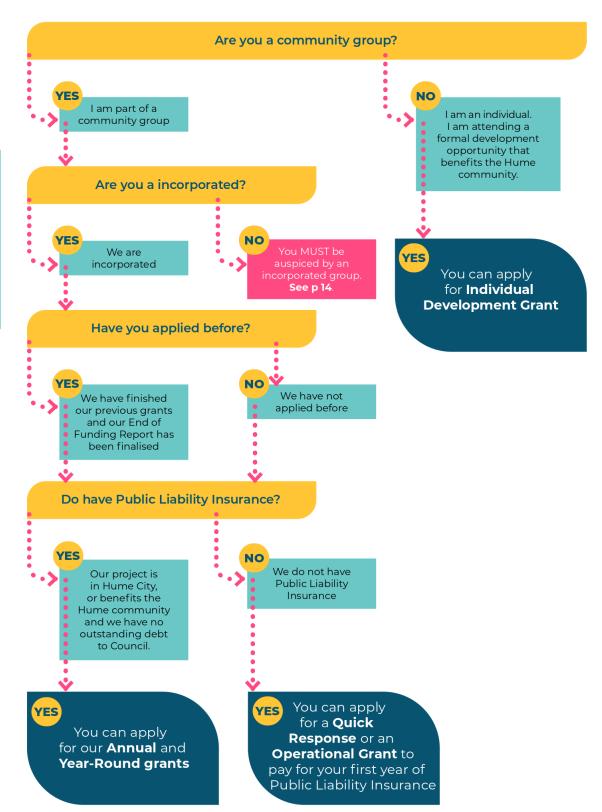
- Certificate of Incorporation or evidence of other legal status. (If your group/organisation is not incorporated, you can apply for a grant through an Auspice Organisation. See FAQs on page 21 for more).
- ABN details or completed Statement by Supplier form.
- A Public Liability Insurance (PLI)
   Certificate of Currency, to cover your group/organisation's activities. (First time applicants for Quick Response and Operational grants do not have to show PLI at time of applying)
- Quotes to support your budget, i.e. for equipment hire or purchase, bus hire, advertising & promotion, flyers, posters etc
- Bank details for your group/organisation (so that you can receive payment)
- Referees or letters of support for any Project grant



Hume City Council 2026 Community Grants Application Guidelines

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## **Types of grants**



Hume City Council 2026 Community Grants Application Guidelines

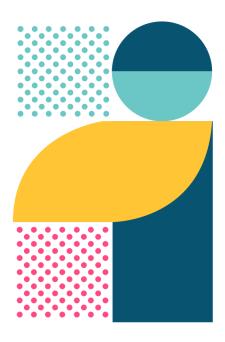
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## **Using Smartygrants**

SmartyGrants is the online system Council uses for all grant applications. It is user friendly, but please keep the following in mind

- If you haven't used SmartyGrants before, you'll need to set up a login and password. Try to make this something that other people in your group can use too
- SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later
- Your application will be stored online, so there's no need to save it to your computer
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10-15 minutes, as the form logs you out after 30 minutes of inactivity
- It's helpful to read the **SmartyGrants Help** <u>Guide for Applicants</u> before you start the application form
- Allow plenty of time to complete your online application, so that if you run into difficulties, you have time to fix it
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25mb but are best kept under 5mb each
- Please ensure the supporting documents you upload are the appropriate documents required for your application. See What documentation do I need for information on the documents you need to supply
- Make sure you hit the Submit button when you are ready. If the Submit button is grey, there is something incomplete or wrong in your answers
- Check all sections highlighted red
- If you don't hit Submit, Council cannot see your application, so it won't be considered
- Once you have submitted you will be sent an email confirmation.



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## What happens next

Attachment 3 - DRAFT 2026 Guidelines Community Grants Program

## How we assess grants

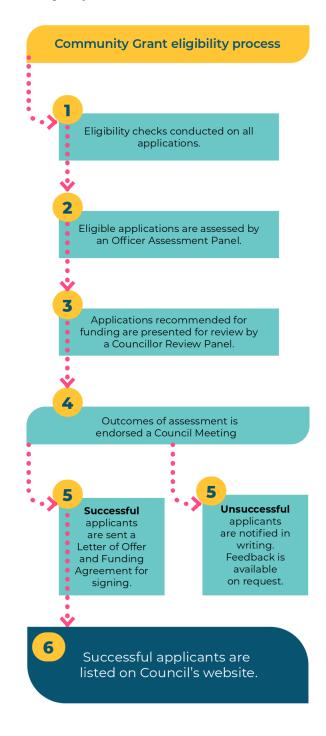
We assess eligible applications using the criteria listed below and funding is awarded based on merit.

| % OF<br>SCORE | CRITERIA<br>(What you need to tell us)   | MEASURE<br>(How we assess it)   |
|---------------|--|---|
| 20%           | <ul> <li>Who is delivering the activity/project?</li> <li>1. Who does the group/organisation represent and what do they do?</li> <li>2. Is the group/organisation based within Hume City?</li> <li>3. Will activity/project benefit residents of Hume?</li> </ul>                        | <ul> <li>To what extent does the group benefit the local community?</li> <li>How many local people are likely to benefit from the activity/project?</li> <li>Will the activity/project promote opportunities for people to participate in community life?</li> </ul>  |
| 40%           | <ul> <li>Why is the proposed activity/project needed? What do you hope to achieve?</li> <li>1. Why is the activity/project important?</li> <li>2. What are the expected outcomes of the activity/project?</li> <li>3. How will you know if these outcomes have been achieved?</li> </ul> | <ul> <li>Why is your group/organisation the best group to do this activity/project?</li> <li>Are the outcomes of the activity/project clearly identified and do they contribute to one of the areas of focus of the grants program?</li> <li>Is there a clear link between the need, outcomes and the activities that will be delivered?</li> <li>How will you evaluate the outcomes of the project?</li> </ul> |
| 40%           | <ul><li>What do you need to do to deliver the activity/project?</li><li>1. What are the planned activities?</li><li>2. What is your budget?</li><li>3. How will you manage the budget?</li></ul>   | <ul> <li>Is the activity/project well planned and achievable within the timeframe?</li> <li>Is the budget clear, realistic and relates to your activity/project? Where possible provide quotes for items included in the budget.</li> <li>Is the activity/ project financially viable and does it demonstrate sound management?</li> </ul>  |

## **Assessment process**

The assessment process involves several stages, which is why it takes a little time before you find out the outcome of your application.

The Community Grants team conducts eligibility checks based on Council Policies and Guidelines. Applications that meet the eligibility criteria continue to the next assessment stage.



Hume City Council 2026 Community Grants Application Guidelines

## **Funding** Agreement

- Successful applicants will receive a Letter of Offer with a Funding Agreement document
- The Funding Agreement sets out the terms, conditions and responsibilities that both you and Council have
- To accept the grant offer, you must complete, sign and return the Funding Agreement to Council, accepting the terms and conditions
- The Funding Agreement includes a Recipient Created Tax Invoice (RCTI). This means you aren't required to send a tax invoice to Council, regardless of whether or not you're registered for GST
- You will not be paid any money until we receive your signed Funding Agreement
- You must also finalise any outstanding grants or other debts to Council before we can pay you
- Grant monies will be paid by EFT after the return of the signed Funding Agreement.
- You will be invited to attend the 2026 Community Grants Celebration

(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.)

## What you must do

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

- Spend the grant money the way you said you would in your application, which will also be outlined in your Funding Agreement. The easiest way to keep track of this is to keep your receipts!
- Show us that you spent the grant money how you said you would by submitting End of Funding Report
- Return any unspent funds to Council, unless written consent to extend the program and/ or allocate funds to an activity outside of the scope of the Funding Agreement
- Acknowledge Council's support as per the Funding Agreement, in any advertisements, flyers or other activities used to promote the project

As part of the Community Grant accountability process, we reserve the right to audit any and all Community Grant recipients for compliance with the terms of the Funding Agreement.



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## YEAR-ROUND GRANT CATEGORIES

## Individual Development Grant

## GRANT AMOUNT: UP TO \$750 (OPEN ALL YEAR)

Apply for this grant if you are a resident looking for support for:

- skills development
- professional development
- formal networking

You will need to demonstrate how you will share what you learn with your Hume community.

Funding supports you with the costs to attend recognised opportunities that further your development. These opportunities must provide a clearly identified benefit to the Hume community.

#### **Examples include:**

- Leadership and professional development opportunities that will help you contribute to better social or health and wellbeing outcomes in the Hume's community
- Skills development and learning opportunities for people who volunteer with local community groups and are active in Hume's community
- Opportunities to participate in state, national and international forums or conferences that will help you develop new skills and knowledge

#### Grant amounts are as follows:

Victorian opportunities: \$150 National opportunities: \$400 International opportunities: \$750

#### **ELIGIBILITY**

#### **Applicants must:**

- Be a Hume resident
- Apply at least two months prior to the date of your event or opportunity for which you seek funding
- Demonstrate the need for this opportunity, and what benefit it will bring to the Hume community
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Applications for sporting events are ineligible but may be eligible for Council's Sports Aid Grants

#### Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)
- You can only be funded only once per year



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## **Quick Response** Grant

#### **GRANT AMOUNT: UP TO \$1,000** (OPEN ALL YEAR)

Quick Response Grants support new community groups, and community groups with emerging or unexpected needs outside of the annual grant timelines.

Attachment 3 - DRAFT 2026 Guidelines Community Grants Program

#### We accept applications from:

- Newly established community groups requiring support with start-up and establishment costs
- Community groups with an urgent and unforeseen funding need that falls outside of the annual grants' payment timeframes. You will need to explain why your application is urgent or unforeseen
- Community groups that need defibrillators at public venues, that do not already have a machine in place

We do not fund past activities. Please apply at least six weeks before you need the funds.

We do not accept applications for activities that are ordinary operational costs, or costs that could (or should) have been planned for, as part of your ordinary activities.

#### **ELIGIBILITY**

#### Applicants must:

- Be a not-for-profit community group or organisation
- Explain the urgency of the need
- Show they have minimal financial resources or a limited ability to fundraise for the activity or project identified in the application
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 What is auspicing?)

#### Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)
- If you are a first-time applicant, you do not need to show proof of Public Liability Insurance when applying. If your grant is successful, you will need to supply a copy at time of contracting
- End of Funding Reports are due within 3 months of funds being awarded, unless otherwise approved by Council
- Successful applicants for Quick Response Grants are eligible to apply under any category in the Annual Grant Round
- You can only be funded once per year

## **ANNUAL GRANT CATEGORIES**

## **Operational Grant**

#### **GRANT AMOUNT: UP TO \$1,500**

These grants support the day-to-day operational activities of community groups who help improve health, wellbeing and connection in the community.

#### **Examples include:**

- Incorporation fees
- Insurance costs
- Catering (small-scale ongoing catering, such as tea/coffee, not catering for one-off events)
- Room hire fees
- Small equipment purchases up to \$1,500 (e.g. small sporting equipment for sporting clubs, kitchen equipment for social groups, gardening tools, musical equipment, laptops to support local groups, books and resources)
- Volunteer registration costs

#### **ELIGIBILITY**

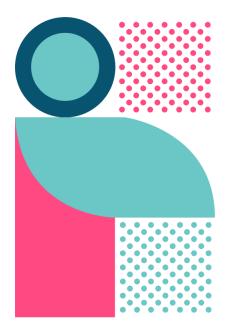
#### **Applicants must:**

- Be a not-for-profit community group or organisation
- Meet in Hume City and/or show that the grant will benefit residents
- Provide quotes for insurance, room hire, bus hire, equipment
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 What is auspicing?)

Equipment cannot be fixed/permanent items (see What we won't fund)

Equipment ownership must be retained by the group i.e. if a group purchases a laptop for the treasurer to use, and the treasure retires, the laptop must be returned to the group.

We do not fund anything related to alcohol, tobacco, gambling related activities and activities at gambling venues.



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## **Participation Grant**

#### **GRANT AMOUNT: UP TO \$3,000**

These grants support groups and organisations to run ongoing activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging. This includes health and wellbeing projects that improve and encourage active lifestyles.

#### **Examples:**

- Hiring a facilitator to run community forums and workshops focusing on community issues and priorities (e.g. anti-racism, social connection or loneliness, access to services)
- First aid or mental health first aid training for your community members
- Cultural celebrations (e.g. NAIDOC Week, Reconciliation Week, Cultural Diversity Week, International Women's Day, Neighbour Day)
- Environmental sustainability projects
- Youth projects, training and excursions

A maximum of half the funding amount can be used for operational costs such as room and venue hire fees, insurance costs, catering, equipment related to the project etc.

#### **ELIGIBILITY**

#### Applicants must:

- Be a not-for-profit community group or organisation
- Run the proposed activity or project from a location within Hume and/or show that it will benefit residents of Hume City
- Be able to show that the applicant has minimal financial resources or a limited ability to fundraise for the activity or project
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 What is auspicing?)

We do not fund anything related to alcohol, tobacco, gambling related activities and activities at gambling venues.



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## **Small Project Grant**

#### **GRANT AMOUNT: UP TO \$5,000** (OPEN TWICE A YEAR)

Small Project Grants are designed to encourage new ideas, locally-led initiatives or projects and collaborations that provide benefit to the Hume community. Small Project Grants are not for day to day activities, and are only funded up to a 12-month period.

Small Projects should have a clear start and end, with a specific result to be delivered within that time.

Rounds are open:

**Round 1** 19 May - 30 June 2025

Round 2 2 February - 27 February 2026

Applications should align closely with Hume City Council Plans, Strategies and Policies

#### **Examples:**

- Piloting a new service or program
- Research to investigate an emerging need
- Enhancing access to programs and information development
- A joint project between two community groups/organisations
- Projects that raise awareness of harms caused by gambling, or activities that address racism

You must speak to a Council Officer experienced in your field (not from the Community Grants Team) about your idea. For example, if your idea helps young people, it will be a Council Officer from Youth Services, if your project is about the environment, it will be a Council Officer from our Sustainability team - contact Community Grants on communitygrants@ hume.vic.gov.au and we'll put you in contact with the right person. The Officer cannot be a Councillor.

#### **ELIGIBILITY**

#### Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Discuss the proposal with the relevant Council Officer before applying. The Council Officer you have spoken to must be named in your application. See pop out box
- Have no outstanding debts with Hume City Council
- Have a proven project management ability
- Run the activity or project from a location within Hume and/or show that it will benefit residents of Hume City
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$5,000, you must show a contribution of at least \$2,500 (cash or in-kind)

Operational costs i.e. equipment, catering or venue hire cannot exceed \$1,500.



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#### ANNUAL GRANT CATEGORIES

## **Large Project Grant**

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## GRANT AMOUNT: UP TO \$10,000 PER YEAR FOR 3 YEARS (\$30,000 TOTAL)

Large Project Grants are for projects that clearly address a significant need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.

You can apply for a Large Project Grant if you are an established organisation with a proven record in the provision of quality programs and services. You must provide evidence of the need for the project and demonstrate your capacity to resource and deliver projects over multiple years.

\*Applications must align closely with Hume City Council Plans, Strategies and Policies

#### **Proposals will:**

- Not duplicate an existing service
- Give a detailed program budget and quotes
- Be innovative and strengthen community wellbeing
- Encourage inclusion and accessibility
- Be of significant benefit and give valuable support to the Hume community
- Be able to measure their impact

Funding can be up to three years. To meet the funding criteria for subsequent years, applicants must provide both a mid-year and end of year report.

You must speak to a Council Officer experienced in your field (not from the Community Grants Team) about your idea. For example, if your idea helps young people, it will be a Council Officer from Youth Services, if your project is about the environment, it will be a Council Officer from our Sustainability team - contact Community Grants on communitygrants@hume.vic.gov.au and we'll put you in contact with the right person. The Officer cannot be a Councillor.

#### **ELIGIBILITY**

#### **Applicants must:**

- Be an incorporated not-for-profit community group or organisation.
- Discuss the proposal with the relevant Council Officer before applying.
   The Council Officer you have spoken to must be named in your application. See pop out box
- Have no outstanding debts with Hume City Council
- Demonstrate an ability to manage large scale projects
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City
- Have satisfactorily acquitted any previous funding received by Hume City Council.
- Give a detailed Project Plan
- Demonstrate how the project will be made fully sustainable upon cessation of Council funding
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$10,000, you must show a contribution of at least \$5,000.

Operational costs i.e. equipment, catering or venue hire cannot exceed \$1,500.

Hume City Council 2026 Community Grants Application Guidelines

#### **ANNUAL GRANT CATEGORIES**

## Volunteer Engagement Project

#### **GRANT AMOUNT: UP TO \$10,000**

The Volunteer Engagement Project Grant is for new and innovative services, programs, and projects that support local partnerships to help community organisations and groups to reengage, encourage and try volunteering.

This grant provides funding to help increase volunteer participation and support community organisations/groups.

- Engage volunteers. Projects may include ways to develop or enhance existing volunteer programs/committees, and projects that increase volunteering. e.g. training courses for volunteers, background screening checks, paying for volunteer insurance, or improving volunteer systems/ databases.
- Diversify the volunteer base. This stream is for organisations who want to recruit more/new volunteers. Projects may include developing plans, resources and supports to reduce barriers to volunteering, and use a range of inclusive volunteer engagement practices to attract, recruit and support a diverse range of people. For example, engagement of a facilitator to develop or enhance volunteer marketing/recruitment plans
- Strengthen collaboration and partnership. Partnerships between organisations/groups, and services to build organisational capacity, community connections and pathways to volunteering. For example, showcasing how active engagement in partnership can assist organisations to attract, engage and support volunteers for a broad range of people.

#### **ELIGIBILITY**

#### **Applicants must:**

- Be an incorporated not-for-profit community group or organisation
- Be able to immediately commence project activities
- If you name another group/organisation or service, they must be aware of the application and provide a letter of support indicating their willingness to participate if the application is successful.
- Include a monitoring and evaluation plan, and strategies on best volunteering practices
- Be based in Hume and/or show that the grant will substantially benefit residents of Hume City
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council



Hume City Council 2026 Community Grants Application Guidelines

# Frequently asked questions

# 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 than your application/Funding Agreement without approval, Council will ask for all grant monies to he returned

# What does it mean to be incorporated?

When your group 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.

Your community group may not want to become incorporated, particularly if you only ever handle small amounts of money, and have no need to enter into legal agreements.

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

- Justice Connect's Not-for-profit-Law website: <u>How to decide whether your group</u> should incorporate.
- Consumer Affairs Victoria's guide for clubs and community groups: Should your club incorporate?

# What is auspicing?

You can approach a larger organisation to partner with your community group/ organisation to fund a grant. This is helpful if you are otherwise ineligible for the grant (for example if your group is not incorporated.)

The 'auspice organisation' takes responsibility (legal and financial) of the grant on your group's behalf. They will sign your grant agreement, receive and distribute grant funds under the grant agreement, ensure activities or events are completed, and submit end of funding reports on your behalf. Your group/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.

# Does my group need an ABN?

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

It's a good idea for any incorporated group to register for an ABN. You can read more at the ATO website <a href="www.ato.gov.au/business/">www.ato.gov.au/business/</a> registration.

# What if my group doesn't have an ABN?

If 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: <u>www.ato.gov.au/forms/</u> 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.

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Attachment 3 - DRAFT 2026 Guidelines Community Grants Program

# Why do we need public liability insurance?

Public Liability Insurance (PLI) may be costly, but the risks of not having PLI could cost your group much more.

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.

We only fund groups who manage the risk by having PLI because of the potential costs your group could face if something went wrong and you didn't have PLI.

## Why doesn't Council's Public Liability Insurance cover us?

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

#### Can you organise our Public Liability Insurance for us?

No, each group is unique and needs to have it's

### We don't have Public Liability Insurance yet, can we still apply?

To help new groups apply for grants, you are able to apply for our Quick Response and Operational Grant before you have PLI but you will need to get coverage as soon as possible if you are funded.

We're happy to help if you need a list of possible Insurance providers. Contact our Community Grants Officer on 9205 2749.

# **IMPORTANT NOTE:**

PLI doesn't cover everything you may expect it to. You may need separate insurance when required, such as volunteers insurance or building and contents insurance as well as PLI.

# We are an Aboriginal Corporation or organisation, can we apply?

Yes. We encourage you to apply. Please contact us if you have more questions.

# 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.

Hume City Council 2026 Community Grants Application Guidelines

| Attachment 3 | - DRAFT 2026 Guidelines | Community Grants Pro | ogram |  |
|--------------|-------------------------|----------------------|-------|--|
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# **Hume City Council**

1079 Pascoe Vale Road, Broadmeadows PO Box 119, Dallas, Victoria 3047 Telephone 9205 2200

# **Customer Service Centres**

Open Monday to Friday 8am–5pm

### **Broadmeadows**

1079 Pascoe Vale Road

# Craigieburn

75-95 Central Park Avenue

## Sunbury

44 Macedon Street

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

# **HumeLink**

Multilingual telephone information service

## **Enquiries 9205 2200**

9679 9815 للمعلومات باللغة العربية وببكبة للمفذنا 9679 9809 9679 9816 Za informacije na **bosanskom** Za informacije na **hrvatskom** 9679 9817 Για πληροφορίες στα **ελληνικά** 9679 9818 Per avere informazioni in italiano 9679 9819 За информације на српском 9679 9820 Para información en **español** 9679 9821 Türkçe bilgi için 9679 9822 Muốn biết thông tin tiếng Việt 9679 9823 9679 9824 For other languages...





# Community Grants Assessment and Review Panels TERMS OF REFERENCE

|                     | The Community Grants Assessment Panel operates in accordance  |
|---------------------|---|
|                     | with Council's Grant Giving Policy.   |
|                     |   |
|                     | Council delegates responsibility for assessing applications     when it adjusted under the Community Cranto program to two different  |
|                     | submitted under the Community Grants program to two different   |
|                     | Assessment Panels, with oversight provided by a Councillor  |
|                     | Review panel.   |
| Governance Context  | The Year-Round Grants Assessment Panel (YRGAP) assesses   |
| Governance Context  | applications for the Year-Round program (and one-off programs).   |
|                     | The Officer Assessment panel (OAP) assesses Annual Grants   |
|                     | program, based on a tiered approach, which is tied to funding   |
|                     | amount.   |
|                     | All assessment panels comprise of Council Officers.   |
|                     | The Councillor Review Panel comprises of a minimum of three   |
|                     | Councillors.  |
|                     | This document outlines the operation and scope of each panel.   |
|                     | To assess and award funds to community applicants based on  |
| Goal                | merit, and without prejudice, ensuring Hume City Council's grants   |
|                     | distribution is equitable, efficient, and transparent.  |
|                     | All panels are 12 months in duration.   |
|                     | Members of the Councillor Review Panel are nominated by Council   |
|                     | at an Ordinary Meeting in April of each year.   |
|                     |   |
|                     | All panels members must complete Fraud, Corruption and Conflict   |
| Membership Terms    | · ·   |
| =                   | of Interest training prior to commencing the assessment process   |
| -                   | of Interest training prior to commencing the assessment process  • Members must adhere to the Conflict of Interest Policy, maintaining  |
| ·                   | of Interest training prior to commencing the assessment process   |
|                     | of Interest training prior to commencing the assessment process  • Members must adhere to the Conflict of Interest Policy, maintaining confidentiality and declaring any potential conflicts during the   |
|                     | <ul> <li>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> </ul>   |
|                     | <ul> <li>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</li> </ul>  |
|                     | <ul> <li>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</li> </ul>  |
|                     | <ul> <li>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>  |
| Reference Documents | <ul> <li>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> <li>Grant Giving Policy</li> </ul>   |
|                     | <ul> <li>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> <li>Grant Giving Policy</li> <li>Community Grants Process document</li> </ul>  |
|                     | <ul> <li>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> <li>Grant Giving Policy</li> <li>Community Grants Process document</li> <li>Conflict of Interest Policy</li> </ul>                                 |
|                     | <ul> <li>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> <li>Grant Giving Policy</li> <li>Community Grants Process document</li> <li>Conflict of Interest Policy</li> <li>Application Guidelines</li> </ul> |

| Name     | Councillor Review Panel (CRP)  |  |
|----------|--|--|
| 1. Scope | <ul> <li>Annual Program</li> <li>Consider recommendations from Officer Assessment Panels for all<br/>Annual Community Grants categories</li> </ul> |  |

Attachment 4 - Community Grant Assessment Panels Terms of Reference

| 2. | Membership and chairperson                       | <ul> <li>Manager Community Health and Wellbeing (Chair)</li> <li>Must comprise of three Councillors. Appointment to the panel should consider gender and cultural diversity.</li> <li>Coordinator Community Capacity Building, or other suitably experienced Officer (advisory only)</li> <li>At least two Councillors and the Chair must be present to constitute a quorum.</li> </ul>  |
|----|--|--|
| 3. | Role of Members                                  | Review probity of process across the program     Consider Officer Assessment Panels' recommendations for all categories  |
| 4. | Meeting frequency,<br>location and<br>duration   | <ul> <li>Panel meets at least once per annum Meetings may be held in-person or virtually.</li> <li>Should a quorum not be present, emailed comments/confirmation of review may be used in lieu of a meeting.</li> </ul>  |
| 5. | Conflict of Interest /<br>Alternative<br>Members | <ul> <li>In the event of a conflict of interest;</li> <li>The Mayor would replace a Councillor on the panel during discussion of that application</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>The Team Leader Community Development would replace the Manager Community Health and Wellbeing</li> <li>Should email be used in lieu of a meeting, the Councillor with a conflict of interest will not receive information about that application.</li> </ul> |
| 6. | Accountability                                   | <ul> <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>   |
| 7. | Review considerations                            | <ul><li>Review probity of Assessment process</li><li>Review equitability of distribution</li></ul>   |
| 8. | Reporting requirements                           | <ul> <li>Based on the Panel's completed review, the Coordinator         Community Capacity Building 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>  |

|    | Name                       | Officer Assessment Panel (OAP)  |  |
|----|----------------------------|---|--|
| 1. | Scope                      | All Annual Community Grants categories  |  |
| 2. | Membership and chairperson | <ul> <li>At least 10 officers from across Council (target 2 from each Division)</li> <li>Team Leader Community Development (Chair)</li> <li>Members for Officer Panels are nominated annually via an email to Department Managers, with members commencing a minimum of two weeks before applications open</li> </ul> |  |

Attachment 4 - Community Grant Assessment Panels Terms of Reference

|    |  | At least five Officers must be present at a meeting to constitute a quorum  |  |
|----|--|---|--|
| 3. | Role of Members                                  | <ul> <li>Members will be aware of current programs and providers to ensure grant proposals meet identified needs across the community.</li> <li>Assess and score assigned applications in SmartyGrants</li> <li>Recommend successful projects to Council Review Panel</li> </ul>  |  |
| 4. | Conflict of Interest /<br>Alternative<br>Members | <ul> <li>In the event of a conflict of interest;</li> <li>Conflict would be recorded.</li> <li>Another Officer would be appointed to assess online, and conflicted Officer would leave room for duration of conversation.</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 Community Capacity Building would be the replacement.</li> </ul>   |  |
| 5. | Meeting frequency,<br>location and<br>duration   | <ul> <li>Assessment by panel members is undertaken independently via SmartyGrants.</li> <li>Panel will meet at least annually to check the assessed applications and agree recommendations to CRP/Council.</li> </ul>   |  |
| 6. | Accountability                                   | Accountable to provide recommendations to Council   |  |
| 7. | Assessment considerations                        | <ul> <li>Grants under \$5,000 must be assessed by three panel members.</li> <li>Grants \$5,000 and over must be assessed by four panel members.</li> <li>If assessor's scores differ by more than 30 points, the Coordinator Community Development will assess the application and the average of all scores will provide the final score.</li> <li>Assessors are able to request further information on individual applications, or expertise of relevant Officer within Council.</li> <li>Should total grants requested exceed total available funds, the lower ranking applications will be eliminated.</li> <li>Assessors are able to recommend partial funding, or recategorization of applications within the Annual Program – if requested by one Assessor, the Grants Officer will seek approval from other assessors.</li> </ul> |  |

|    | Name                       | Year-Round Grants Assessment Panel (YRGAP)  |  |
|----|----------------------------|---|--|
| 1. | Scope                      | <ul> <li>Grants that are open all year round (or until funds are exhausted)</li> <li>Individual Development Grants</li> <li>Quick Response Grants</li> <li>Any other one-off grants as endorsed by Council</li> </ul> |  |
| 2. | Membership and chairperson | <ul> <li>Coordinator Community Capacity Building (Chair)</li> <li>Three Officers from City Services and Living</li> </ul>   |  |

Attachment 4 - Community Grant Assessment Panels Terms of Reference

|     |                           | Review and assess applications                                      |  |  |  |  |
|-----|---------------------------|---|--|--|--|--|
| 3.  | Role of Members           | All members, including chair undertake the assessment process to    |  |  |  |  |
|     |                           | recommend which grant applications are successful / unsuccessful    |  |  |  |  |
|     |                           | In the event of a conflict of interest;                             |  |  |  |  |
| 4   | Conflict of Interest /    | The Team Leader Community Development would replace                 |  |  |  |  |
| 4.  | Alternative               | panel member with conflict  |  |  |  |  |
|     | Members                   | Should a second panel member have a conflict of interest,           |  |  |  |  |
|     | Members                   | another suitably experienced Officer would replace the              |  |  |  |  |
|     |                           | relevant panel member.  |  |  |  |  |
|     |                           | Assessment is undertaken independently via SmartyGrants             |  |  |  |  |
| 5.  | Meeting frequency,        | Panel may be asked to meet on an as needed basis. This may be       |  |  |  |  |
|     | location and              | conducted either in person or virtually.                            |  |  |  |  |
|     | duration                  | If meeting, sessions should be 2 hours maximum, however may be      |  |  |  |  |
|     |                           | lengthened based on agenda.   |  |  |  |  |
|     |                           | Panel recommendations will be provided by the Manager               |  |  |  |  |
|     |                           | Community Health and Wellbeing to the Director City Services and    |  |  |  |  |
| 6.  | Accountability            | Living as to which applications are funded, and to what amount.     |  |  |  |  |
|     |                           | The Director City Services and Living has the delegated authority   |  |  |  |  |
|     |                           | to approve grants.  |  |  |  |  |
|     |                           | If assessors scores differ by more than 30 points, the assessors    |  |  |  |  |
| 7   | Assessment considerations | may choose to discuss the application and confirm a final score. If |  |  |  |  |
| / . |                           | agreement cannot be reached, the Team Leader Community              |  |  |  |  |
|     | Considerations            | Development will assess the application and the average of all      |  |  |  |  |
|     |                           | scores will provide the final score.                                |  |  |  |  |
|     |                           | Reports on funding decisions is provided to Council at least twice  |  |  |  |  |
|     |                           | a year.   |  |  |  |  |
| 8.  | Reporting                 | At the conclusion of any one-off programs the Coordinator           |  |  |  |  |
|     | requirements              | Community Capacity Building will prepare a report summarising       |  |  |  |  |
|     |                           | successful and unsuccessful grants applications for an Ordinary     |  |  |  |  |
|     |                           | Meeting of Council.   |  |  |  |  |
|     |                           |   |  |  |  |  |

REPORT NO: 8.2

REPORT TITLE: Review of the Road Management Plan

**SOURCE:** Geoff Bird, Coordinator Technical Services

**DIVISION:** Infrastructure & Assets

FILE NO:

POLICY: -

**STRATEGIC OBJECTIVE:** 3.2: Deliver responsible and transparent governance,

services and sustainable assets that respond to

community needs

ATTACHMENTS: 1. Draft Road Management Plan Version 8

2. Road Management Plan Version 7

#### 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 The Road Management Act (General) Regulations 2016 requires Council to review its Road Management Plan (RMP) following municipal elections. The current review needs to be undertaken by 30 June 2025. Having reviewed the RMP, Council may decide to amend it.
- 1.2 This report constitutes a review of the RMP and recommends that Council seek to amend the RMP to better reflect industry standards, simplify its processes, and improve its readability.

# 2. RECOMMENDATION:

# **That Council:**

- 2.1 note that the Road Management Plan V7, 2021 has been reviewed in accordance with regulation 9 of the Road Management (General) Regulations 2016 (the Regulations).
- 2.2 note that Hume's Road Management Plan V8 aligns with the Municipal Association Victoria's (MAV) recommended format.
- 2.3 having reviewed its Road Management Plan supports in principle the findings of the review.
- 2.4 give notice in the Government Gazette in accordance with section 54 of the Road Management Act 2004 that it proposes to amend its plan in accordance with the draft shown in Attachment 1.
- 2.5 having publicly exhibited the proposed amended Plan for at least 28 days, consider all submissions received and consider whether to adopt the reviewed Road Management Plan V8, with or without further amendment.

# 3. LEGISLATIVE POWERS & POLICY CONTEXT:

- 3.1 Local Government (LG) Act 1989/2020
- 3.2 Road Management Act 2004
- 3.3 Road Management (General) Regulations 2016

# 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) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- h) 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 above rights are not being limited by the recommended action in this Report.
- 5.2 GENDER EQUALITY ACT 2020

The recommendations in this report and the operation of the updated Road Management Plan is not expected to result in gendered impacts. Therefore, a Gender Impact Assessment was not deemed necessary.

### 6. FINANCIAL & RESOURCE IMPLICATIONS:

- 6.1 The cost of undertaking the review of the Road Management Plan is funded from the operational budget.
- 6.2 Any changes to the standards outlined in the Road Management Plan may have an impact on future budgets.

6.3 Guidance from the MAV has identified the need for changes to some of the inspection frequencies and intervention levels in the Plan. Adjustments have been made to comply with these recommendations, while remaining within existing resource levels. For example, the inspection frequency for low use footpaths has been increased and to accommodate this without the need for additional inspectors, the frequency for access road inspections has been reduced.

### 7. OPPORTUNITIES & RISKS:

- 7.1 This report and the updated Road Management Plan V8 (RMP) aims to enable Council to support its responsibilities under the Road Management Act 2004.
- 7.2 The RMP seeks to manage risks related to the operation and use of Council's road and footpath network.
- 7.3 The RMP provides guidance to the community on how Council will undertake its duties in relation to management of roads and footpaths. This includes defining the standards they can expect and the response times for addressing any issues that are identified.
- 7.4 This review of the RMP is in line with a new format developed by the MAV, which all councils have been encouraged to adopt. This will assist the community and any other agencies that operate across multiple council areas, by ensuring consistency of format and ease of comparing standards across different councils.

# 8. COMMUNITY ENGAGEMENT:

8.1 To amend its Road Management Plan, Council must give notice in accordance with Regulation (10). This will provide notification to the community that the Plan has been amended and how to access it. The community may make written submissions regarding this report and/or the draft Road Management Plan V8. Council will be required to consider these submissions before adopting the new Road Management Plan V8.

## 9. DISCUSSION:

# 9.1 Background

- 9.1.1 Council adopted its first Road Management Plan (RMP) in 2004, and it was last amended in 2021 (RMP V7). The RMP sets out which roads and road related infrastructure Council maintains; outlines Council's road management functions and sets standards for inspecting and maintaining those assets. This is predominantly to assist in defending insurance claims for personal injury, damages or loss to property associated with incidents on Council roads and footpaths.
- 9.1.2 A companion document to the RMP is Council's *Register of Public Roads*, which lists the roads and paths which Council is responsible. Council regularly updates the Register to include roads contributed through the development and subdivision process that are handed over to Council.
- 9.1.3 The Register does not contain roads maintained by other road authorities (eg. Department of Transport) or roads that Council does not maintain (eg. Private roads). Both the RMP and the Register are available on Council's website or can be viewed at Council's Customer Service Centres.

- 9.1.4 Council's first RMP was in response to the Victorian Government enacting the *Road* Management Act 2004 (the Act). Prior to 2004, road authorities, including councils, were facing escalating costs associated with civil claims for damages from footpath and road users. Since the introduction of the Act, a road authority is protected from claims related to the roads and paths that it manages, provided that it can demonstrate that it has complied with the Act and its RMP.
- 9.1.5 The Act requires Council to review the appropriateness of its RMP at prescribed intervals including after each municipal election. In line with section 8 (3) of the Road Management (General) Regulations 2016, Council must review its RMP prior to 30 June 2025.
- 9.1.6 The Act also allows Council to amend its RMP in accordance with the Road Management (General) Regulations 2016 (the Regulations), giving Council the opportunity to updates its RMP to reflect changing community expectations and available resources.
- 9.1.7 Council has an Asset Management System (AMS) which geographically records each inspection and any defects that are identified. Using the AMS has enabled an improved understanding of the resources required to effectively inspect the approximately 1,518 kilometres of roads and 2,157 kilometres of footpaths and the standard of repair that can be achieved within a given budget.

# 9.2 Process for Review

- 9.2.1 The Act requires that Council conduct its review in accordance with the Regulations and associated Codes of Practice. In conducting the review, Council must consider whether the standards, priorities, inspection, maintenance, and repair of its roads set out in the RMP are appropriate (regulation 9(1)). Council must ensure that its RMP is "not so unreasonable" that no other similar road authority, acting reasonably, would arrive at such a plan Clause 39(5).
- 9.2.2 Having reviewed its RMP V7 (refer to Attachment 2), Council must then produce a written report summarising findings and conclusions and make the report available for copying or inspection.
- 9.2.3 As part of the current review, the Municipal Association of Victoria (MAV) being the insurer of most Victorian Local Governments is attempting to standardise Council Road Management Plans across all municipalities. In doing so, they provided guidance via a legally reviewed RMP template.
- 9.2.4 Based on the MAV's advice, the updated RMP includes a 3-level hierarchy for roads and paths, rather than the previous 2-level. The MAV also provided advice on acceptable ranges for intervention levels and inspection frequencies. The standards in Council's Plan have been reviewed to align with these recommendations.
- 9.2.5 The review has also been guided by the improved data that has been enabled by the AMS, with the condition of the road and footpath network now better understood and able to be analysed. This has enabled a more accurate assessment of inspection frequencies and intervention levels that can be achieved with available resources.
- 9.2.6 In response to the review, it is recommended that Council commence the process to amend the RMP.

# 9.3 Review Findings

# 9.3.1 Footpath Inspection Frequency

- (a) RMP V7 classified the hierarchy for footpaths as either High Use or Low Use. High Use paths are those in and around shopping precincts, activity centres, sporting precincts, public transport nodes etc. They also include paths adjacent to schools, community facilities and other known attractions where pedestrian activity is likely to be high. All others were classified as 'Low' use.
- (b) The review for RMP V8 has amended the classification, and the type of footpaths identified in each category. The recommendation is to have 'High', 'Medium' and 'Low' which includes Shared Bicycle Paths.
- (c) 'High' classification footpaths now refer to approximately 4km of paths found in the CBDs of Sunbury Broadmeadows and Craigieburn. These will now be inspected 3 monthly.
- (d) 'Medium' footpaths are the rest of those which are currently referred to as 'High' in RMP V7. 'Low' classification footpaths remain unchanged.
- (e) Council currently has a 1-year cycle for the inspection of High Use footpaths and a 3-year cycle for 'Low' use paths. Following comparison with like councils and the MAV recommended minimum inspection frequency of 24 months for 'Low' use footpaths, Council's current frequency of 36 months in RMP V7 is considered unreasonable. It is recommended that the inspection frequency be amended to 24 months to be within the MAV recommended range.
- (f) If Hume decided to retain a 36-month inspection cycle for Low use footpaths there could be implications in defending insurance claims due to the frequency being greater than the MAV recommended range.
- (g) The review recommends the inspection frequency for 'High' use paths currently 12 monthly be increased to 3 monthly. This will significantly reduce time between inspections and minimise risk to pedestrians on the highest use paths, noting that the length of paths classified as 'High' has been significantly reduced with the introduction of 'Medium'.

# 9.3.2 Roads Inspection Frequency

- (a) RMP V7 classified Council roads as either 'Collector and Major Local Roads' or 'Local Access Roads'.
- (b) The Draft RMP V8 classifies Council roads as 'Sub Arterial', 'Collector' or 'Access'.
- (c) For Sub Arterial roads the MAV recommends that Council increases the current inspection frequency from 6-monthly to 3-monthly. This will reduce time to address defects on Councils highest trafficked roads.
- (d) In the case of Collector roads, the review found other like Councils roads consistent with this classification have inspections ranged from 12 weekly to annual. An inspection frequency of six months was the most common. Hume's RMP V7 specified inspecting these roads and associated assets on a six-monthly basis and this appears reasonable.

- (e) In the case of 'Access' roads, RMP V7 has a 12-month frequency for inspections. The review in line with the MAV recommendations proposes extending this this to 24 months, which is within the MAV recommended guidelines. By making 'Access' roads 24 monthly, resources will be able to be reallocated to increase the inspection frequency of "Low" footpaths bringing them within the MAV guidelines.
- (f) In the case of unsealed roads, RMP V7 had a six-month inspection frequency. This is consistent with other councils and given the low number of unsealed roads in Hume (17 kilometres in total) and the low traffic volume they carry; it is recommended that the six-month frequency remain unchanged.
- (g) Inspection frequencies Roads and Footpaths:

| Roads                   | Current (RMP V7) | Proposed (RMP V8) |
|-------------------------|------------------|-------------------|
| Sub Arterial            | 6 Months         | 3 Months          |
| Collector               | 6 Months         | 6 Months          |
| Access                  | 12 Months        | 24 Months         |
| Footpaths               |                  |                   |
| High                    | 12 Months        | 3 Months          |
| Medium                  | 12 Months        | 12 Months         |
| Low Local Access        | 36 Months        | 24 Months         |
| Shared Bicycle<br>Paths | 36 Months        | 24 Months         |

# 9.3.3 Intervention Levels Footpaths

- (a) Intervention levels define the nature and extent of a defect to determine where Council will intervene to undertake repairs. For example, currently Council will intervene to address a step in a footpath when it is greater than 25mm.
- (b) The intervention level does not define the type of repair that will be done. For example, in the case of a step in a footpath, repair methods may include grinding the path to remove the step, placement of an asphalt or concrete wedge to bridge the step or in extreme cases, removal and replacement of footpath bays. However, in most cases it would not be possible to undertake removal and replacement within the required response time. This is something that may happen later when warranted, provided that the path has been brought back within intervention level by another method such as ramping.
- (c) The review of intervention levels across other councils found Hume's current level for steps and cracks greater than 25mm to be relatively ambitious. Other Councils ranged from 20mm to 50mm and varied significantly between classifications in some cases.

- (d) Analysis of data from Council's AMS also found that the 25mm standard for steps and cracks made it difficult to guarantee compliance.
- (e) The review found 30mm for steps and cracks would be achievable and was appropriate when compared to other councils and is within the MAV accepted range. It is recommended that this standard apply to all 'High', 'Medium' and 'Low' classifications of footpaths.
- (f) It is important to note that changing the intervention level from 25 to 30mm does not represent an intent to allow the condition of footpaths to deteriorate. Rather, it is intended to enable Council to guarantee that it can comply with intervention levels. This is required to minimise the risk liability arising through failure to comply with the RMP.

### 9.3.4 Intervention Levels Roads

(a) The review does not recommend any material changes to the intervention levels for roads in the current RMP V7.

# 9.3.5 Response Times

- (a) Response time is the time in which an action will be undertaken. RMP V7 divides response times into the initial time to respond to a report of a possible defect and then response times to rectify a defect if found to be outside of intervention levels.
- (b) The response times in Hume's RMP have been determined on the basis of a risk assessment, considering the type and severity of the defect and the hierarchy of the road or path.
- (c) Hume's RMP specifies an Initial Response Time for investigating defects which currently ranges from three to five days. This is the time from receipt of a report from the public to an inspection by Council Officers to determine whether a defect exceeds an intervention level and requires work. Not all councils specify this separately from the total time allowed to repair the defect. It has been included with Hume's RMP to provide greater clarity as to when feedback can be provided to a customer.
- (d) The Maximum Response Time is the time to bring a defect back within intervention level. This is measured from the time a defect is identified by Council at the initial inspection and determined to require further action.
- (e) Current Maximum Response Times vary from three days to 12 months. The response times for the other councils varied between five days and 12 months based on type of asset and the hierarchy of the road. The review found that Hume's current response times are generally appropriate when compared to other councils and are achievable based on current resources. Therefore, it is recommended that the majority of response times remain unchanged.
- (f) The proposed Response Times are shown in the draft RMP V8, Attachment 4 and 5 Inspection and Response Times.

# 9.3.6 General

(a) Utilising the MAV RMP Guidelines and Template, the review has identified several opportunities to update the RMP to better align with resources and to ensure compliance, while also being appropriate in comparison to other councils. These recommended changes are shown in the draft RMP V8 in Attachment 4 and 5.

## 9.4 Review Conclusions

- 9.4.1 A review of Council's RMP has considered whether the standards, priorities, inspection, maintenance and repair of its roads are appropriate. The review recommends that Council amend its RMP including:
  - (a) Changing the format of the document to align with the MAV template, with the aim of achieving consistency across different councils.
  - (b) Changing the intervention level for vertical displacement and cracks in footpaths from 25mm to 30mm.
  - (c) Changing the inspection frequencies for both Roads and Footpaths as detailed in (Table 1).
  - (d) Miscellaneous minor amendments to the document to improve readability where relevant.
- 9.5 Process for Amending the Road Management Plan
  - 9.5.1 To amend the standards for inspection and repair in the RMP, regulation 10(1) requires Council to give notice of the proposed amendment. The notice must state:
    - (a) The purpose of the proposed amendment.
    - (b) All the roads and paths, as well as the classes of roads and paths to which the amendment applies.
    - (c) Where a copy of the proposed amendments and associated report (this report) may be obtained or inspected. In this case it is proposed to make a copy of the draft amended RMP and a copy of this report available on Council's website. They would also be made available at Council's Customer Service Centres at Broadmeadows, Sunbury and Craigieburn.
    - (d) That any person aggrieved by the proposed amendment may make a submission to Council within 28 days after the notice has been published in the Government Gazette
  - 9.5.2 Council must publish the notice in a daily newspaper generally circulating in Hume City and the Government Gazette. It may also give the notice to person it believes maybe affected by the amendment. To satisfy this requirement it is proposed to publish the notice in newspapers and on Council's website.

# 10. CONCLUSION

10.1 The RMP V7 has been reviewed and is now a new format plan in line with the template recommended by the MAV. It also takes into consideration guidelines from the MAV for inspection frequencies, intervention levels and response times. Amendments to the RMP V7 are shown in Attachment 4 and 5 and the Draft Road Management Plan V8.

10.2 It is recommended that Council commence the process to amend the Road Management Plan V7 21 to V8 25.

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# **HUME CITY COUNCIL**

# **ROAD MANAGEMENT PLAN**

V8, 2025

www.hume.vic.gov.au

**DRAFT MAV TEMP** 



2|Page

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# Acknowledgement of Traditional Owners

Hume City Council recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Woi Wurrung people including the Gunung-Willam-Balluk as the traditional owners of this place.

We acknowledge and respect their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

# **Definitions**

| Arterial Road  | Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head of Transport for Victoria (as the co-ordinating road authority). |  |  |
|----------------|--|--|--|
| Co-ordinating  | The organisation which has the responsibility to co-ordinate works.  |  |  |
| road authority | Generally, if the road is a freeway or arterial road, this will be Head of   |  |  |
|                | Transport for Victoria. Generally, if the road is a municipal road, this will  |  |  |
|                | be Council.  |  |  |
| Council        | Refers to the City of Hume   |  |  |
| Demarcation    | A formal agreement between Council and another organisation that   |  |  |
| agreement      | defines areas of responsibility.   |  |  |
| Motor vehicle  | Refers to a vehicle that is propelled by an in-built motor and is intended   |  |  |
|                | to be used on a roadway. This does not include a motorised wheelchair  |  |  |
|                | or mobility scooter which is incapable of travelling at a speed greater  |  |  |
|                | than 10 km/h and is solely used for the conveyance of an injured or  |  |  |
|                | disabled person.   |  |  |
| Municipal      | Road for which the municipal council is the co-ordinating road authority.  |  |  |
| road(s)        | The Road Management Act 2004 imposes specific duties on the  |  |  |
| ','            | municipal council with respect to the inspection, repair and maintenance   |  |  |
|                | of these roads and associated road-related infrastructure.   |  |  |
| Non-road       | Refers to infrastructure in, on, under or over a road, which is not road   |  |  |
| infrastructure | infrastructure. This includes (but is not limited to) such items as gas  |  |  |
|                | pipes, water and sewerage pipes, cables, electricity poles and cables,   |  |  |
|                | tram wires, rail infrastructure, bus shelters, public telephones, mailboxes,   |  |  |
|                | roadside furniture and fences erected by utilities, or providers of public   |  |  |
|                | transport.   |  |  |
| Other roads    | Include roads in state forests and reserves, and roads on private  |  |  |
|                | property. Municipal councils are not responsible for the inspection, repair  |  |  |
|                | or maintenance of these roads.   |  |  |
| Pathway        | Refers to a footpath, bicycle path, shared path or other area that is  |  |  |
|                | constructed or developed by Council for members of the public (not   |  |  |
|                | motor vehicles) to use.  |  |  |
|                | Pathways may be further categorised as:  |  |  |
|                | Footpaths – pathways designated solely for use by foot traffic (and)   |  |  |
|                | limited mobility devices such as wheelchair users)   |  |  |
|                | Bicycle pathways – pathways designated solely for use by cyclists,   |  |  |
|                | scooters and the like but excluding foot traffic, and  |  |  |
|                | Shared pathways – pathways designated for use by riders of   |  |  |
|                | bicycles, the riders of electric scooters and pedestrians.   |  |  |
| Public Road    | As defined by the Road Management Act 2004 and includes a freeway,   |  |  |
| I dollo Mad    | an arterial road, a municipal road declared under section 14(1) of the Act   |  |  |
|                | and a road in respect of which Council has made a decision that it is  |  |  |
|                | reasonably required for general public use and is included on the  |  |  |
|                | Register of Public Roads.  |  |  |
| Plan           | Refers to this Road Management Plan.   |  |  |
| Road           | Has the same meaning as in the Road Management Act 2004, being   |  |  |
| 1.000          | inclusive of any public highway, any ancillary area and any land declared  |  |  |
|                | to be a road under section 11 of that Act or forming part of a public  |  |  |
|                | highway or ancillary area.   |  |  |
| Road           | Refers to infrastructure which forms part of a roadway, pathway or   |  |  |
| infrastructure | shoulder, which includes structures and materials.   |  |  |
|                | onodiaor, willor molados structuros and materiais.   |  |  |

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| Road-related   | Refers to infrastructure installed or constructed by the relevant road       |  |  |  |
|----------------|--|--|--|--|
| infrastructure | authority to either facilitate the operation or use of the roadway or        |  |  |  |
|                | pathway, or support or protect the roadway or pathway.                       |  |  |  |
| Road Reserve   | Refers to the area of land that is within the boundaries of a road.          |  |  |  |
| Roadside       | Refers to any land that is within the boundaries of the road (other than     |  |  |  |
|                | shoulders) which is not a roadway or pathway. This includes land on          |  |  |  |
|                | which any vehicle crossing or pathway, which connects from a roadway         |  |  |  |
|                | or pathway on a road to other land, has been constructed.                    |  |  |  |
|                | Example: any nature strip, forest, bushland, grassland or landscaped         |  |  |  |
|                | area within the road reserve would be considered roadside.                   |  |  |  |
| Roadway        | Refers to the area of a public road that is open to, or used by, the public, |  |  |  |
|                | and has been developed by a road authority for the driving or riding of      |  |  |  |
|                | motor vehicles. This does not include a driveway providing access to a       |  |  |  |
|                | public road, or other road, from adjoining land.                             |  |  |  |
| Shoulder       | Refers to the cleared area, whether constructed or not, that adjoins a       |  |  |  |
|                | roadway to provide clearance between the roadway and roadside. This          |  |  |  |
|                | does not refer to any area that is not in the road reserve.                  |  |  |  |

# **EXECUTIVE SUMMARY**

Hume City Council places a high priority on ensuring that the community is provided with a safe and efficient road network for use by all members of the public.

Council is committed to efficient and effective asset management practices and to demonstrate to all stakeholders that it is delivering optimal outcomes for the available resources in a structured, coordinated, cost effective and sustainable manner.

The Hume City Council *Road Management Plan* has evolved in response to the legislative requirements of the *Road Management Act 2004* ("the Act") and been developed in accordance with Part 4 Division 5 of the Act. The Plan is a key component of the asset management framework established by the Hume City Council's *Asset Management Strategy 2020*.

As the responsible Road Authority, Hume City Council will inspect, maintain and carry out works under the *Road Management Plan* to ensure compliance with its community obligations and legal requirements under the Act.

The Act allows Council to:

- Define which public roads will be maintained, and.
- Set the standards to which public roads will be maintained.

The standards relating to the maintenance of public roads incorporated in this Plan are the appropriate standard that the road authority must meet to satisfy its statutory duty and any common law duty to maintain a public road.

The *Road Management Plan* V8 is a dynamic document and is subject to continuous improvement based on Council's best value approach. Any queries or comments in relation to this *Road Management Plan* should be directed to:

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**Director Infrastructure and Assets** 

Broadmeadows Office 1079 Pascoe Vale Road Broadmeadows VIC 3047

Phone: 9205 2200

Further information is available on Council's website:

www.hume.vic.gov.au

# Introduction

### 1.1 What is the purpose of this Plan

Section 50 of the Road Management Act 2004 sets the following objectives for a municipal road management plan:

- 1) To establish a system for our road management functions, which is based on policy, operational objectives and available resources.
- 2) To set a performance standard for our road management functions.

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document – describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of s.39 of the Road Management Act 2004.

# 1.2 Legislation guiding this Plan

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- Local Government Act 2020
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958.

### 1.3 What is covered in this Plan?

The Plan is divided into six sections:

1. Introduction.

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- Rights and Responsibilities covers legislation and local laws relevant to road management.
- Road Management Systems how we classify roads, streets and footpaths known as our asset hierarchy - and the plans and processes we use to maintain roads and roadrelated infrastructure.
- Register of Public Roads what's in it, how to access it and the process for making changes.
- 5. Technical References.
- 6. Attachments:
- Attachment 1, Road Hierarchy
- Attachment 2, Pathway Hierarchy.
- Attachment 3, Inspection Requirements
- Attachment 4, Inspection Frequencies
- Attachment 5, Defect Intervention Levels and Repair Timeframes

#### 1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented
  to Council, along with a brief explanation as to why such changes are necessary. The
  review process must follow the steps as set out in the Road Management (General)
  Regulations 2016 Part 3 Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the Director Infrastructure and Asset.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:

## 1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or because of pandemic and or government intervention.

### 1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the

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Wrongs Act 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

#### 1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

### 1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, it's Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

# 1.5.4 Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, considering the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

# 1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager Assets

# Rights and Responsibilities

# 2.1 Public Roads

Public roads are defined in the Road Management Act 2004 as including:

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- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

#### 2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- · residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- · managers of the road network asset
- · construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

### 2.3 Coordinating & Responsible Road Authority

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority:

If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

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# 2.4 General Functions of a Road Authority

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

### 2.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

## 2.6 Obligations of Road Users

#### 2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*)

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- (a) physical characteristics of the road
- (b) prevailing weather conditions
- (c) level of visibility
- (d) the condition of any vehicle the person is driving or riding on the highway
- (e) prevailing traffic conditions
- (f) the relevant road laws and advisory signs
- (g) the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- (a) to avoid any conduct that may endanger the safety or welfare of other road users
- (b) to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- (c) to avoid conduct that may harm the environment of the road reserve

## 2.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiative respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

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In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

### 2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

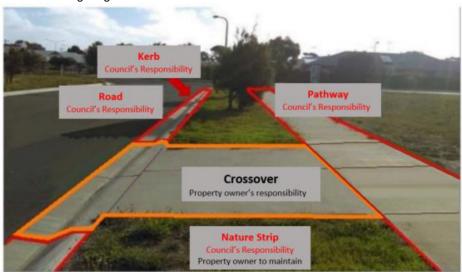
Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both cases, a fee applies to cover the costs of the administration and inspection of the work.

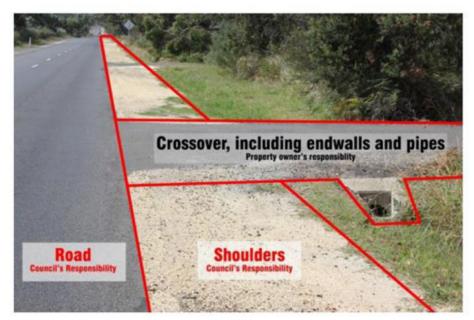
# 2.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- Non-road infrastructure This includes (but is not limited to) such items as gas
  pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail
  infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and
  fences erected by utilities, or providers of public transport.
- Vehicle driveways the vehicle crossing (including Cross-over), located between the
  carriageway and the property boundary, must be maintained by the adjoining property
  owner. However, Council is responsible for the portion of the driveway where the
  constructed pathway is reasonably required by the public in accordance with the
  following diagrams:



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- **Single property stormwater drains** for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.
- Utilities including, but not limited to, telecommunication, power, water, gas and rail
  authority assets.
- Roadside as per Section 107 of the Road Management Act, Council has no "statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside", described as "any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway". This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council's available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other

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party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.

# Road Management Systems

### 3.1 Background and Process

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road pavement and surface, as well as footpaths, kerb and channel
- structures bridges, culverts and traffic management devices
- road infrastructure traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

# 3.2 Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that considers how they are used, who uses them and how often.

The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

The three levels in the hierarchy are:

## 1. Urban road & street network

For the purpose of the Plan, Hume will treat Urban and Rural Road in the same manner consistent with the Road Hierarchy

This is further divided into the following categories:

- Sub-Arterial
- Collector Road
- Access roads

## 2. Rural road network

For the purpose of the Plan, Hume will treat Rural Roads in the same manner consistent with Urban Roads

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# 3. Pathway network

This is further divided into 2 categories, each of which is divided into 3 categories, as follows:

Footpaths

- High (CBD)
- Medium
- Low & Shared Footpaths

See Attachment 2 for further information.

### 3.3 Our Road Network and Footpath Network

More information about Council's Road network is shown in the tables below.

## Road length by hierarchy – date last updated: 1/04/2025

| Roads  |             |              |
|--|-------------|--------------|
| Hierarchy  | Length (km) | % of Network |
| Sub Arterial   | 86          | 5.58%        |
| Collector – (Urban and Rural)                                | 187         | 12.06%       |
| Access roads (Urban and Rural)                               | 1264        | 81.54%       |
| Unformed and other   | 3           |              |
| Category 1: Fire Tracks - change each year with urban growth | n/a         | n/a          |
| Total  | 1,541.15    | 100%         |

Click or tap to enter a date.

# Road Length by Surface Type – date last updated: 1/4/2025

| Surface Type | Length (km) | % of Network |
|--------------|-------------|--------------|
| Sealed       | 1,518.51    | 99%          |
| Unsealed     | 22.634      | 1%           |
| Total        | 1,541.15    | 100%         |

Council has responsibilities to all road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

# Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to

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deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the *VicRoads Standard Specification Section 750* and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

## Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 1.4).

#### **Temporary mitigation measures**

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

### **Emergency works**

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

# 3.4.2 Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

## 3.4.3 Maintenance Surveys and inspections

A three-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

#### 1. Reactive inspections (Customer Service Request)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within Attachment 5.

#### 2. Proactive Inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

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#### 3. Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with the Council's asset management plans. They are undertaken by an external Contractor on a five yearly schedule.

### 3.4.4 Maintenance responsiveness and performance targets

The following information is recorded when we receive a Customer Service Request (CSR) from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in (Attachment 5)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an CSR inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in (Attachment 5). Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention level* specified in (Attachment 5), a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant for example, rehabilitation works are required temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the *Description / Intervention Level* specified it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

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#### 3.5 Asset Levels of Service

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards:
- Organisational capacity;
- Performance measures and targets;
- · Safety of road and footpath users.

# Register of Public Roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, Hume City Council 1079 Pascoe Vale Road Broadmeadows VIC 3047 upon request.

### 4.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between us and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in the Municipal Road Register.

We have agreements with the following road authorities:

- Macedon Ranges Shire Council
- Mitchell Shie Council
- Brimbank City Council
- Whittlesea City Council

# 4.2 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise;
- Unused roads for which we have not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have not determined to be reasonably required for general public use.

# **Technical References**

• AS ISO 31000:2018 - Risk Management - Guidelines

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- Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- VicRoads Risk Management Guidelines
- VicRoads Standard Specification Section 750 Routine Maintenance

# **Council Documents**

| Hume City Council – Infrastructure Standards Drawings  |
|--|
| Hume City Council – Customer Service Charter   |
| Hume City Council – Asset Management Policy 2024   |
| Hume City Council – Asset Management Strategy 2020 Hume City Council – Asset Management Plans Hume City Council – Annual Budget Code of Practice – Operational Responsibility Declared Freeways and Arterial Roads Instrument of Delegation to Members of Council Staff – Road Management Act 2004 and Regulations |

# Attachment 1: Road Hierarchy

Roads within Council are classified in a hierarchical system ranging from roads with high traffic flow and volumes, to roads with a low traffic volume and local access function. The Road Classification as specified in the *Hume City Council Register of Public Roads* is adopted classification and is detailed below:

| Freeway                                | Definition   | Responsibility                  |  |
|--|--|---------------------------------|--|
| -                                      | Freeways are the principal routes for the movement of goods and people.      | e Department of Transport.      |  |
|  | Thoverhellt of goods and people.   |                                 |  |
| Arterial road                          | Definition   | Responsibility                  |  |
| Arteriatroau                           |  | -                               |  |
| the movement of goods and people. They |  |                                 |  |
|  | are designed to take into consideration abutting land uses.                  |                                 |  |
| Sub Arterial                           | Definition   | Responsibility                  |  |
|  |  |                                 |  |
|  |  | Council is responsible for the  |  |
|  | between residential roads and arterial                                       | management and funding of       |  |
|  | roads. Their principal function is the saf                                   | e local access roads            |  |
|  | movement of residential traffic to and                                       |                                 |  |
|  | from the arterial road system.   | _                               |  |
|  | Residential development may be locate  | d                               |  |
|  | on Major roads providing vehicles are able to enter and exit the street in a |                                 |  |
|  | forward motion.  |                                 |  |
|  | iorward motion.  |                                 |  |
| Collector                              | Definition   | Responsibility                  |  |
| roads                                  |  | neopenoismity                   |  |
|  | Collector roads collect traffic from   | Council is responsible for the  |  |
|  | Access Streets and Access Places and   | management and funding of       |  |
|  | distribute it to major or arterial roads.                                    | collector roads.                |  |
|  | They provide access to abutting  |                                 |  |
|  | properties   |                                 |  |
| Access                                 | Access roads   | Responsibility                  |  |
| roads                                  |  |                                 |  |
|  | D-si-isi   |                                 |  |
|  | Definition These corresponds local treffic. The                              | Council is responsible for the  |  |
|  | These carry only local traffic. The  | Council is responsible for the  |  |
|  | primary function is to provide access to                                     | management and funding of local |  |
|  | private properties. Key features access roads                                |                                 |  |
|  |  | accessioaus                     |  |
|  | typically include:   | accessituaus                    |  |
|  | typically include:<br>Short distance travel to higher level                  | accessituaus                    |  |
|  | typically include:<br>Short distance travel to higher level<br>roads         | accessioaus                     |  |
|  | typically include:<br>Short distance travel to higher level                  | accessioaus                     |  |

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# Department of Transport & Planning managed roads

Department of Transport is responsible for the development and implementation of its own Road Management Plans for Freeways and Arterial Roads. Council will be responsible for assets on Arterial Roads where the assets are clearly specified for Council control in a memorandum of understanding, or as specified in the legislative requirements, and/or the 'Code of Practice – Operational Responsibility for Public Roads'.

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# Attachment 2: Pathway Hierarchy

# Footpaths

| Category | Area                  | Description*   |
|----------|-----------------------|--|
| High     | High-use Areas        | The category of 'highest use' that includes all footpaths in Central Business District(s) and select tourist/shopping precincts.   |
| Medium   | Moderate-use<br>Areas | This category includes shopping strips, and other pedestrian generators including, but not limited to:  Small strip shopping centres  Schools  Senior citizens centres,  Railway stations  Community centres |
| Low      | Other Areas           | This category includes all other pathways within road reserves, including:  Residential areas  Commercial areas  Industrial areas  Shared Footpaths  |

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# Attachment 3: Inspection Requirements

| Inspection   | Purpose   | Inspection and Reporting  |
|--|---|---|
| Type   |   | Requirements  |
| Reactive or<br>Customer<br>Service<br>Request '(CSR) | Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 5.   | Performed by a Council representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.  All Reactive inspections are conducted on foot, with defects measured and photographed the report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion. |
| Proactive<br>Inspection                              | Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified.  A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5. In addition, details of the inspection will be electronically recorded against the particular asset inspected. | Proactive Inspections of roads are conducted via a slow-moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured and photographed. Performed by a dedicated Plan inspector.  |
| Night<br>Inspections                                 | Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.   | Conducted via a slow-moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type.  Performed by a dedicated Plan inspector.   |

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# Attachment 4: Inspection Frequencies

| Hierarchy Category Roads   | Reactive Inspection or Customer Service Request (CSR)Timeframe WD = Working Days H = Hours | Proactive<br>Inspection<br>Frequency<br>M = Months | Night<br>Inspections<br>Y = Years |
|--|--|--|-----------------------------------|
| Sub-Arterial   | 2 WD   | 3 M  | 2 Y                               |
| Collector  | 5 WD   | 6 M  | 2 Y                               |
| Access roads   | 10 WD  | 24 M   | N/A                               |
| Access roads   | N/A  | N/A  | N/A                               |
| Footpaths, • High  | 2 WD   | 3 M  | n/a                               |
| NA - 1'  | 3 WD   | 6 M  |                                   |
| Medium     Low   | 5 WD   | 24 M   | marries.                          |
| Shared & Bicycle   | 5 WD   | 24 M   | n/a                               |
| Pathways   | N/A  | N/A  |                                   |
| •  | N/A  | N/A  |                                   |
| Bridges & Culverts All   | 2 WD   | 6 M  | n/a                               |
| Emergency Response – All Asset / Categories  * Reported Incidents / Hazards that present an immediate and significant risk to members of the public.  Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed. | 24 H   | n/a  | n/a                               |

<sup>\*</sup> If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

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# Attachment 5: Defect Intervention Levels and Repair Timeframes

#### NOTES:

- \* If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
- \*\* In cases where a defect is not due to be repaired in less than 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

# Sealed Roads

| Defect type                      | Description /<br>Intervention Level  |                           | Repair timeframes by hierarchy<br>WD = Working Days<br>W = Weeks<br>M = Months |                         |                            |  |
|----------------------------------|--|---------------------------|--|-------------------------|----------------------------|--|
|                                  |  | Sub-<br>Arterial<br>Roads | Collector<br>Roads   | Access Roads<br>– Rural | Access<br>Roads -<br>Urban |  |
| Pothole                          | Potholes in sealed pavement >70 mm in depth and >300 mm in diameter  | 1 W                       | 2 W  | 4 W                     | 4 W                        |  |
|                                  | Potholes located in dedicated/marked bicycle lanes >45 mm depth and >200 mm diameter.                            |                           |  |                         |                            |  |
| Edge break                       | Edge breaks >75<br>mm laterally over a<br>5m or greater length<br>from the nominal<br>seal line                  | 1 W                       | 2 W  | 4 W                     | 8 W                        |  |
| Edge /<br>shoulder<br>drop       | Edge drops onto an unsealed shoulder >70 mm in depth over a 10m or greater length                                | 1 W                       | 2 W  | 4 W                     | 8 W                        |  |
| Depressions<br>/<br>deformations | Depression / deformations in the traffic lane of a sealed pavement >75 mm in depth under a 3m long straight edge | 1 W                       | 2 W  | 4 W                     | 8 W                        |  |

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| Missing pit   | Missing Council<br>drainage pit lids   | 2 WD | 2WD  | 3 WD | 3 WD                              |
|---|--|------|------|------|-----------------------------------|
| Damaged pit<br>lids                                   | Damaged Council drainage pit lids (such that they are potentially structurally unsound).   | 2 WD | 2 WD | 4 WD | 4 WD                              |
| Roadside<br>Vegetation –<br>Overhead<br>clearance     | Vegetation intruding into the road envelope:  • <4.5 m clearance over the trafficable portion of roads  Click or tap to enter a date. Click or tap to enter a date.  | 2 W  | 4 W  | 4W   | 4W  Click or tap to enter a date. |
| Roadside<br>Vegetation –<br>Obstructing<br>sightlines | Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs. when viewed from the following distances:  Speed Limit – <=50km/h = 30m  Speed Limit – 60km/h = 40m  Speed Limit – 70km/h = 55m  Speed Limit – 80km/h = 65m  Speed Limit – 90km/h = 80m  Speed Limit – 100km/h = 95m | 4 W  | 8 W  | 4 M  | 4 M                               |

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#### **Unsealed Roads**

|   |   | Unsealed Roads   |  |                 |                |
|---|---|--|--|-----------------|----------------|
| Defect type   | Description /<br>Intervention<br>Level  | Repair timeframes by hierarchy<br>WD = Working Days<br>W = Weeks<br>M = Months |  |                 |                |
|   |   | Sub-Arterial<br>Roads  | Collector<br>Roads                     | Access<br>Roads | Fire<br>Tracks |
| Pothole   | Potholes in<br>unsealed<br>pavement >75<br>mm in depth and<br>>300 mm in<br>diameter  | N/A  | N/A                                    | 10 W            | N/A            |
| Wheel ruts /<br>scouring                              | Wheel ruts or<br>scouring on an<br>unsealed road<br>>75 mm in depth   | Click or tap to enter<br>a date.   | Click or<br>tap to<br>enter a<br>date. | 10 W            | 12m            |
| Corrugation<br>s                                      | Corrugations on<br>an unsealed road<br>>75 mm in depth<br>and >150 mm in<br>length  | N/A  | N/A                                    | 10 W            | 12m            |
| Roadside<br>Vegetation –<br>Overhead<br>clearance     | Vegetation intruding into the road envelope:  • <4.5 m over the trafficable portion   | N/A  | N/A                                    | 4W              | n/a            |
|   | <ul> <li>&lt;4.5 m over<br/>the trafficable<br/>portion</li> </ul>  | n/a  | n/a                                    | 4 W             | 12m            |
| Roadside<br>Vegetation –<br>Obstructing<br>sightlines | Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs at a distance of  Speed Limit – <=50km/h 30m  Speed Limit – 60km/h = 40m  Speed Limit – 70km/h = 55m | N/A  | 8 W                                    | 4 M             | 12m            |

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| <ul> <li>Speed Limit –</li> <li>80km/h =</li> <li>65m</li> <li>Speed Limit –</li> <li>90km/h =</li> </ul> |  |  |
|---|--|--|
| 80m • Speed Limit – 100km/h =95m  |  |  |

# **Traffic Control Devices**

| Defect type                                      | Description / Intervention<br>Level  | Repair timeframes by hierarchy<br>WD = Working Days<br>W = Weeks<br>M = Months |                    |                 |     |
|--|--|--|--------------------|-----------------|-----|
|  |  | Sub-<br>Arterial<br>Roads  | Collector<br>Roads | Access<br>Roads |     |
| Missing /<br>Damaged<br>Signage                  | Regulatory, warning and hazard signs missing, illegible or damaged                 | 1 W  | 2 W                | 4 W             | N/A |
| Missing /<br>Damaged<br>Guard Rail<br>or fencing | Guard rail/fence damaged or missing making them substantially ineffective          | 4 W  | 8 W                | 4 M             | N/A |
| Missing /<br>Damaged<br>Pavement<br>Markings     | Pavement markings which are missing or faded making them substantially ineffective | 4 W  | 8 W                | 4 M             | N/A |

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|---|---------------|---------------|---|---|---|---|---|---|
|   | U             | U             | ι | μ | а | u | П | J |

|                                       | 1 ootpatilo  |   |        |      |  |
|---------------------------------------|--|---|--------|------|--|
| Defect type                           | Description / Intervention<br>Level  | Repair timeframes by<br>hierarchy<br>WD = Working Days<br>W = Weeks<br>M = Months |        |      |  |
|                                       |  | High  | Medium | Low  |  |
| Vertical Displacement                 | Vertical Displacement >30 mm in height   | 2 W   | 4 W    | 8 W  |  |
| Loose segmented pavers                | Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot               | 2 W   | 4 W    | 8 W  |  |
| Cracking                              | Cracking in footpaths >40 mm wide  | 2 W   | 4 W    | 8 W  |  |
| Undulations                           | Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge                  | 2 W   | 4 W    | 8 W  |  |
| Dislodged / missing pieces / potholes | Dislodged or missing pieces<br>or potholes >200 mm in<br>length/width and >30 mm in<br>depth         | 2 W   | 4 W    | 8 W  |  |
| Missing pit lids                      | Missing Council drainage pit lids  | 2 WD  | 2 WD   | 4 WD |  |
| Damaged pit lids                      | Damaged Council drainage<br>pit lids (such that they are<br>potentially structurally<br>unsound)     | 2 W   | 4 W    | 8 W  |  |
| Vegetation overhead clearance         | Vegetation intruding into the footpath envelope: <ul> <li>&lt;2.5 m over footpath surface</li> </ul> | 2 W   | 4 W    | 8 W  |  |
| Dislodged / missing tactile indicator | Damaged or missing   | 2 W   | 4 W    | 3 M  |  |

<sup>\*</sup> Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

# Shared & Bicycle Pathways

| Shared & Dicycle Fairways                      |   |      |           |      |
|--|---|------|-----------|------|
| Defect type                                    | Description / Intervention Level Repair timefram<br>hierarchy<br>WD = Working<br>W = Weeks<br>M = Months  |      | Days<br>s |      |
|  |   | High | Medium    | Low  |
| Vertical<br>Displacement                       | Vertical Displacement >30 mm in height  | 2 W  | 4 W       | 8 W  |
| Cracking                                       | Cracking perpendicular to path of travel >30 mm wide Longitudinal cracking >20 mm wide  | 2 W  | 4 W       | 8 W  |
| Undulations                                    | Undulations (depressions / bumps)<br>>75 mm in depth/height under a<br>1.5m straight edge   | 2 W  | 4 W       | 8 W  |
| Dislodged /<br>missing<br>pieces /<br>potholes | Dislodged or missing pieces or potholes >150 mm in length/width and >30 mm in depth   | 2 W  | 4 W       | 8 W  |
| Missing pit<br>lids                            | Missing Council drainage pit lids   | 1 WD | 2 WD      | 4 WD |
| Damaged pit<br>lids                            | Damaged Council drainage pit lids (such that they are potentially structurally unsound)   | 2 W  | 4 W       | 8 W  |
| Vegetation<br>overhead<br>clearance            | Vegetation intruding into the pathway envelope: <ul> <li>&lt;3.5 m over shared pathway surface and &gt;50 cm beyond each edge</li> </ul>  | 2 W  | 4 W       | 8 W  |
| Vegetation –<br>Obstructing<br>sightlines      | Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from Click or tap to enter a date.  • Speed Limit – <=50km/h = 30m  • Speed Limit – 60km/h = 40m  • Speed Limit – 70km/h = 55m  • Speed Limit – 80km/h = 65m | 4 W  | 4 W       | 8 W  |
| Dislodged /<br>missing<br>tactile<br>indicator | Damaged or missing  | 2 W  | 4 W       | 3 M  |

<sup>\*</sup> Pram crossings / ramps providing transition between road and pathway levels are treated as part of the pathways for the purposes of the application of description / intervention levels

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# Kerb and Channel

| Defect type                | Description /<br>Intervention Level              | Repair timeframes by hierarchy<br>W = Weeks<br>M = Months |           |                 | archy                    |
|----------------------------|--|---|-----------|-----------------|--------------------------|
|                            |  | Sub-<br>Arterial  | Collector | Access<br>Roads | Parks<br>and<br>reserves |
| Vertical<br>Displacement   | Vertical displacement –<br>uplift section >70 mm | 2 W   | 4 W       | 6 W             | 12 W                     |
| Horizontal<br>Displacement | Horizontal displacement section >70 mm           | 2 W   | 4 W       | 6 W             | 12 W                     |

# **Bridges and Culverts**

| Defect type                    | Description / Intervention<br>Level  | Repair timeframes by hierarchy<br>W = Weeks<br>M = Months |           |                 |                          |
|--------------------------------|--|---|-----------|-----------------|--------------------------|
|                                |  | Sub-<br>Arterial  | Collector | Access<br>Roads | Parks<br>and<br>reserves |
| Bridge &<br>Culvert<br>defects | Visible damage likely to pose an immediate and significant risk to members of the public | 2 W   | 2 W       | 1 M             | 1 M                      |

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# **HUME CITY COUNCIL**

# ROAD MANAGEMENT PLAN V7, 2021

www.hume.vic.gov.au



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| Hume City Council<br>1079 Pascoe Vale Road<br>Broadmeadows VIC 3047  | Document: Road Management Plan Version 7 2021   |
|--|---|
| PO Box 119<br>Dallas VIC 3047  | Synopsis:   |
| Telephone: (03) 9205 2200 Fax: (03) 9309 0109 Email: contact us@hume.vic.gov.au Website: www.hume.vic.gov.au | The document has been prepared in response to the requirements of the Road Management Act 2004 and sets out Council's approach to the management of Hume City Councils roads network. |

# **DISTRIBUTION SCHEDULE**

| Version No. | Date                 | Distribution  | Reference  |
|-------------|----------------------|---|------------|
|             |                      | Draft adopted by Council  |            |
| Version 01  | 8 November 2004      | 9 August 2004   | HCC 05/502 |
| Version 01  | 2 December 2004      | Notice of Adoption in Government Gazette                        | HCC 05/502 |
| Version 2.0 | 17 July 2006         | Draft Approved for Public Exhibition                            | HCC 05/502 |
| Version 2.1 | 29 January 2007      | Final Draft   | HCC 05/502 |
| Version 3   | February 2009        | Final Draft   | HCC 05/502 |
| Version 3.1 | 11 May 2009          | Adopted by Council  | HCC 05/502 |
| Version 4   | 14 May 2012          | Adopted by Council – Report no. PC72 – Ordinary Council Meeting | HCC 05/502 |
| Version 5   | 9 December 2013      | Adopted by Council  Meeting Report No: AE93                     | HCC 05/502 |
| Version 6   | 18 August 2017       | Draft Approved for Public Exhibition                            | HCC 17/275 |
| Version 6   | 25 September<br>2017 | Adopted by Council resolution                                   | HCC 17/275 |
| Version 6   | 9 October 2017       | Notice of Adoption in Government Gazette                        | HCC 17/275 |
| Version 7   | 15 June 2021         | Draft Approved for Public Exhibition                            | HCC 17/275 |
| Version 7   | Xxxx 2021            | Adopted by Council resolution                                   | HCC 17/275 |
| Version 7   | Xxxx 2021            | Notice of Adoption in Government                                | HCC 17/275 |

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# **HUME CITY COUNCIL – ROAD MANAGEMENT PLAN**

#### 1 EXECUTIVE SUMMARY

Hume City Council places a high priority on ensuring that the community is provided with a safe and efficient road network for use by all members of the public.

Council is committed to efficient and effective asset management practices and to demonstrate to all stakeholders that it is delivering optimal outcomes for the available resources in a structured, coordinated, cost effective and sustainable manner.

The Hume City Council *Road Management Plan* has evolved in response to the legislative requirements of the *Road Management Act 2004* ("the Act") and has been developed in accordance with Part 4 Division 5 of the Act. The Plan is a key component of the asset management framework established by Hume City Council's *Asset Management Strategy 2020*.

As the responsible Road Authority, Hume City Council will inspect, maintain and carry out works under the *Road Management Plan* to ensure compliance with its community obligations and legal requirements under the Act.

The Act allows Council to:

- Define which public roads will be maintained, and;
- Set the standards to which public roads will be maintained

The standards relating to the maintenance of public roads incorporated in this Plan are considered to be the appropriate standard that the road authority must meet to satisfy its statutory duty and any common law duty to maintain a public road.

The review and adoption of the updated *Road Management Plan* will enable Council to maintain and manage its road assets in a financially responsible manner and minimise injury, damage to property and claims against Council.

The *Road Management Plan* is a dynamic document and is subject to continuous improvement based on Council's best value approach. Any queries or comments in relation to this *Road Management Plan* should be directed to:

Director Sustainable Infrastructure and Services

Broadmeadows Office 1079 Pascoe Vale Road Broadmeadows VIC 3047

Phone: 9205 2200

Further information is available on Council's website:

www.hume.vic.gov.au

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#### 2 BACKGROUND AND GENERAL PRINCIPLES

#### 2.1 Legislation Applicable

The legislation applicable is the *Road Management Act 2004* and any associated legislation as defined in the Act.

# 2.2 Meaning of Terms

Terms used in this Plan have the same meaning as the specific definitions included in the

For the purposes of this plan the following additional terms shall be defined as:

"the Act" means the Road Management Act 2004

"Ancillary Area" means an area designated as ancillary by Council and includes

car parks and other like areas.

"the Council" means the Hume City Council.

"Crossover" vehicle crossing or access from back of kerb to property

boundary including any section of footpath within the lateral limits of the crossing. (Note that the footpath that crosses the

driveway is part of the crossover for the purposes of

constructing the crossover. However, once it is constructed the footpath component that crosses the driveway remains Council's obligation to inspect, maintain and repair under section 40 of the Act. The remainder of the crossover is the responsibility of the owner of the property for which it provides

access.)

"Day" in terms of response times a day is a business day excluding

weekends and declared public holidays and where rain does

not fall for more than half the business day.

"Defect" is a localised failure in an asset, for example potholes in a road

surface or a joint displacement in a concrete pathway.

"Defect Intervention Level" is the extent of a defect above which may pose an

unacceptable risk to users of that asset. This is the point above

which Council will intervene as described in Appendix 1.

"Level of Service" is the defined service quality for the road against which

performance may be measured and relates to quality, quantity,

reliability, responsiveness and cost.

"Nature strip" has the same meaning as Roadside.

"Pathway" includes a footpath, bicycle path, shared pathway or other area

within the boundary of a road constructed or developed by Council or property owners as part of their vehicle crossing, being for use by the members of the public other than a motor vehicle and included in the register of public roads as per

section 19 of the Act.

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"Response times" is the time to implement temporary measures or repair defects

that exceed the relevant intervention level, identified by inspections undertaken by Council officers, or notified by the public. Response Time is measured from the time the defect is recorded by Council as exceeding the intervention level.

"Roadside" means any land within the boundaries of a road which is not a

roadway or a pathway and includes any vehicle crossing or pathway which connects from a roadway or pathway on a road

to other land has been constructed.

"State Road" is declared under the Act as per Section 3 - State Road

Authority is the responsible road authority.

#### 2.3 Role of Road Authority

The Act provides that Council as the road authority is to exercise its functions within an overall policy and budgetary context and must take into account the needs and expectations of the community and the resources available to meet them.

It is responsible for the development of the *Road Management Plan* and must ensure it manages the inspection, maintenance and repair of the road network within available funding levels to ensure that a safe and efficient road network is provided for use by members of the public.

#### 2.4 General Functions

Under the Act Council have the following general functions:

- to provide and maintain, as part of a network of public roads, public roads for use by the community served by the road authority;
- to manage the use of public roads having regard to the principle that the primary purpose of a public road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of public roads;
- to manage traffic on public roads in a manner that enhances the safe and efficient operation of public roads;
- to coordinate the installation of infrastructure on public roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility services;
- e) to undertake works and activities which promote the functions referred to in paragraphs (a), (b) and (c) and to undertake activities which promote the function in paragraph (d).

#### 2.5 Powers of Council as a road authority

Subject to the Act, a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Schedules 1 to 10 of the Act do not limit the functions or powers conferred on a road authority by or under the Act or any other Act.

If a road authority has specific powers under any other Act, then those powers -

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- i) are to be construed as being in addition to those powers; and
- ii) are not to be construed as overriding any requirements, restrictions, limitations, or conditions to which the specific powers are subject.

#### 2.6 Duty of the road user

In relation to the duty of the road user a road user must act responsibly and reasonably in the carrying out of activities associated with the road use. This duty is set out in section 17A of the *Road Safety Act 1986*.

All road users and occupiers of the road reserve have obligations and responsibilities under Council's local laws as prescribed in the 'Hume City Council General Local Law No.1 – 2013".

## 2.7 Purpose of the Hume City Council Road Management Plan

The purpose of this road management plan is:

- to establish a management system for the road management functions of Council which is based on Council's policy and operational objectives and available resources: and
- to set the relevant standards in relation to the discharge of duties in the performance of those road management functions.

This Plan reflects the purpose and objectives of the Council as specified under Sections 6 and 7 of the Local Government Act, 1989.

#### 2.8 Contents of the Hume City Council Road Management Plan

This Road Management Plan:

- sets relevant standards and policy decisions in relation to the discharge of duties in the performance of road management functions;
- includes details of the management system that Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible;
- c) specifies the relevant policies and priorities adopted by Council;
- d) includes any matter that a relevant Code of Practice specifies should be included in a road management plan.

# 2.9 Availability of the Hume City Council Road Management Plan

Upon the making of a road management plan, the Council must cause notice of:

- a) the making of the road management plan; and
- b) the place where copies of the road management plan may be inspected or obtained.

This Plan and all incorporated documents are available at the following locations and may be viewed, free of charge, by the public during the hours of 8.00am to 5.00pm each working day:

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| Location               | Address                    | Contact                 |
|------------------------|----------------------------|-------------------------|
| Broadmeadows Service   | 1079 Pascoe Vale Road      | Phone: (03) 9205 2200   |
| Centre                 | Broadmeadows               | Monday to Friday 8am to |
| Craigieburn Global     | 75-95 Central Park Avenue, | 5pm                     |
| Learning Centre        | Craigieburn                |                         |
| Sunbury Service Centre | 36 Macedon Street          |                         |
|                        | Sunbury                    |                         |

The Road Management Plan may also be viewed in PDF format on the Council website www.hume.vic.gov.au

# 2.10 Delegations

Council has delegated by Instrument of Delegation various provisions of the Act and Regulations to various Council officers for the purposes of efficient administration of this Plan.

The Chief Executive Officer is empowered under delegation to periodically change and update the Register of Public Roads. Reporting on the changes shall be in accordance with the powers of delegation.

#### 3 ROAD MANAGEMENT PLAN - ASSET MANAGEMENT POLICY FRAMEWORK

# 3.1 Policies regarding Asset Management

The policies regarding Asset Management for Council are defined in the *Council Asset Management Policy 2020* which was adopted on 14 September 2020. The Asset Management Policy is the framework by which Council will manage its assets and this has a direct link with the Road Management Plan.

# 3.2 Asset Management Framework

A key component of the Asset Management Strategy is the development of asset management plans for all classes of assets, including Roads. The plans are driven by Council Plan direction and inform and guide Council's strategic and financial planning processes, in particular development of the Council Budget.

The linkage provided by the *Asset Management Policy 2020* ensures that long term ownership costs associated with Council's entire road network are identified and have appropriate management strategies in place.

#### 3.3 Asset Maintenance - Intervention Levels

Levels of service with respect to the road network have been detailed in Appendix 2. Adopted service levels are subject to community input and comment.

### 3.4 Links to Council planning documents

#### 3.4.1 Council Plan

The Council Plan 2017 -2021 specifies the higher-level corporate direction of Council. The *Asset Management Policy* and its associated strategy framework has a direct link to the Council Plan through its budgetary and planning processes. Council planning process includes the development of long-term plans via the *Hume Horizon 2040* process.

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#### 3.4.2 Council Budget and Capital Works Program

Council's annual adopted Budget and Capital Works Program specifies the planning parameters by which the *Road Management Plan* is carried out. The level of funding will vary on an annual basis in accordance with needs and available funding. The requirements of the *Road Management Plan* will also need to allow for a variation in levels of service depending on the associated annual funding. Funding is entirely dependent on the annual adopted Council budget and any projects or funding shown in the indicative programs are not guaranteed to be funded in subsequent years.

#### 4 ROADS AND ANCILLARY AREAS SUBJECT TO THE PLAN

#### 4.1 Hume City Council Register of Public Roads

A register of public roads has been developed in accordance with the Act. The Register is a stand-alone document titled 'Hume City Council – Register of Public Roads'. The Register specifies all roads and road categories that Council will be responsible for maintaining and repairing. All roads constructed as part of a subdivision development will be deemed to have been included in the Register immediately after Council assumes formal responsibility from the developer unless excluded. The Register is updated on a regular basis.

Council is also responsible for the maintenance of certain assets on the Department of Transport's Register of Public Roads within its municipal boundaries. This includes footpaths and service roads as provided for under sections 5.3 and 5.7.

#### 4.2 Items excluded from the Plan

Items and activities located in or adjacent the Road Reserve that Council is not responsible for and will not maintain include but are not limited to the following:

- Assets of government agencies, private individuals and companies including Service Authorities for water, power, gas and communications;
- b. State and Federal Road authority assets such as VicRoads, unless specifically designated in memorandums of understanding or similar agreements;
- c. Private Roads and Streets;
- d. Unconstructed Road Reserves;
- e. Nature strips and roadside areas;
- f. Laneways and walkways not controlled by Council;
- g. Car parking not controlled by Council;
- h. Assets on municipal boundaries where the adjoining municipality has assumed management and control;
- Overhanging trees from abutting properties. In these instances the adjoining property owner has the responsibility. Council will however, undertake scheduled inspections and may issue notices to landowners to ensure overhanging vegetation from their property does not present a hazard to road users;
- j. Roads, lanes and access ways that are not listed in the road register;

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- k. Vehicle crossing providing access to private property
- I. Railway reserves and rail crossings;
- m. Trees and vegetation far as ensuring they do not impact on the safe use of the road network by road users i.e. overhanging the road or footpath envelope or present sight hazards in so far as signage and intersections)

#### 4.3 Demarcation

#### 4.3.1 Responsibility for non-Council assets

Where assets are identified as not the responsibility of Council, the responsible party shall comply with all codes and industry standards with regard to their maintenance. This will include approvals for work on the asset and the associated reinstatement by the responsible party for damage to the asset or adjoining assets.

Where roads and assets are the responsibility of others, they shall be maintained to industry standards and codes, unless specifically specified by Council.

#### 4.3.2 Codes of Practice Regulations and Agreements

Demarcation will generally be defined within the relevant Codes of Practice for various assets and responsible authorities. Where agreements are entered into with another road authority and responsibility is transferred, the following will apply;

- Department of Transport controlled roads, in accordance with their own Road Management Plan.
- Service authorities in accordance with industry codes or as required by Council special conditions.
- Rail Authority in accordance with industry standards, particularly in relation to road and pedestrian crossing maintenance at level crossings.

The following Codes, relevant at the date of adoption of this Plan, will be complied with by Council in so far as is required:

- Code of Practice for Operational Responsibility for Public Roads GG no s267, 11 August 2016
- Code of Practice for Road Management Plans GG nos201, 16 September 2004
- Code of Practice for Managing Utility and Road Infrastructure in Road Reserves GG nos268, 23 November 2015
- Code of Practice for Worksite Safety Traffic Management GG nos276, 26 June 2015
- Road Management (Works and Infrastructure) Regulations 2015

Any 'Agreements' made between Council and any other party pursuant to any of the above Codes can be found in the Council's 'Corporate Register of Agreements'.

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#### 4.3.3 Repair of damaged Council assets

Where a party other than Council has damaged a Council asset or road, that party shall be responsible for repairing the damage to ensure that it is safe and operates at the level it previously operated at or higher. This does not affect Council's service levels for inspection and repair as outlined in section 6 of this Plan. That is, where Council is otherwise unaware of damage caused by others, the standard intervention levels and response times will apply. However, Council would seek to retrieve the cost of repairs from others where possible.

In particular where secondary damage has been caused to Councils assets such as subsidence from water damage at a location other than the specific site of the asset works or repairs, the damage must be repaired by the responsible party.

#### 5 ROAD CLASSIFICATION

#### 5.1 Introduction

Roads within Council are classified in a hierarchical system ranging from roads with high traffic flow and volumes, to roads with a low traffic volume and local access function. The Road Classification as specified in the *Hume City Council Register of Public Roads* is the adopted classification and is detailed below:

# 5.2 Freeway

5.2.1 Definition

Freeways are the principal routes for the movement of goods and people.

5.2.2 Responsibility

Department of Transport is responsible for the management and funding of freeways, including landscaped areas.

Council can advocate for road improvement works to Department of Transport, the State and Federal Governments.

#### 5.3 Arterial Road – Department of Transport

5.3.1 Definition

Arterial roads are the principal routes for the movement of goods and people. They are designed to take into consideration abutting land uses.

5.3.2 Responsibility of Department of Transport controlled Arterial Roads
Department of Transport is responsible for the management and funding of the
Department of Transport controlled arterial roads, except where control is given
to Council through a memorandum of understanding. Council is responsible for
service roads and footpaths on Department of Transport controlled arterial roads
as they are considered for use by local residents. Demarcation of responsibilities
is defined through the 'Code of Practice – Operational Responsibility for Public
Roads'. This includes clarification of the extent of responsibility at the
intersection of arterial roads and Council roads.

Council can apply for road safety funding to Department of Transport if the funding criteria are met. It can advocate for road improvement works to Department of Transport and the State Government.

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#### 5.4 Major (Local) Roads

#### 5.4.1 Definition

Major local roads provide a connection between residential roads and arterial roads. Their principal function is the safe movement of residential traffic to and from the arterial road system. Residential development may be located on Major roads providing vehicles are able to enter and exit the street in a forward motion.

#### 5.4.2 Responsibility

Council is responsible for the management and funding of major roads. It can apply for road safety funding to Department of Transport if the funding criteria are met.

#### 5.5 Collector Roads

#### 5.5.1 Definition

Collector roads collect traffic from Access Streets and Access Places and distribute it to major or arterial roads. They provide access to abutting properties.

#### 5.5.2 Responsibility

Council is responsible for the management and funding of collector roads. It can apply for road safety funding to Department of Transport if the funding criteria are met.

#### 5.6 Local Access Roads

#### 5.6.1 Definition

Local access roads are those not having a significant through traffic function. Their primary function is to provide access to abutting property. A local access road should generally serve no more than 200 dwellings. Local access roads may also be referred to as Access Places and Access Lanes as set out in Res Code and the Hume Planning Scheme.

# 5.6.2 Responsibility

Council is responsible for the management and funding of local access roads. It can apply for road safety funding to VicRoads if the funding criteria are met.

#### 5.7 Department of Transport managed roads

Department of Transport is responsible for the development and implementation of its own Road Management Plans for Freeways and Arterial Roads. Council will be responsible for assets on Arterial Roads where the assets are clearly specified for Council control in a memorandum of understanding, or as specified in the legislative requirements, and/or the 'Code of Practice – Operational Responsibility for Public Roads'.

# 5.8 Pathways on roads

Pursuant to Section 19 of the Act, Council is the coordinating road authority for the roads as well as pathways and ancillary areas within the road reserves of those public roads, as specified in the 'Register of Public Roads'.

Council has applied a 'Municipal Pathway' classification for the pathways and ancillary areas associated with those public roads and ancillary areas where Council is the responsible road authority. These classifications specify each pathway or ancillary area by the amount of pedestrian use and reflect the perceived risk associated with pedestrian

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usage. Pathway classification are used to differentiate service levels and maintenance standards. These classifications are:

| Municipal pathway classification | Functional description   |
|----------------------------------|--|
| High                             | Pathways and ancillary areas associated with a major shopping area, leisure centre, schools and place of worship, community facility and Hospital, with very significant pedestrian traffic. |
| Low                              | Pathways and ancillary areas associated with industrial zones, shared footways with medium volumes of pedestrian traffic and pathways and ancillary areas located in residential areas       |

#### 5.9 Reclassification of roads

When the function of a road changes due to traffic volumes, development or other reason Council will undertake a review of its classification. This review may be undertaken in conjunction with a review of the Plan in accordance with Section 9 of this Plan.

#### 6 LEVELS OF SERVICE

Council has determined the standard to which it will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure. These standards are detailed in Appendix 1 Inspection, response times and intervention points.

# 6.1 Determining levels of service

The process for determining levels of service has included extensive consultation with maintenance crews, key staff and the public. Levels of service were matched to reasonable standards and the available funding adopted in the budget process. Where shortfalls are identified, funding will be proposed in future budgets.

When assessing appropriate levels of service required for the various activities, the following was also taken into consideration:

- Road and Pathway hierarchy
- Road usage
- Level of risk
- Cost

#### 6.2 Response times

Response times detailed in the plan are determined in the relevant category detailed in Appendix 2. Firstly, a response time from receipt of a report from the public is the period allowed form the initial report for Council to inspect. Then, if following inspection a defect is determined to exceed intervention levels requiring work, the maximum response time is the time allowed for maintenance or repair to be undertaken to bring the area within intervention levels.

#### 6.3 Maintenance levels of service

Levels of service, including inspection frequencies, repair intervention levels and response times have been established for specific activities within each road classification in the Road Hierarchy and are detailed in Appendices 1 and 2.

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In developing these levels of service, Council has considered community expectations, current service levels, the level of risk imposed and available resources. The current maintenance service levels reflect the balance between customer expectations and financial affordability.

#### 6.4 Inspection program

A key level of service is the regular inspection of the road and pathway network and associated road infrastructure for defects. This is essential for the safe and efficient operation of public roads. Hume City Council has developed a structured inspection program that incorporates a combination of general safety inspections, night inspections and periodic condition surveys.

The inspection program not only identifies defects that might exceed intervention levels, and facilitates timely repairs, it also feeds into and guides the development of maintenance and capital works programs.

The inspection program is in line with the frequencies outlined in Appendix 1.

#### 6.5 Construction, Renewal and Refurbishment Standards

Standards have been established for the design and constructions of road infrastructure based on Road Classification and are referenced in Council's Road Asset Management Plan. When appropriate, standards adopted by other relevant authorities such as Department of Transport are also utilised.

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# 7 ROAD MANAGEMENT SYSTEM

Council uses a number of processes, collectively referred to as the Road Management System, to discharge its duty to inspect, maintain and repair public roads for which it is responsible. The system includes Council's Asset Management System as well as other activities and standards detailed in its Asset Management Framework.

The system has been developed based on the following key elements:

#### 7.1 The Road Management Plan Policy Framework

Council's Asset Management (AM) Framework can be summarised as follows:



The framework also includes:

- The Council Budget process which determines annually the amount of available funds to carry out work through routine works in the operational budgets and specific works in the Capital Works program;
- The standards and guidelines developed and used by the individual service providers as specified in the individual AM Plans;
- c) The maintenance standards and guidelines developed and used for carrying out works on roads by the individual service providers as specified in the individual Service Level Agreements.
- d) Audit processes used to verify works and asset management improvements.

# 7.2 Asset Management Plans for road infrastructure

Hume City Council's Asset Management Strategy provides for the establishment of Asset Management Plans for all asset classes, including those associated with public road infrastructure. Every asset management plan is a lifecycle management plan that looks at the strategies and cost of owning, maintaining and renewing assets over the long term (20 years).

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The Road Asset Management Plan was adopted by Council on 12 August 2019 and is directly linked to the Road Management Plan. Key elements of note to the Road Management Plan are:

#### 7.2.1 Service levels

The service standards adopted in this *Road Management Plan* are based on the Levels of Service and Life Cycle Management Plan as set out in the *Road Asset Management Plan*. The Life Cycle Management Plan is subject to regular review as part of the asset management plan continuous improvement process.

#### 7.2.2 Condition assessments

The condition of each element of the road network is assessed at set intervals and the data is utilised to monitor asset performance and review both maintenance and renewal/refurbishment strategies.

The road network is globally rated at 4 to5 year intervals. Amendments and updates to the ratings occur as capital projects are completed or where the condition status of a road component has altered (e.g. due to service authority intervention).

#### 7.2.3 Renewal and refurbishment Plan

The Road Asset Management Plan sets out Council's long-term renewal and refurbishment strategy and provides indicative 20 year financial projections. The Plan presents a framework for the consideration of levels of service, current condition data and remaining life to establish priorities and scheduling of future capital works.

# 7.2.4 Capital Works Program

In determining the Capital Works Program for each coming year Council must consider renewal and refurbishment requirements and priorities across all asset classes together with new projects and service initiatives.

Council has established criteria for the evaluation and prioritisation of capital works projects that clearly recognise the importance of infrastructure renewals and refurbishment. However, it is recognised that there may be competing priorities and as a result available funding for road projects may vary from year to year.

The proposed budget is advertised and feedback is sought from the community prior to final adoption.

#### 7.3 Management system to inspect, repair and maintain

The management system by which the components referred to in the Road Management Plan will be undertaken are detailed in Appendix 1 – Inspection Frequency and Appendix 2 – Intervention Levels and Response Times.

The key components are as follows:

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#### 7.3.1 Customer request system (reactive component)

Council operates a customer request system (MERIT) that logs and tracks all customer requests and an Asset Management System that links relevant requests to an asset. The systems require a customer service officer to log details of issues or requests and to refer them to the appropriate officer for actioning. Records of all maintenance work, inspections and other actions performed on public roads are maintained the Asset Management System (AMS).

# 7.3.2 Works program (proactive component)

The works program will provide a proactive approach to maintenance or other works required by assessing the existing condition to determine if it is below, meeting or above the required standard as specified.

Officers will conduct regular inspections of the road assets on a programmed and regular basis. Works are assessed and a decision is made to either:

- a) accept the standard complies with the service levels and no action is required or;
- agree that the standard does not comply with the service levels and place the works on a program for repair within the specified timeframe. Works will be carried out within the timelines specified in the Road Management Plan.
- c) Only emergency works shall be carried out as soon as practically able.

#### 7.3.3 Works program development

The works program will be developed from the Reactive and Proactive Works Orders to be to be carried out within the time specified in Appendix 2.

The service area responsible will be required to develop the program and ensure that the works are carried out.

### 7.3.4 Compliance with standards

All works carried out shall comply with Council policies and procedures. Key drivers of the works responsiveness include:

- Customer Service Charter
- Telephone answering procedures
- Correspondence management procedures

# 7.3.5 Force Majeure Clause

Council will make every endeavour to meet all aspects of its *Road Management Plan* (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified contractors, because of Section 83 of the *Victorian Wrongs Act 1958*, as amended, Council reserves the right to suspend compliance with its *Road Management Plan*.

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In the event that the CEO of Council has to pursuant to Section 83 of the above Act, consider the limited financial resources of Council's Plan cannot not be met, they will write to Council's Officer in charge of its *Road Management Plan* and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when etc.

#### 7.3.6 Management arrangements

The Chief Executive Officer shall have responsibility for assigning the roles and responsibilities of the appropriate Council officers for the purposes of implementing the requirements of the *Road Management Act 2004* and this Road Management Plan. Duties to be undertaken by Council staff shall include but are not limited to those set out in Schedule 7 of the Act.

#### 7.4 Community Consultation

The development of the *Road Management Plan* and its accompanying service standards has considered community comment regarding the maintenance and condition of Council's road network. This has been achieved through the "Annual Constituent Survey".

The Road Management Plan and any future amendments will be presented to the community for comment prior to adoption.

The Hume City Council Annual Report provides formal reporting on road management achievements.

#### 7.5 Key Stakeholders

The key stakeholders are individuals, companies, service authorities, government authorities and community groups who have a vested interest in the proper management of roads. These can be summarised as follows:

- Council
- Community
- Road users
- Service and utility authorities who have assets located within the road reserve
- Rail authority
- Department of Transport

Stakeholder/community consultation will be carried out every 4 years in conjunction with the review process to assist Council understand the current needs for the road network as perceived by the community and key stakeholders.

# 7.6 Customer Service Arrangements

The Council is committed to providing excellent customer service.

Members of the community can contact the Customer Service Centre directly or via telephone and Internet regarding issues that relate to the road network. The Customer Service Centre staff are provided with relevant training and support and have clear checklists and procedures relating to road network issues.

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The starting point for tracking any inspection initiated at the request of a customer is defined as the time that a Customer Service Officer recorded the request in the Customer Request System.

Feedback on progress or outcome of any request is available to the initiator via the Council Customer Service Centre.

#### 8 AUDIT OF ROAD MANAGEMENT PLAN

Monthly audit/review of compliance with the *Road Management Plan* in relation to the specified duties and actions in the Plan and compliance levels are to be reported in the Technical Services monthly report. Where major discrepancies are found matters shall be referred to the appropriate officer in Council for rectification and actioning.

Independent audits may be undertaken by Council's internal auditors or by external auditors such as Council's insurers.

#### 9 REVIEW OF ROAD MANAGEMENT PLAN

The *Hume City Council Road Management Plan* is a living document and forms part of Council's *Asset Management Framework*.

- asset performance following delivery of maintenance program;
- the level of achievement of asset management strategies against the expected benefits to road users, stakeholders and the community; and
- the consideration of any external factors, including customer expectations, that are likely to influence the contents of this Plan.

If the adopted level of service, i.e. defect intervention level and/or rectification response time, is not achievable, the level of maintenance effort may need to be varied. The level of service, the anticipated quantity of works and Council's budget and resources would have to be reviewed and a new or amended *Road Management Plan* proposed.

This revised Plan would be subject to the consultation and approval processes as detailed in Sections 54 & 55 of the Act and Division 2 of the Road Management (General) Regulations 2016.

A Formal review, in accordance with sections 303 & 304 of the *Road Management* (*General*) *Regulations 2016*, will be conducted every four years in line with Council elections.

#### 10 SUPPORTING DOCUMENTS

The following un-incorporated documents, whilst complimenting the Plan do not form part of this Plan. All un-incorporated documents may change from time to time to reflect changes in Council policy, legislative changes, and operational changes or as a result of audit findings. Supporting documents may not always be available for inspection.

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#### 10.1 **Technical References**

- Risk Management Standard, AS/NZS ISO 31000:2009
- Compliance Program Standard, AS 3806: 2015
- International Infrastructure Management Manual (IIMM) 2011, IPWEA.

#### 10.2 Council Documents

Reference documents utilised by Council for the construction, inspection, maintenance and repair of public roads are defined as follows:

- Road Management Act 2004
- Road Management Act 2004 Section 118, Instrument of Delegation.
- Rescode
- Hume City Council Infrastructure Standards
- Hume City Council Customer Service Charter
   Hume City Council Asset Management Policy 2020
- Hume City Council Asset Management Strategy 2020
- Hume City Council Asset Management Plans
- Hume City Council Annual Budget
- Code of Practice Operational Responsibility for Declared Freeways and Arterial Roads
- Instrument of Delegation to Members of Council Staff Road Management Act 2004 and Regulations

#### 11 APPENDICES

APPENDIX 1 - Inspection Frequency

APPENDIX 2 - Intervention Levels and Response Times

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Appendix 1 – Inspection Frequency

| Program for Defect Inspections   |  |
|--|--|
| All inspections will occur within the specified inspection frequency                           |  |
| Major (Local) Roads & Collector Roads  | Hume Inspection<br>Frequency (within<br>the period of) |
| Roadway, kerb & channel, road shoulders, roundabouts, medians, traffic islands, open drains    | 6 Months   |
| Car Parks  | 6 Months   |
| Signs, Guideposts, Bollards, Pavement Marking, Electrical Hardware (e.g. Pedestrian Crossings) | 6 Months   |
| signals (Council controlled)]  | 6 Months   |
| Street Furniture, Guard Rails, Fencing   | 6 Months   |
| Drainage (located within roads) pits lids and surrounds  | 6 Months   |
| Vegetation clearance i.e. line of sight and Vehicle envelope                                   | 6 Months   |
| Culverts, Storm Water Pits and Drainage structures   | 6 Months   |
| Night inspections  | 12 Months  |
| Local Access Roads   |  |
| Roadway, kerb & channel, road shoulders, roundabouts, medians, traffic islands, open drains    | 12 Months  |
| Car Parks  | 12 Months  |
| Signs, Guideposts, Bollards, Pavement Marking  | 12 Months  |
| Guard Rails, Fencing   | 12 Months  |
| Drainage (located within roads) – culverts, pits, drains, structures.                          | 12 Months  |
| Vegetation clearance i.e. line of sight and Vehicle envelope                                   | 12 Months  |
| Car Parks  | 12 Months  |
| Culverts Pits Drains and Drainage Structures   | 12 Months  |
| Unsealed Roads   |  |
| Roadway and runoff drains  | 6 Months   |
| Signs (line markings at sealed intersection) and Street Furniture                              | 6 Months   |
| Fire Access Roads  | 12 Months  |
| Footpaths  |  |
| Assets Footpaths - "High use" Classification   | 12 Months  |
| Assets Footpaths - "Low use" Classification  | 36 Months  |

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# Appendix 2 – Intervention Levels and Response Times

Hierarchy - Major (Local) and Collector Roads

| Asset Type        | Defect Type                                    | Intervention Level   | Initial<br>Response<br>Time | Maximum<br>Response<br>Time |
|-------------------|--|--|-----------------------------|-----------------------------|
| Drainage          | Culvert and Pit<br>Repair                      | Damaged or missing drainage pit lids surrounds grates in pedestrian areas with a height variance of >15mm or traffic lanes with a height variance > 50mm | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Sign Repair                                    | Any sign or support issue making them substantially ineffective.   | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Guard Fence<br>and Wire Rope<br>Safety Barrier | Missing or damaged making them substantially ineffective   | 3 Days                      | 10 Weeks                    |
| Road<br>Furniture | Guidepost and<br>Delineators                   | Guideposts missing at a critical location  | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Regulatory Sign<br>Replacement                 | Safety signs missing   | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Fencing I.e.<br>(Pedestrian<br>Crossings)      | Missing  | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Sign<br>Replacement                            | Traffic/Directional Signs which are defective  | 3 days                      | 3 Weeks                     |
| Road<br>Furniture | Pavement<br>Markings                           | Pavement Markings missing illegible at a critical location   | 3 Days                      | 3 Weeks                     |
| Sealed Surface    | Pothole<br>Patching                            | Potholes in traffic lane of a<br>sealed pavement greater than<br>300mm in diameter and<br>greater than 100mm deep  | 3 Days                      | 2 Weeks                     |
| Sealed Surface    | Regulation                                     | Deformations greater than<br>100mm under a 3m straight<br>edge   | 3 Days                      | 3 Weeks                     |
| Sealed Surface    | Edge Repair                                    | All edge breaks > 400mm wide x 100mm deep  | 3 Days                      | 5 Weeks                     |

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| Shoulder         | Unsealed<br>Shoulder          | Edge drops onto unsealed shoulder greater than 100mm  | 3 Days | 5 Weeks |
|------------------|-------------------------------|---|--------|---------|
| Structures       | Bridge<br>Maintenance         | Damage affecting structural performance   | 3 Days | 5 Weeks |
| Unsealed<br>Road | Unsealed Road<br>Potholing    | In traffic lane of an unsealed pavement greater than 500mm diameter and 100mm deep for >30% of the road   | 3 Days | 5 Weeks |
| Vegetation       | Tree and Shrub<br>Maintenance | Vegetation intruding within and envelope over roadways from the back of shoulder and/or kerb and a min of 4.5m ht clearance over pavement and the trafficable portion of shoulders. | 3 Days | 5 Weeks |
| Vegetation       | Tree and Shrub<br>Maintenance | Vegetation over pedestrian/bicycle paths intruding into a clearance envelope between the edges of path and a min of 2.5m ht clearance over path.                                    | 3 Days | 5 weeks |

# Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

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**Hierarchy – Local Access Roads** 

| mierarchy – i     | Local Access Road                              | <b>5</b><br>   |                             |                             |
|-------------------|--|--|-----------------------------|-----------------------------|
| Asset<br>Type     | Defect Type                                    | Intervention Level   | Initial<br>Response<br>Time | Maximum<br>Response<br>Time |
| Drainage          | Culvert and Pit<br>Repair                      | Damaged or missing drainage<br>pit lids surrounds grates in<br>pedestrian areas with a hight<br>variance of >15mm or traffic<br>lanes with a height variance ><br>50mm | 3 Days                      | 3 Weeks                     |
| Road<br>Furniture | Sign Repair                                    | Any sign or support issue making them substantially ineffective.   | 5 Days                      | 5 weeks                     |
| Road<br>Furniture | Guard Fence and<br>Wire Rope Safety<br>Barrier | Missing or damaged making them substantially ineffective   | 5 Days                      | 10 Weeks                    |
| Road<br>Furniture | Guidepost and<br>Delineators                   | Guideposts missing at a critical location  | 5 Days                      | 5Weeks                      |
| Road<br>Furniture | Reglatory Sign<br>Replacement                  | Safety signs missing   | 5 Days                      | 3 Weeks                     |
| Road<br>Furniture | Fencing I.e.<br>(Pedestrian<br>Crossings)      | Missing  | 5 Days                      | 5 Weeks                     |
| Road<br>Furniture | Sign Replacement                               | Traffic/Directional Signs which are defective  | 5 Days                      | 5 Weeks                     |
| Road<br>Furniture | Pavement<br>Markings                           | Pavement Markings missing illegible at a critical location   | 5 Days                      | 5 Weeks                     |
| Sealed<br>Surface | Pothole Patching                               | Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 100mm deep   | 5 Days                      | 3 Weeks                     |
| Sealed<br>Surface | Regulation                                     | Deformations greater than<br>100mm under a 3m straight<br>edge   | 5 Days                      | 10 Weeks                    |
| Sealed<br>Surface | Edge Repair                                    | All edge breaks > 400mm<br>wide x 100mm deep   | 5 Days                      | 10 Weeks                    |
| Shoulder          | Unsealed<br>Shoulder                           | Edge drops onto unsealed shoulder greater than 100mm   | 5 Days                      | 10 Weeks                    |

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| Structures       | Bridge<br>Maintenance         | Damage affecting structural performance  | 5 Days | 10 Weeks |
|------------------|-------------------------------|--|--------|----------|
| Unsealed<br>Road | Unsealed Road<br>Potholing    | In traffic lane of an unsealed pavement greater than 500mm diameter and 100mm deep for >30% of the road  | 5 Days | 10 Weeks |
| Vegetation       | Tree and Shrub<br>Maintenance | Vegetation intruding within and envelope over roadways from the back of shoulder and /or kerb and a min of 4.5m ht clearance over pavement and the trafficable portion of shoulders. | 5 days | 6 weeks  |
| Vegetation       | Tree and Shrub<br>Maintenance | Vegetation over pedestrian/bicycle paths intruding into a clearance envelope between the edges of path and a min of 2.5m ht clearance over path.                                     | 5 days | 6 weeks  |

#### Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

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# **Footpaths**

| Asset<br>Type           | Defect Type                            | Intervention Level   | Initial<br>Response<br>Time | Maximum<br>Response<br>Time |
|-------------------------|--|--|-----------------------------|-----------------------------|
| Footpaths -<br>High Use | Step                                   | Steps >25 mm in height   | 5 days                      | 6 weeks                     |
| Footpaths -<br>High Use | Crack                                  | Cracks >25mm   | 5 Days                      | 6 weeks                     |
| Footpaths -<br>High Use | Undulations,<br>heave or<br>subsidence | asphalt or paved footpaths<br>with 60 mm height variation<br>over a 1.2mtr straight edge | 5 Days                      | 6 Weeks                     |
| Footpaths -<br>Low Use  | Step                                   | Steps >25 mm in height   | 5 days                      | 8 weeks                     |
| Footpaths -<br>Low Use  | Crack                                  | cracks >25 mm in height  | 5 Days                      | 8 weeks                     |
| Footpaths -<br>Low Use  | Undulations,<br>heave or<br>subsidence | asphalt or paved footpaths<br>with 60 mm height variation<br>over a 1.2mtr straight edge | 5 Days                      | 8 weeks                     |

#### Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

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REPORT NO: 8.3

REPORT TITLE: Contract No. 30 24 3558 - Open Space Landscape

**Construction Panel** 

**SOURCE:** Anil Uzgun, Coordinator Open Space Project

Development

**DIVISION:** Infrastructure & Assets

**FILE NO:** 30/24/3558 **POLICY:** POL189

**STRATEGIC OBJECTIVE:** 3.2: Deliver responsible and transparent governance,

services and sustainable assets that respond to

community needs

ATTACHMENTS: 1. Tender Evaluation Report - Confidential

Tender Evaluation Matrix - Confidential
 Awarded SOR under 250k - Confidential
 Awarded SOR over 250k - Confidential

5. List of Directors and Officeholders - Confidential

# **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 Tenders have been called for Contract No. 30 24 3558 Open Space Landscape Construction Panel.
- 1.2 This report recommends that the tender submissions from:
  - 1.2.1 Yellowstone Landscaping Pty Ltd
  - 1.2.2 Rainscapes Pty Ltd
  - 1.2.3 Excell Gray Bruni
  - 1.2.4 Warrandale Industries Pty Ltd
  - 1.2.5 Naturform Pty Ltd
  - 1.2.6 Evergreen Civil Pty Ltd

for Contract No. 30 24 3558 – Open Space Landscape Construction Panel 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 Resolves to award contract number 30 24 3558 for Open Space Landscape Construction Panel to:
  - a) Yellowstone Landscaping Pty Ltd
  - b) Rainscapes Pty Ltd
  - c) Excell Gray Bruni

- d) Warrandale Industries Pty Ltd
- e) Naturform Pty Ltd
- f) Evergreen Civil Pty Ltd
- 2.2 Awards the contract the attached tendered schedule of rates (excl. GST).
- 2.3 Authorises CPI adjustments in accordance with the conditions of contract.
- 2.4 Awards the contract for a term of 3 years with extension options of 2 x 2 years.
- 2.5 Authorises for variations to be managed in accordance with the confidential attachment.
- 2.6 Delegates to the Director, Infrastructure & Assets to finalise and execute the contract documentation.
- 2.7 Delegates to the Director, Infrastructure & Assets the powers to review and exercise the extension options. The use of this authority is to be reported to Council within 3 months.

#### 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:

- 4.1 This Report supports Council 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 economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - 4.1.4 innovation and continuous improvement is to be pursued;
  - 4.1.5 the ongoing financial viability of the Council is to be ensured;
  - 4.1.6 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 obligation to give proper consideration to, and act compatibly with, human rights does not apply where:
  - (a) under another law you could not reasonably have acted differently or made a different decision. For example, where you are giving effect to another statutory provision that is incompatible with a human right;
  - (b) the act or decision is of a private nature; or
  - (c) the act or decision would impede or prevent a religious body from acting in conformity with religious doctrines, beliefs or principles.
- 5.1.3 The Charter of Human Rights and Responsibilities Act 2006 and Hume City Council's Social Justice Charter were considered and there are no issues to be considered in this regard.

# 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 impact on the public.
- 5.2.2 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 contract is sought to deliver open space and landscape type construction works predominantly outlined in Council's Capital Works Program.
- 6.2 From time to time, the contract may be required to perform emergency, repair-type works to ensure Council's assets and infrastructure are meeting the intended operational requirements for the Community.
- 6.3 The contract may be utilised by any division of Council to deliver the above-mentioned works.
- 6.4 Individual projects will be delivered on a combined lump sum and annual supply schedule of rates contract with all rates reviewed annually in line with the Consumer Price Index (CPI).
- 6.5 There is sufficient funding available for this contract in the Council Capital Works Program.
- 6.6 Further financial assessment is in the attached confidential reports.

#### 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, including:
  - 7.2.1 The nature of those opportunities, and the public bodies with which they are available;
  - 7.2.2 Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.
  - 7.2.3 Council did not pursue opportunities for collaboration as there are currently no collaborative procurement arrangements available for this type of service and this contract relates to a unique need for Hume City Council.

#### 8. OPPORTUNITIES & RISKS:

- 8.1 This Open Space Landscape Construction Panel that is currently being tendered, represents a new and more strategic approach for Hume City Council in delivering capital works projects. The establishment of this panel will allow Council to build collaborative working relationships with the panel contractors and ensure that a consistent style, approach and learnings from Council projects are consistently implemented. It will assist to both speed up the delivery of our parks and playground programs while also improving their quality and the benefits that the community receive.
- 8.2 Council's objectives in establishing an Open Space Landscape Construction Panel are to:
  - 8.2.1 Ensure the successful delivery of high-quality, open space landscape construction works within timeframe and budget that meet desired community outcomes.
  - 8.2.2 Establish a collaborative partnership arrangement underpinning the delivery of Council's Capital Works Program, to facilitate greater outcomes for the Community.
  - 8.2.3 Ensure efficiency and consistency of the construction of the open space and landscape-built form to enable the seamless transition to Council Parks, Assets and Maintenance teams for ongoing operations and maintenance for the life of the assets.
- 8.3 It is therefore vital that Panel Contractors are highly familiar with Council standards of service and operational needs to ensure quality, consistency and timely delivery of its Capital Works Program while minimising any potential risks.
- 8.4 To mitigate risks, all Contractors to be selected for appointment to the Panel shall have established construction management systems embedded within their organisation. At a minimum, Contractors shall have OH&S, Quality and Environmental Management systems and must have designated Company Representative/s to manage these systems.

- 8.5 To be considered for projects over \$1m, Panel Contractors shall have accredited management systems in OH&S, Quality and Environmental certified by an independent authority.
- 8.6 To be considered for projects between \$500k and \$1m, Panel Contractors shall demonstrate that they are working towards certification of their management systems, which is to be achieved within 18 months of Council's formal appointment to the Panel.
- 8.7 Panel contractors shall provide site-specific Safety, Environmental (including Tree Protection and Waste Management) and Construction Management plans as applicable to the project/site.

# 9. COMMUNITY ENGAGEMENT:

- 9.1 Community engagement will be undertaken during the design phase of projects where relevant.
- 9.2 For all works affecting the public, appropriate signs and temporary fencing will be utilised by contractors.
- 9.3 Promotional onsite signage, posts on social media and email updates by Hume City Council will also be incorporated in line with Council's policies and procedures where applicable.
- 9.4 Resident consultation and notification will also be undertaken with any affected residents and/or businesses prior to works being undertaken.

#### 10. DISCUSSION:

# 10.1 Technical Specification

- 10.1.1 Hume City Council focuses on high-quality construction and implementation of its public space, streetscape, parks, reserves, urban centers and open space infrastructure undertaken through the Capital Works Program.
- 10.1.2 Council currently manages approximately 588 reserves and 440 walkways with over 3000ha of open space. Hume's open spaces provide a range of visitors' experiences including play, sports, picnic, events, nature and cultural connection. These sites include a hierarchy of open space such as regional, district, neighbourhood, local, and featuring assets such as natural corridor reserves and dog parks.
- 10.1.3 Along with parks and reserves, Council also maintains approximately 22 neighbourhood level activity centers, local retail precincts, urban realms and other streetscape works. These public open spaces and activity centers may require renewal due to end-of-life assets, improvement of its space and facilities to meet current community needs and/or comply with current industry standards.

# 10.2 Background

- 10.2.1 Council invited tenders from suitably qualified and experienced contractors for an Open Space Landscape Construction Panel.
- 10.2.2 An Open Space Landscape Construction Panel is sought to deliver open space and landscape construction works from Council's Capital Works Program.

- 10.2.3 The Panel may also be utilised to perform repair-type works to ensure Council's parks and other assets/infrastructure are meeting the intended operational requirements for the Community.
- 10.2.4 The above-mentioned works may include open space and landscape construction works located at parks, reserves, streetscapes, activity centres and civil infrastructure/facilities owned and managed by Council.

#### 10.3 Tender Details

- 10.3.1 A Request for Tender was released on Saturday 21<sup>st</sup> September 2024 and closed on Thursday 24<sup>th</sup> October 2024, resulting in 12 suppliers submitting a formal response to Contract for 30 24 3558 Open Space Landscape Construction Panel.
- 10.3.2 The tender was published on Councils eTendering portal and an advertisement was published in The Age newspaper on Saturday 21<sup>st</sup> September 2024.
- 10.3.3 A total of two in-person tender briefings to tenderers were held at Town Hall Broadmeadows on Tuesday 8<sup>th</sup> and Friday 11<sup>th</sup> October 2024. Attendance at one of the briefings was a mandatory requirement for Tenderers to be considered for evaluation.
- 10.3.4 At the time of tender close, 12 submissions were received.

#### 10.4 Tender Evaluation Panel

10.4.1 The Tender Evaluation Panel (TEP) consisted of:

| Officer Title                              | Role           |
|--|----------------|
| Coordinator Open Space Project Development | Chairperson    |
| Coordinator Parks Asset Management         | Scoring member |
| Senior Landscape Architect                 | Scoring member |
| Project Manager – Civil and Open Space     | Scoring Member |

- 10.4.2 Procurement support was provided by a Procurement Officer throughout the tender process. Probity support was provided by an Independent, External Probity Advisor throughout the tender process.
- 10.4.3 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.

# 10.5 Selection Criteria

10.5.1 The evaluation involved scoring of conforming tenders according to the following pre-determined criteria:

| Selection criteria                  | Weighting |
|-------------------------------------|-----------|
| Compliance                          |           |
| - Compliance with specification     | Yes/No    |
| - Compliance to agreement           |           |
| Mandatory Criteria                  |           |
| - Schedule of Rates submitted       | Yes/No    |
| - Attendance to one Tender Briefing | 1 65/110  |
| sessions                            |           |

| Selection criteria                     | Weighting |
|--|-----------|
| - Compliance to minimum management     |           |
| system requirements                    |           |
| - Compliance to insurance requirements |           |
| Price                                  | 30%       |
| Capability                             | 35%       |
| Capacity                               | 25%       |
| Local / Sustainability / Social        | 10%       |

# 10.6 Tender Evaluation Process

10.6.1 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.

#### 10.7 Recommendation

10.7.1 The final weighted score for each tenderer is summarised below:

| Tenderer                | Conforming | Score      |
|-------------------------|------------|------------|
| Tenderer L              | Yes        | 86.08      |
| Yellowstone Landscaping |            |            |
| Tenderer H              | Yes        | 81.39      |
| Rainscapes              | 100        | 01.00      |
| Tenderer D              | Yes        | 77.00      |
| Excell Gray Bruni       | 168        | 11.00      |
| Tenderer K              | Vaa        | 75.75      |
| Warrandale Industries   | Yes        | 75.75      |
| Tenderer E              | V          | 70.00      |
| Naturform               | Yes        | 73.03      |
| Tenderer C              | V          | 70.40      |
| Evergreen Civil         | Yes        | 72.12      |
| Tenderer I              | Yes        | 70.34      |
| Tenderer J              | Yes        | 66.44      |
| Tenderer F              | Yes        | 53.75      |
| Tenderer A              | Yes        | 52.80      |
| Tenderer B              | Yes        | Unranked** |
| Tenderer G              | Yes        | 80.16**    |

<sup>\*\*</sup>Refer to Confidential Attachment 1 for details.

10.7.2 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 submissions from:
  - 11.1.1 Yellowstone Landscaping
  - 11.1.2 Rainscapes
  - 11.1.3 Excell Gray Bruni
  - 11.1.4 Warrandale Industries
  - 11.1.5 Naturform
  - 11.1.6 Evergreen Civil

were determined to be best value and it is considered that these companies can perform the contract to the required standards.

REPORT NO: 8.4

REPORT TITLE: Sunbury Community Arts and Culture Precinct -

Recommendation to Appoint the Community Advisory

Board

**SOURCE:** Hazel Finnie, Coordinator Arts, Culture & Events

**DIVISION:** City Services & Living

**FILE NO:** 30/24/3595

POLICY: -

**STRATEGIC OBJECTIVE:** 1.4: Strengthen community connections through local

events, festivals and the arts

ATTACHMENTS:

1. Sunbury Community Arts and Culture Precinct

Community Advisory Board Terms of Reference
2. Sunbury Community Arts and Culture Precinct

Community Advisory Board Role Description
3. Sunbury Community Arts and Culture Precinct

Community Advisory Board - List of all Applicants -

Confidential

# **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 The Sunbury Community, Arts and Culture Precinct Community Advisory Board is being established to guide the transition of the Sunbury Community Arts and Culture Precinct (SCACP') from its initial commencement as a Council managed site to one operated by an Incorporated Association.
- 1.2 This action is in accordance with Recommendation 2.1.6 from Report 8.8 from the Council meeting held on 24 June 2024.
- 1.3 The report presents the outcome of the recruitment process to appoint the Community Advisory Board.

# 2. RECOMMENDATION:

# 2.1 That Council

- 2.1.1 Endorses the appointment of the following applicants to the Sunbury Community, Arts and Culture Precinct Community Advisory Board:
  - (a) Nicholas Germano
  - (b) Jodi Kashani
  - (c) Carmen Maddison
  - (d) Raj Mann
  - (e) Georgia McKay
  - (f) Tony Rains
  - (g) Kelvin Walsh
  - (h) Sean Vagg

- 2.1.2 Notes that the term of the Board is temporary and will be for an approximate period of 18 months (expected to conclude mid-2026). The Board will cease operations upon the transition of the site from Council managed to a community managed facility.
- 2.1.3 Endorses the Terms of Reference for the Sunbury Community, Arts and Culture Precinct Community Advisory Board (Attachment 1).

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

- 3.1 The provision of arts and cultural activity and the provision of community facilities across Hume City is aligned to the service performance principles (part 5, Division 1, Section 106) of the Local Government Act, 2020 specifically that:
  - 3.1.1 "priority is to be given to achieving the best outcomes for the municipal community, including future generations".
  - 3.1.2 "services should be provided in an equitable manner and responsive to the diverse needs of the municipal community".
- 3.2 The management of the SCACP is informed by the Creative Community Strategy 2020-2025 (endorsed by Council 7 September 2020), which includes the Strategic Priority 1.5, 2.1, 2.2 that
  - 3.2.1 Community Cultural development initiatives and events are delivered in partnership with community members, schools and local organisations, increasing social connection and community safety.
  - 3.2.2 A network of appropriately located, dedicated and affordable cultural facilities of varying scope and scale catering for different art forms, including performing arts, supports the development and presentation opportunities for creative practitioners across the municipality
  - 3.2.3 Planning at all levels (including region, precinct, place, neighbourhood and facility), focuses on user experience and community need and created spaces and places that inspire a sense of community ownership, cultural expression and a positive sense of place.

# 4. OVERARCHING GOVERNANCE PRINCIPLES:

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

- priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- the municipal community is to be engaged in strategic planning and strategic decision making;
- the transparency of Council decisions, actions and information is to be ensured.
- the ongoing financial viability of the Council 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:
    - Right to take part in public life
    - Cultural rights.

There is no impact or limitation on the Human Rights of any individual in relation to the recommendations of this report.

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.

# 6. FINANCIAL & RESOURCE IMPLICATIONS:

- 6.1 There will be minimal resource implications from the establishment of an Advisory Board. These costs relate to meeting administration and can be accommodated in the Arts and Culture operating budget.
- 6.2 It is noted that Council's operation of the Sunbury Community Arts and Culture for the initial time period from opening until transition to an Incorporated Association does have resource implications for Council. These costs have been included in the 2025/26 budget for Council's consideration and are valued at an estimated \$228,048 (2025/26) and \$215,042 (2026/27) respectively. This budget allocation includes operating and staff costs, as well as anticipated income. The budget actuals will be monitored and reviewed quarterly once the precinct is operational to monitor operations against performance targets.
- 6.3 Recommendation 2.1.7 from Report 8.8 (24 June 2024) included a requirement that Officers provide a report back to Council within 12 months of opening. This report will include a review of the operations of the Sunbury Community Arts and Cultural Precinct, including financial and resources, and the progress towards transition to an Incorporated Association.

# 7. OPPORTUNITIES & RISKS:

- 7.1 This information in this report considers Council's strategic risks relating to its reputation.
- 7.2 The establishment of the Community Advisory Board ('Board') positively develops Council's reputation for this project. The Board will link community insight and expertise to the project, foster community leadership, and guide Council in the transition of the management of the precinct to an Incorporated Association.

# 8. COMMUNITY ENGAGEMENT:

# **Precinct Development**

- 8.1 The Sunbury community have been strong advocates for the delivery of improved arts and cultural facilities on Jacksons Hill for several years. Over this time, they have actively participated in a series of planning investigations facilitated by Hume City Council to create a vision for the arts and cultural precinct.
- 8.2 Extensive community engagement and consultation has been undertaken to better understand both current and future arts and cultural infrastructure needs specific to the SCACP.
- 8.3 In October 2023, consultation included a 'Have Fun on the Hill' community engagement event that included community surveys.
- 8.4 In February and March 2024 workshops were held with anchor users and the wider community. Pop up consultation trailers with surveys were also conducted in May 2024 around Sunbury.
- 8.5 Following the broad community consultation on the project in 2023, workshops with key groups in February and March 2024, and community consultation in May, the final concept plans for Stage 1 of the project were endorsed at the Council Meeting on 24 June 2024.
- 8.6 Community members can opt-in to receive monthly newsletters with updates and information on the project and regular social media and website updates are provided.

8.7 Open day activation events held in May 2024 and February 2025 provided the community with the opportunity to visit the site of the SCACP where project update information was made available for review.

# **Community Advisory Board**

- 8.8 Expressions of Interest for membership of the Board were open for application from 23 November 2024 until 6 January 2025.
- 8.9 Applicants were requested to provide a resume, respond to the Essential Selection Criteria, and provide 2 referees.
- 8.10 Potential applicants were informed of this opportunity in the following ways:
  - 8.10.1 Promotion via the Hume City Council website, (4,399 views).
  - 8.10.2 Targeted and organic social media posts on Facebook, Instagram and LinkedIn (31,654 reach/ 65,526 impressions) and
  - 8.10.3 Promotion via ArtsHub.
  - 8.10.4 Promotion in Council's fortnightly eHume (audience of 9,120 subscribers) and monthly Arts (audience of 1,680) newsletters
  - 8.10.5 The website information included a point of contact where information and application support could be provided.
  - 8.10.6 25 applications were received by the closing date.

#### 9. DISCUSSION:

# **Background**

- 9.1 The Sunbury Arts Precinct has been active for approximately 30 years, and, in 2014 Hume City Council endorsed the original vision for the Sunbury Community Arts and Culture Precinct.
- 9.2 This vision aligned with the State Government's broader plan to revitalise and activate Jacksons Hill. The State Government developed a master plan for the entire site, which outlines different precincts for a range of uses including residential, commercial, education and training, open space and arts and culture.
- 9.3 This vision was re-endorsed at the 29 April 2024 Council meeting with a small revision to include the word inclusive: The current vision for the site is:
  - 9.3.1 'Create a destination that preserves and celebrates Sunbury's significant cultural heritage and supports arts, community, cultural, social, and learning activities that are connected, creative, vibrant, inviting, inclusive and valued."
- 9.4 In June 2024, Council
  - 9.4.1 endorsed the concept designs for building 22, building 24 and surrounding open space and approved officers proceeding to design development (detailed design) and construction documentation phase.
  - 9.4.2 provided in principle support that Council would operate and manage the site for a period of approximately 12-18 months after opening, with the aim of transitioning the management of the precinct to a Community Incorporated Association in the medium term.
  - 9.4.3 Asked officers to review the Community Advisory Group, seeking to develop it into an advisory body that could support the transition of the site from Council run to community run.
- 9.5 In April 2025, Council awarded a construction contract for the refurbishment of Buildings 22 and 24. Works are planned to take place from April October 2025.

# **Community Advisory Board**

- 9.6 Following the adoption of the Council report in June 2024, Officers determined that establishing a highly skilled, diverse and inclusive Community Advisory Board would best support this next phase of the precinct development.
- 9.7 The role and responsibilities of the Board are to:
  - 9.7.1 Offer expertise and advice on planning the site's operations to help ensure its success including financial management, governance, partnerships and legal considerations.
  - 9.7.2 Share feedback and insights with the Project Working Group, representing the needs, expectations, and options for the SCACP that align with the overall Vision and key principles for the Precinct.
  - 9.7.3 Be a strong advocate for the project and its vision, helping to build support within the local community and across the broader sector.
  - 9.7.4 Engage with the community by participating in events and discussions and help communicate with key groups and stakeholders as outlined in the project's communication plan.
- 9.8 A Role Description [Attachment 2] was developed and included the following Essential and Desirable Selection Criteria:

#### 9.8.1 Essential Selection Criteria

| <b>Essential Selection Criteria</b>  | Weighting |
|--|-----------|
| Expertise in financial management, partnerships and development (fundraising) advocacy to government or governance / legal considerations                    | 35%       |
| Demonstrated understanding of the creative sector  | 25%       |
| Capacity to contribute constructively and impartially to progress the vision of the SCACP project and the strategic development of Hume's creative community | 20%       |
| Prior involvement in advocacy, planning or community-led organisations relevant to the SCACP project or other community arts precincts.                      | 20%       |

# 9.8.2 Desirable Selection Criteria

- (a) Membership of one of the following underrepresented cohorts: Aboriginal and Torres Strait Islander peoples, young people, people of culturally and linguistically diverse backgrounds, LGBTIQA+ people, and people living with disability.
- (b) Interest and/or understanding of cultural precinct development, planning, and funding.
- 9.9 A Selection Panel comprising Coordinator, Arts, Culture & Events, Senior Project Manager SCACP, Coordinator, Arts and Culture, Executive Officer, City Services and Living, and the Hume Visitor Services Development Officer assessed all 25 applications against the Essential and Desirable Selection Criteria.
- 9.10 The Selection Panel also considered the representation, skills, knowledge and attributes required to best enable the Board to serve its purpose, and represent gender diversity, a range of cultures and abilities.
- 9.11 The Selection Panel recommend the following individuals for inclusion in the Community Advisory Board:
  - 9.11.1 Nicholas Germano

- 9.11.2 Jodi Kashani
- 9.11.3 Carmen Maddison
- 9.11.4 Raj Mann
- 9.11.5 Georgia McKay
- 9.11.6 Tony Rains
- 9.11.7 Kelvin Walsh
- 9.11.8 Sean Vagg.
- 9.12 A list of all applicants, including unsuccessful nominees is shown in Attachment 3. This attachment is confidential as it contains personal information.
- 9.13 The first meeting of the Board will take place during May 2025. Council officers are preparing an induction to the role and to the project.

# **Terms of Reference**

- 9.1 A Terms of Reference document has been established to support the operation and governance of the group which outlines its purpose, membership and the roles and responsibilities of members [Attachment 1].
- 9.2 The Board will operate within the overarching framework of Hume's Engagement Policy and the Social Justice Charter.
- 9.3 Final decisions in respect to the Precinct will ultimately rest with Council as the lease holder for the land through the State Government.
- 9.4 A report will be provided to Council within 12 months of opening, documenting a review of the operations of Stage 1 of Sunbury Community Arts and Cultural Precinct (Operational Model) and steps towards transition to an Incorporated Association.

# 10. CONCLUSION

The recommendation to appoint the Community Advisory Board represents a further step forward in the development and delivery of the Sunbury Community, Arts and Cultural Precinct, providing opportunities for community leadership, engagement and advocacy which will support the development and activation of a vibrant arts precinct.

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# **Sunbury Community, Arts and Cultural Precinct**

# **Advisory Board - Terms of Reference**

#### Introduction

The SCACP Advisory Board (Board) will be established in the first half of 2025 to provide advice to Hume City Council on the delivery of Stage 1 of the <u>Sunbury Community</u>, <u>Arts and Cultural Precinct</u> (SCACP).

The Board will operate within the overarching framework of Hume's Vision, Mission and Values, Social Justice Charter as well as Hume's Community Engagement Policy (see references to these Guiding Frameworks below).

Final decisions in respect to the Precinct will ultimately rest with Council through the established Project Governance Structure.

# **Purpose**

The purpose of the Board is to provide advice on Council's planning and development of the Sunbury Community, Arts and Cultural Precinct (Stage 1), located at Jacksons Hill, Sunbury.

Specifically, the Board will build on the visioning, consultation and concept development work already completed to provide advice on operational planning towards the establishment of an Incorporated Association to manage the SCACP.

# The Board will:

- 1. Provide expertise, insight and advice on the operational planning for the site.
- 2. Relay to the Project Working Group views, needs, expectations and options regarding the operation of the SCACP that support the Vision for the Precinct.
- 3. Champion the project and Precinct vision within the local community and broader sector
- 4. Participate in planned community engagement activities and communicate with the groups and stakeholders identified in the project communications plan.

# Project background and precinct vision

The <u>SCACP</u> is located on Wurundjeri Woi Wurrung Country at Jacksons Hill, Sunbury. The site is a significant feature of the Sunbury community with sweeping views and multiple heritage buildings, which have served various purposes since 1866 including as an insane asylum, Women's Refractory and ancillary functions.

More recently these buildings have been used by Victoria University and local arts groups. The State Government purchased the land and developed a <u>master plan</u> to guide the repurposing of the site.

The State Government masterplan divides the area up into different precincts for a range of uses including residential development, commercial activity, education and training as well as arts and culture.

The original area ear-marked for the arts and cultural precinct includes four buildings - (Buildings 18, 19, 20 and 21). This area known as Reserve 1 and buildings have not yet been transferred to Council as the whole site is still part of a complex planning and heritage process.

A Community Advisory Group (CAG) consisting primarily of local community members and current active arts users of Jacksons Hill facilities was appointed in late 2020. The group was responsible for advising broadly on the delivery of the vision through early engagement, and concept design.

In 2022, Council signed a long-term lease for a near-by parcel of land known as Lot C which houses three buildings – Building 22 (the former Female Refractory Ward) and building 24 and Building B19 (an outbuilding).

At its meeting on 24 June 2024, Council resolved to:

2.1.5 Provide in principle support for the operation and management of Sunbury Community Arts and Culture Precinct to be Council led in its initial stages with the intention of transitioning to a community led incorporated association model within 12 – 18 months of opening.

The SCACP Advisory Board will replace the previous Community Advisory Group (CAG) and will support Council to undertake operational planning work so that the SCACP is positioned to transition to management by Incorporated Association (with a Committee of Management) by end of 2026.

# The vision and key principles for the precinct

The original vision and key principles for the precinct were endorsed in 2014. These were both updated in 2024 following consultation with the community and key stakeholders. The vision for the SCACP is:

To create a destination that preserves and celebrates Sunbury's significant cultural heritage and supports arts, community, cultural, social and learning activities that are connected, creative, vibrant, inviting, inclusive and valued.

The project principles are grounded in Council's desire to create:

A welcoming place for a connected, creative community

- The precinct will be a welcoming, inclusive, safe and accessible place where community can come together to connect, celebrate and create.
- The precinct will support and be a place for creative industries and innovative practitioners and it will build on the strengths of the existing arts and cultural community to provide activities, services and programs for all to enjoy.

A place of meaning and connection

- The precinct will honour, acknowledge and connect people to its rich and varied history, from the Aboriginal history and heritage of the area through to more recent years.
- This connection to history and place will also be achieved through retaining heritage values of buildings, enhancing the site's natural assets and through creative and meaningful architectural and landscape design.

A place that is successful and sustainable

- The precinct will be a destination, a vibrant hub of activity, utilising all buildings and assets and bringing together a mix of community, organisations and complementary businesses to drive local economic benefits and long-term viability.
- Precinct planning and actions will also prioritise and incorporate environmental and cultural sustainability.

A place that involves and empowers community

- Through engagement, collaboration and thriving partnerships, our community will be involved in the planning, delivery and future operations of the precinct.
- The precinct will offer a range of arts and cultural programs, services and spaces to meet the needs of, and ensure participation from, our diverse community.

# Membership & Governance

The Board's work will be facilitated by Council's Coordinator Arts and Culture as a work package of the SCACP Project Working Group – Strategic.

Hume City Council will provide administrative support to the Board. This will involve logistical support to arrange and provide secretarial services at meetings including taking minutes and sourcing information where required.

Hume City Council Officers will attend meetings to provide information and guidance regarding the overall project, Council's obligations and responsibilities, how Council works, and other inputs needed to support the Board's work.

The Board will comprise of up to 8 members. Hume City Council will take responsibility for recruitment via an expression of interest process, as well as targeted recruitment. Decisions about the Board membership will be based on the representation, skills, knowledge and attributes required to best enable the Board to serve its purpose.

A quorum will consist of 50% Board members, plus one, being a majority of eligible members. Meetings can be held without a quorum present. However, a quorum will be required should any major decision need to be made. Any decision made by the Board will be presented to the PCG for approval.

The Advisory Board should be reflective of the diversity of Hume's community. We will seek a highly skilled, inclusive and diverse Board that represents gender diversity, a range of cultures and abilities, and has at least two representatives of each of the following:

- Specialist understanding of the creative sector, ideally with a background in precinct development or management.
- Specialist expertise in business and financial management, organisational governance, partnerships and development (fundraising), advocacy to government, and/or legal considerations.
- Community-based arts organisations.

# **Roles and Responsibilities**

Board Members will:

- Act in a manner consistent with the values and priorities of the SCACP and Hume City Council.
- Prepare for, attend, and actively participate in meetings.
- Communicate the views of creative industry participants and Hume's creative community to representatives of Hume City to Council.
- Respond to requests for input and/or feedback on Council initiatives related to the SCACP.
- Notify the meeting organiser prior to meetings taking place if unable to attend a scheduled meeting.

- Support Council's engagement with creative communities in Hume and beyond.
- Seek and receive approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Board or Council.

#### The Facilitator will:

- Chair Board meetings.
- Assist the Board in planning its activities and how it will undertake that work.
- Guide meetings to ensure effective participation and maximum opportunities for the views represented on the Board to be identified and discussed.
- Help the Board ensure discussions are constructive and thorough, and adhere to the project scope, and reflect Council's values.
- Ensure the Board uses its time as effectively as possible to provide Council with the information, questions, identification of issues and suggestions about strategies that will help enrich and guide decision-making.
- Provide expert advice, frameworks and tools to assist the panel with its work.

# The Secretary will:

- Take minutes to record the issues discussed and items requiring action.
- Ensure the Board is provided with essential information when required prior to meetings and follow up with information needs that may arise as a result of discussions in meetings.
- Prepare reports on the Board's deliberations, views and suggestions.
- Assist with logistical arrangements.

# 6. Selection process:

Appointment to the Board will be through an Expression of Interest (EOI) process. EOIs for membership will be advertised for a minimum of 14 days and applications will be provided in writing.

Advertising will be through appropriate promotion in local newspapers, through Council's website and community networks, social media platforms and distribution to arts organisations and stakeholders where appropriate and in line with the SCACP Comms and Engagement Plan.

A selection panel of four members comprising Coordinator Arts and Culture, Coordinator Arts Culture and Events, Senior Project Manager, Jacksons Hill, and a representative of the Economic Development team will consider the nominations for the Board. The panel will assess the nominations against the selection criteria below.

#### 7. Selection criteria:

Board members will be able to demonstrate:

#### Essential Criteria:

- Expertise in financial management, partnerships and development (fundraising), advocacy to government, or governance/legal considerations.
- Demonstrated understanding of the creative sector.
- Capacity to contribute constructively and impartially to progress the vision of the SCACP project and the strategic development of Hume's creative community
- Prior involvement in advocacy, planning, or community-led organisations relevant to the SCACP project or other community arts precincts.

# Desirable Criteria:

- Membership of one of the following underrepresented cohorts: Aboriginal and Torres Strait Islander peoples, young people, people of culturally and linguistically diverse backgrounds, LGBTIQA+ people, and people living with disability.
- Interest and/or understanding of cultural precinct development, planning, and funding.

# 8. Terms of Appointment

- It is expected that each member will attend a minimum of 60% of all meetings for each year. If this does not occur and no reason is given, the selection panel may be formed to consider whether the member should be removed from the Board and a replacement member appointed
- Membership of the Board will be until Council implements the transition to management by Incorporated Association (estimated mid- to late- 2026). At this point the Board will be disbanded.
- Membership of the Board will not automatically transfer to membership of the Committee of Management for the Incorporated Association. A separate selection process and Terms of Reference will be established for that group.

• Members are free to resign from the Board at any time. Previous nominations may be considered to fill the vacancy. An EOI process will be undertaken if there are no previous nominations that meet the selection criteria.

# 10. Relationship to Council

The Board may make recommendations to Council in an advisory capacity through the governance structure of the SCACP Project.

# 11. Meeting Frequency and Duration:

Meetings will be held quarterly throughout the project, however in the first six months of the Board's work meetings will be held more frequently. The meetings will take place in Sunbury, out of business hours, mostly in the evenings. Some variation may occur to these dates, and an additional meeting will be scheduled if required.

#### 12. Code of Conduct

Members will:

- Act with integrity, honesty and reliability, and treat others with respect.
- Exercise reasonable care and diligence.
- Adhere to the requirement for confidentiality. Where there is a requirement for confidentiality, officers will note this in the minutes.
- Declare a conflict of interest in relation to any matter the Board is concerned with or that the Board will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed in accordance with Council guidelines before the matter is considered and must be recorded in the minutes.
- Refrain from speaking to the media or making public statements on behalf of the Board or Council.
- Ensure that new topics raised by the public or community are brought to the Board for consideration before any public information or response is provided publicly in relation to the issue

# 13. Monitoring and reporting:

Draft agendas will be forwarded to Board members by email no later than one week (five working days) before a scheduled meeting.

The Board will report to the Project Working Group through its Chair (Coordinator Arts and Culture) about its activities after each meeting to ensure all involved are kept up to date with the ideas and thinking as they evolve.

# 14. Guiding Council frameworks

These documents explain the principles that guide the Hume City Council's interactions with its community and stakeholders and make reference to its Vision, Mission and Values and overarching principles:

Social Justice Charter
Community Engagement Policy
SCACP Concept Plan – Phase 1

# HUME CITY COUNCIL

# Advisory Board Member (Voluntary) – Role Description

#### **Sunbury Community Arts and Cultural Precinct**

Hume City Council is one of Australia's fastest growing and culturally diverse councils. We put the community and our customer at the centre of all that we do, ensuring our services are efficient and accessible.

We are in the process of delivering the Sunbury Community Arts and Cultural Precinct at Jacksons Hill - a vibrant hub for arts, culture, and community. Council has endorsed concept plans for Stage 1 of the project (known as Lot C).

Council is working to establish an independent incorporated association, which will take responsibility for the operation of the site estimated to be by the end of 2026).

As an Advisory Board member, you will provide advice about how the incorporated association should be established and how the precinct should operate in 2025 and into 2026 to facilitate the transition to management by independent incorporated association. This will help to ensure its success and long-term sustainability.

#### About the role

- Fixed-term of 12-18 months until the precinct transitions to management by incorporated association (estimated end of 2026).
- Meetings will be held quarterly throughout the project, however in the first six months of the Advisory Board's work, meetings will be held more frequently.
- Advisory Board meetings will be face-to-face onsite at Jacksons Hill, Sunbury, Victoria.
- This is a voluntary position.

The Advisory Board should be reflective of the diversity of Hume's community.

We will seek a highly skilled, inclusive and diverse Board that represents gender diversity, a range of cultures and abilities, and has at least two representatives of each of the following:

- Specialist understanding of the creative sector, ideally with a background in precinct development or management.
- Specialist expertise in business and financial management, organisational governance, partnerships and development (fundraising), advocacy to government, and/or legal considerations.
- Community-based arts organisations.





# HUME CITY COUNCIL

# Advisory Board Member (Voluntary) – Role Description

# **Sunbury Community Arts and Cultural Precinct**

#### **Key responsiblities**

- Offer your expertise and advice on planning the site's operations to help ensure its success including financial management, governance, partnerships and legal considerations.
- Share feedback and insights with the Project Working Group, representing the needs, expectations, and options for the SCACP that align with the overall vision and key principles for the precinct.
- Be a strong advocate for the project and its vision, helping to build support within the local community and across the broader sector.
- Engage with the community by participating in events and discussions, and help communicate with key groups and stakeholders as outlined in the project's communication plan.

Applicants will be selected based on their relevant skills, experience, and the ability to contribute to diverse and balanced representation. While individual qualifications are key, Council will seek to establish a Board that is representative of Hume's community including cultural backgrounds, experiences, and viewpoints.

#### **Selection process**

| Essential Selection Criteria  | Weighting (%) |
|---|---------------|
| Expertise in financial management, partnerships and development (fundraising), advocacy to government, or governance/legal considerations.                    | 35%           |
| Demonstrated understanding of the creative sector.  | 25%           |
| Capacity to contribute constructively and impartially to progress the vision of the SCACP project and the strategic development of Hume's creative community. | 20%           |
| Prior involvement in advocacy, planning, or community-led organisations relevant to the SCACP project or other community arts precincts.                      | 20%           |





# HUME CITY COUNCIL

# Advisory Board Member (Voluntary) – Role Description

# **Sunbury Community Arts and Cultural Precinct**

#### **Desirable Selection Criteria**

- Membership of one of the following underrepresented cohorts: Aboriginal and Torres Strait Islander peoples, young people, people of culturally and linguistically diverse backgrounds, LGBTIQA+ people, and people living with disability.
- · Completion of formal governance training.
- Interest and/or understanding of cultural precinct development, planning, and funding.

Applicants must advise the Selection Panel of any circumstances that may create a conflict of interest between their duties as Advisory Board members and their private interests.

#### **Application process**

This Expression of Interest is for the appointment 8 Advisory Board members.

The final number of Board members will be dependent on the range of skills represented among applicants.

Send the following to artsandculture@hume.vic.gov.au by 5.00pm Monday 6 January:

- Resume
- Response to the Essential Selection Criteria above.
- 2 x Referees.

A selection panel will review applications based the on the selection criteria and contact shortlisted candidates if further information is required.

Please contact Dr David Henry, Coordinator Arts and Cultural Development, Hume City Council at <a href="mailto:artsandculture@hume.vic.gov.au">artsandculture@hume.vic.gov.au</a> or 0467 663 725 for more information or to discuss the opportunity.

# For more project information visit hume.vic.gov.au/scacp





REPORT NO: 8.5

**REPORT TITLE:** Friends of Aileu Annual Report (2024) and Friends of

Aileu Strategy Plan 2025 -2030

**SOURCE:** Chris Adams, Community Capacity Building

**DIVISION:** City Services & Living

**FILE NO:** HCC05/29-06

**POLICY:** -Social Justice Charter

**STRATEGIC OBJECTIVE:** 1.3: Promote a healthy, inclusive and respectful

community that fosters community pride and safety

ATTACHMENTS: 1. Friends of Aileu Annual Report 2024

2. Friends of Aileu Strategy Plan 2025-2030

3. Friendship Agreement (Merri-bek - Hume - Aileu)

2025-2030

#### **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 report presents:
  - 1.1.1 Friends of Aileu Annual Report 2024 (Attachment 1), documenting the activities undertaken for, and supported by, the East Timor Partnership Project (Merri-bek and Hume City Councils) and Friends of Aileu Community Committee for the calendar year 2024.
  - 1.1.2 Friends of Aileu Strategy Plan 2025-2030 (<u>Attachment 2</u>), to guide the development of Annual Action Plans to be implemented by the East Timor Partnership Project and the Friends of Aileu Community Committee.
  - 1.1.3 Friendship Agreement (Merri-bek Hume Aileu) 2025-2030 (<u>Attachment 3</u>), that includes:
    - (a) The basis for continuing the friendship relationship with Aileu
    - (b) Authorisation for Mayor Cr Bell, Co-Chair of the Friends of Aileu Community Committee to sign the Friendship Agreement on behalf of Merri-bek and Hume City Councils.
  - 1.1.4 An outline of plans to celebrate 25 years of friendship with Aileu, together with the Port Phillip Friends of Suai and the Yarra-Darebin Friends of Baucau, at Coburg Town Hall on Tuesday 6 May 2025, along with a proposal for inviting official guests.

#### 2. RECOMMENDATION:

# **That Council:**

- 1. Notes the Friends of Aileu Annual Report 2024 (Attachment 1)
- 2. Endorses the Friends of Aileu Strategy Plan 2025-2030 (Attachment 2),
- 3. Endorses the renewed Friendship Agreement (Merri-bek Hume Aileu) 2025-2030 (Attachment 3) as the basis for continuing the friendship relationship with the Municipality of Aileu
- 4. Authorises Mayor Cr Bell, Co-Chair of the Friends of Aileu Community Committee,

to sign Friendship Agreement (Merri-bek - Hume - Aileu) 2025-2030 (Attachment 3)

5. Notes the proposed 25-year anniversary celebration event at Coburg Town Hall on 6 May 2025 in collaboration with Port Phillip Friends of Suai and Yarra-Darebin Friends of Baucau.

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

3.1 The primary purpose of Local Government under the *Local Government Act 2020*, is to ensure 'peace, order and good government' The friendship relationship between the then Moreland City Council, Hume City Council and the then District of Aileu, following the violence and destruction experienced during 24 years of East Timor occupation by the Indonesian military was established in 2000 to support the Aileu to establish, peace, order and governance structure.

#### 4. OVERARCHING GOVERNANCE PRINCIPLES:

- 4.1 This Report supports Council in giving effect to the following Overarching Governance Principles:
  - 4.1.1 Priority is to be given to achieving the best outcomes for the municipal community, including future generations
  - 4.1.2 Collaboration with other Councils and Governments and statutory bodies is to be sought.

#### 5. IMPACT ASSESSMENTS:

- 5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006
  - 5.1.1 The human rights relevant to this Report are:
    - · Right to take part in public life
    - · Cultural rights.
  - 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, and therefore, a Gender Impact Assessment was not required.

# 6. FINANCIAL & RESOURCE IMPLICATIONS:

- 6.1 The proposed 2025/26 operational budget allocates a total of \$70,551 which includes:
  - 6.1.1 Project Officer salary contribution (shared with Merri-bek) \$65,051
  - 6.1.2 Friends Aileu Education Scholarship Program \$5,500
- 6.2 Project events and activities are supported by funds raised through donations, sales of East Timor goods and fundraising events resulting in an income of \$21,600 (2024).

# 7. OPPORTUNITIES & RISKS:

- 7.1 The continuation of the friendship relationship with Aileu will provide ongoing opportunities for Hume City community members, including the 600 plus Hume City residents that identify as Timorese (2021 Census), to actively involve themselves in public life and strengthen our local community, while:
  - 7.1.1 Learning more about the different and common challenges facing our local communities, Australia as a nation and our region, with reference to Timor-Leste and Aileu

- 7.1.2 Community led initiatives that mutually benefit Hume, Merri-bek and Aileu communities.
- 7.1.3 Supporting the people of Aileu as they strive to develop their local democracy and a more inclusive and sustainable future and thus contributing to a justice and stability in our region.
- 7.2 Risks of the friendship relationship include the possibility that some members of the Hume community or people in politics or the media may raise issues about whether:
  - 7.2.1 Involvement in the friendship relationship and support for community development in Aileu should be a Council priority
  - 7.2.2 The expenditure of publicly raised and donated funds transferred to Aileu to support community development activities.
- 7.3 These risks are suitably mitigated by:
  - 7.3.1 Implementation of a Communications Plan that provides proactive information, included in:
    - (a) Annual Reports and timely reports from Aileu partner organisations,
    - (b) Councillor Newsletter
    - (c) Friends of Aileu's periodic newsletter
    - (d) Council website promotion of activities and events and how local community members can get involved
    - (e) Social media posts that illustrate the value of the friendship relationship to the Hume and Merri-bek communities and to the people of Aileu.
  - 7.3.2 The operation and oversight provided by the Friends of Aileu Community Committee and the Aileu Friendship Commission, and the application of Hume and Merri-bek City Councils' financial procedures and delegations.

#### 8. COMMUNITY ENGAGEMENT:

- 8.1 Consultation on the matters dealt with in this report include:
  - 8.1.1 Friends of Aileu Community Committee on 15 August 2024, 12 December 2024 and 11 February 2025
  - 8.1.2 Community consultation at Council hosted events delivered during 2024
  - 8.1.3 Community workshop held on 23 November 2024
  - 8.1.4 Deliberations at meetings of the Community Committee's Project Reference Group on 18 September 2024 and 20 February 2025.

# 9. DISCUSSION:

# 9.1 Background

- 9.1.1 The friendship relationship with Aileu was established on 4 May 2000, with the signing of a Memorandum of Understanding (MOU) between East Timor Partnership Project (Hume and Merri-bek City Councils) with East Timor and Aileu.
- 9.1.2 Friendship relationships between Yarra and Darebin City Councils and Baucau and between the Port Phillip City Council and Suai, were also established by MOU in May 2000.
- 9.1.3 Following these first three formal local government-sponsored community friendship relationships, subsequently other local government and community friendship relationships were established with other Timor-Leste Districts.

- 9.1.4 This year marks 25 years since the establishment of formal local government and community friendship relationships with Timor-Leste.
- 9.1.5 2025 is also a significant year for the Timorese community of Australia, as it marks 50 years since:
  - (a) The arrival of the first refuges from East Timor August 1975
  - (b) East Timor's Declaration of Independence on 28 November 1975
  - (c) The establishment of the Australia East Timor Association (AETA) in December 1975, to express solidarity with the people of East Timor.

# 9.2 Friends of Aileu Governance

- 9.2.1 The Friendship Agreement between Hume and Merri-bek City Councils (East Timor Partnership) and East Timor Aileu district was established by the signing of a MOU which guides the friendship relationship. The agreement has been reviewed every five years since Friends of Aileu was established.
- 9.2.2 The East Timor Partnership employs a project officer to coordinate the project administration, including oversight of the Friends of Aileu Community Committee consisting of Councillors, Officers and community volunteers representing both municipalities.

# 9.3 Friends of Aileu Annual Report 2024

- 9.3.1 The Friends of Aileu Annual Report 2024 (Attachment 1) highlights key activities and outcomes including:
  - (a) The development of the Strategy Plan 2025-2030 and the Friendship Agreement 2025-2030 in consultation with FOACC and key stakeholders.
  - (b) Friends of Aileu's ongoing partnerships with several groups including Bayside Social Justice Group, Grassroots Gatherings Inc, Timorese Association in Victoria (TAV), Melbourne East Timorese Activity Centre (METAC), Australia East Timor Association (AETA), East Timor Students Association (ETSA) Vic, Australian Catholic Religious Against Trafficking in Humans (ACRATH), Wild Timor Coffee Co. and Kew Rotary Fair Tade and Gift Shop/Kor Timor.
  - (c) The formation of a new working group, chaired by FOACC member Glenyys Romanes to develop the next phase of the successful Oral Health Education Project (*Kose Nehan / Brush Your Teeth*)
- 9.3.2 The report details activities and events conducted in Merri-bek and Hume, including:
  - (a) Community lead fundraising events that resulted in the raising \$21,600
  - (b) A community lead event Voices of Liberation / Stories and Music of Resistance at Black Spark Arts and Cultural Centre, Northcote, in May
  - (c) Hume City Council coordination to host the *Timor Cup 2023/24* soccer tournament organised by Greenvale United Soccer Club and the Timorese community, with the competition running from 27 December 2023 to 11 January 2024, and with an awards night at Town Hall Broadmeadows on 13 January 2024
  - (d) Participation in the monthly welcome dinners organised by the Melbourne East Timorese Activity Centre (METAC) for the Timorese community and friends, and in other events organised by the Australia East Timor Association (AETA), the East Timor Women's Association (ETWA) and the Friends of Suai.

- 9.3.3 The report highlights activities supported in Aileu, including:
  - (a) The Aileu University Scholarship Program, providing \$10,700 in fee support for 17 young Aileu students undertaking tertiary studies in Timor-Leste
  - (b) Scholarships at the Baucau Teachers' College, providing \$4,100 in fee support for 7 Aileu students
  - (c) The participation of 27 young people from Aileu in Permatil's 5-day 2024 PermaYouth training camp
  - (d) The continued partnership with the Aileu Resource and Training Centre, in particular, support for its management and staff salaries, and the ARTC's:
  - (e) Continued support for the Aileu oral health education project (*Kose Nehan*)

# 9.4 Friends of Aileu Strategy Plan 2025-2030

- 9.4.1 The Strategy Plan 2025-2030 (Attachment 2) revised the purpose and vision for Friends of Aileu and will guide actions and deliverables over the next five years.
- 9.4.2 Annual Action Plans are to be prepared and implemented by the East Timor Project Team and the Friends of Aileu Community Committee.

# 9.5 Friendship Agreement 2025-2030

- 9.5.1 The Friendship Agreement was prepared following consideration of the outcomes from a community planning workshop on 23 November 2024, discussion at meetings of the Friends of Aileu Community Committee and consideration of a draft by the Aileu Municipal President.
- 9.5.2 The updated Friendship Agreement 2025-2030 (Attachment 3) outlines the terms for continuing the friendship relationship for the coming five years.
- 9.5.3 The Friendship Agreement is a statement of intent and commitment, but is it intended to have no legal effect.

# 9.6 Celebrating 25 years of friendship with Aileu

- 9.6.1 To celebrate the significant outcomes from the friendship relationship with Aileu, the Friends of Aileu Community Committee supports a proposal that a Council and community event celebrating 25 years of friendship with Timor-Leste be held on 6 May 2025 at Coburg Town Hall.
- 9.6.2 Dr Kirsty Sword Gusmão AO, Coburg resident and founder of Alola Foundation, Goodwill Ambassador for Education to Timor-Leste and former First Lady of Timor-Leste, has agreed to deliver the keynote address.
- 9.6.3 The event will be a joint celebration of the friendships with Aileu, Baucau and Suai facilitated by collaborations with the Australia East Timor Association (AETA) and the Timorese Association in Victoria (TAV), the Melbourne East Timorese Activity Centre (METAC) and the East Timorese Students Association Victoria (ETSA Vic). This event will be funded within the existing operational budget.

# 10. CONCLUSION

10.1 The Friends of Aileu celebrates 25 years of achievements that have mutually benefited Hume, Merri-bek and Aileu communities. The ongoing planned activities and renewed Friendship Agreement aim to build on these achievements for future years







Activities and Achievements in 2024 and an Outlook for 2025

Prepared by Christopher Adams and Aoife Carli Hannan, East Timor Project Team, with the Friends of Aileu Community Committee





# Bemvindu ba Relatoriu Anual tinan 2024 Belun Aileu nian / Welcome to Friends of Aileu Annual Report for 2024

#### Acknowledgements:

Friends of Aileu Community Committee, Merri-bek City Council and Hume City Council acknowledge the Wurundjeri Woi-wurrung people, including the Gunung-Willam-Balluk clan in Hume, as the Traditional Owners and Custodians of the lands and waterways in the areas now known as Merri-bek and Hume.

We pay respect to their Elders, past and present, as well as to other First Nations people and communities and their Care for Country and the significant contributions they make to the life of our communities.

The Friends of Aileu Community Committee also acknowledges the support of the Merri-bek and Hume City Councils and their communities for the friendship relationship which has flourished since its establishment in May 2000, and the support and involvement of the Municipality and people of Aileu.

We acknowledge with respect the traditional leaders and elders of Aileu, all who supported the armed, diplomatic and clandestine fronts during the resistance period, and all who participated in the UN Referendum of August 1999 and the subsequent restoration of Timor-Leste's independence in May 2002.

We also acknowledge the Government of the Democratic Republic of Timor-Leste and its agents, including the Aileu Municipal Authority, and their efforts and achievements, together with the people of Aileu, to develop their local democracy and work towards a more prosperous and sustainable future.

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Timor-Leste: one of Australia's nearest neighbours



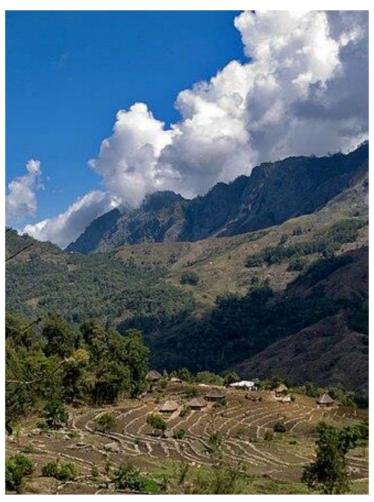
Aileu Municipality, a largely mountainous, partly forested area of 790 km² with significant areas of agricultural use, is home to some 54,300 people (some 9,380 households), most of whom live in 139 Aldeias (small hamlets) that are administered as 33\* Sucos (villages), grouped into 4 Administrative Posts (Aileu Vila, Laulara, Lequidoe & Remexio)

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<sup>\* 2</sup> new Sucos were created in early 2025, increasing the total number of Sucos to 35.



Dom Baumeta Statue, Malere / The traditional symbol of Aileu, Ai-Kleuk, Suku Liurai



Aileu: a view over rural houses beside terraced vegetable gardens, with coffee groves under shade trees in the valley, towards partially vegetated hills and distant mountains

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### 1 An introduction and some highlights from 2024

#### 1.1 This report, the project and its governance

This **Friends of Aileu Annual Report** covers the calendar year 2024, highlighting the main activities of the **Friends of Aileu Community Committee** and the **East Timor Project**, and the community development activities undertaken by our partner organisations in Aileu, Timor-Leste

The Annual Report has been prepared with and for the Friends of Aileu Community Committee, a joint Working Group of Merri-bek and Hume City Councils, whose Terms of Reference were last updated in January 2023.

The report is presented to **Merri-bek and Hume City Councils** and will be made available to Friends of Aileu's partner organisations in Australia, Aileu and Timor-Leste, to our donors and supporters, and to the broader communities of Merri-bek, Hume and Aileu.



Strategic planning workshop, November 2024: Friends of Aileu Community Committee members, community members, Council staff and facilitator Michael Henry

Standing: Glenyys Romanes, Richard Brown, Jose Pires, Dominique Wiehahn, Michael Henry, John Rutherford, Aoife Carli Hannan and Petr Svoboda

Kneeling: Heather Bridges, Antoninho Dos Santos, Anne Jungwirth, Karla Collrick, Celia Chaung and Mark Riley

Front: Chris Adams (Other workshop participants: Veronica Pradel and Paul O'Sullivan)

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The Friends of Aileu Community Committee held a strategic planning workshop in November to assist the Project Team prepare an updated **Friends of Aileu Strategy Plan**, **2025 - 2030** and a draft updated **Friendship Agreement 2025 - 2030**, which will be presented to the 2 Councils for their consideration in early 2025, together with this Annual Report.

The **Project Reference Group**, a sub-committee of the Friends of Aileu Community Committee, whose members are Anne Jungwirth, Glenyys Romanes, Glenda Lasslett, Richard Brown, Carlo Carli and Joe Caputo, has continued to provide the Project Team with valuable additional guidance between Committee meetings.

The **East Timor Project Team** comprises the Project Officer (Christopher Adams) and the Project Administration Support Officer (Aoife Carli Hannan), who are each employed by Merri-bek City Council at 0.5 EFT.

Merri-bek City Council manages the **East Timor Project Cost Centre** (the budget for employee salaries and materials and services), with Hume City Council reimbursing Merri-bek for 50% of actual expenses on a quarterly basis.

Merri-bek City Council also manages two separate **Balance Sheet accounts** (Friends of Aileu Donations & Fundraising and Friends of Aileu Fundraising Sales), that receive 100% of net donations and fundraising. 100% of these publicly raised funds are used by Friends of Aileu's to support for community development activities in Aileu.

#### 1.2 Some 2024 highlights in Merri-bek and Hume

The Year got off to a great start with the return to CERES in February of the **Grassroots Gathering fundraiser for Aileu,** organised by Grassroots Gatherings Inc, attracting some 300 people and raising \$9,500 for youth art and environmental work in Aileu.



Grassroots Gathering for Aileu in the CERES pavilion, February 2024: Standing are guest speakers: Wurundjeri Elder Uncle Bill Nicholson and visual artists Aretha Brown and Bec Soares

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The year's activities continued with the annual **Trivia Quiz** at Brunswick Town Hall in June, attracting some 100 people and raising \$12,100 for fundraiser for the Aileu Scholarship Program.





Trivia Quiz fundraiser / In The Spirit of Togetherness

The year was capped off in November, when Friends of Aileu, together with the Australia East Timor Association (AETA), hosted the *In the Spirit of Togetherness fundraiser* for the Timorese Association in Victoria (TAV) and the Melbourne East Timor Activity Centre (METAC), at which the new members of the recently re-established TAV committee were introduced to the community.

Each of these events was successful, not only in fundraising, but also, and at least as important, in strengthening the relationships between the Friends of Aileu, partner organisations and members of our communities.

#### 1.3 Some 2024 highlights in Aileu and Timor-Leste

Following Timor-Leste's 2023 parliamentary elections, which resulted in a change of government, a new executive and management team for the **Aileu Municipal Authority** was sworn in January 2024.

The **Aileu Friendship Commission** was convened by the President of Aileu Municipality several times during the year and provided the nominations for the Aileu University Scholarship Program and oversight of the organisations and projects supported by Friends of Aileu.

During 2024, Friends of Aileu provided financial support for community development activities in Aileu, including:

- An allowance for operational costs of the **Aileu Friendship Commission**, using uncommitted funds carried over from 2023
- A contribution to the operational costs of the Aileu Municipal Youth Centre, which assisted the Aileu Friendship Commission to manage the Aileu University Scholarship Program with uncommitted funds carried over from 2023

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The Aileu University Scholarship Program, which used funds raised at the annual Trivia Quiz fundraiser in 2023 and the Hume City Council education donation, to cover the tuition fees of 16 young people from Aileu studying at universities in Dili. This included partial tuition fee support for the Secretary of the Aileu Friendship Commission to undertake Year 2 of a 2-year Master of Management, Education, at Cristal Institute in Dili, plus funding for a Bachelor of Medicine graduate to undertake a specialist English language course at GEM Institute, Dili



Aileu Scholarship Program graduates

➤ Teacher Education Scholarships, covering the tuition fees of 7 young people from Aileu studying at the Baucau Teachers College, which used funds from the Hume City Council 2023/24 education donation



**Baucau Teachers College graduates** 

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Support for agreed community development activities, including further development of the Kadalak Dame garden project, and operational costs of the Aileu Resource and Training Centre with uncommitted funds carried over from 2023





ARTC's Kadalak Dame garden / Participants at 2024 PermaYouth Camp

Support for the participation of 60 young people from 12 Aileu villages in the 2024 PermaYouth Camp in Fatuqueru, Ermera Municipality, organised by Permatil (Permacultura Timor-Leste) and the PermaYouth Association of Timor-Lorosae, with the funds, coordination and follow-up with participants on their actions plans being managed by the Aileu Anan Association (AILA) assisted by the Aileu University Students Association (KEUMA), with funds raised at the 2024 Grassroots Gathering for Aileu.

Our friendship with Aileu and the contribution to community development activities of Aileu partner organisations has been able directed by the work of the Friends of Aileu Community Committee and the Committee's Project Reference Group.

The support of many volunteers and staff who assisted with events, and of the many businesses and individuals who made donations or attended fundraising events and other activities, is most appreciated, along with the participation especially over the recent years of **Grassroots Gatherings Inc** which has helped us reach a younger audience with the messages of friendship.

Finally, the support of the **Merri-bek and Hume City Councils** has been fundamental to the success of the friendship relationship and the ability to work with Aileu partner organisations on community development activities such as those highlighted above.

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## 2 A summary of 2024 activities and outcomes

# 2.1 Working together as a community to sustain and develop our friendship with Aileu: Activities in Australia and in Merri-bek and Hume

### 2.1.1 The friendship relationship, its governance and implementation

#### 2.1.1.1 Friendship Agreement and Municipal Cooperation Agreements

The friendship relationship with Aileu is guided by:

- The Friendship Agreement (Moreland Hume Aileu) 2020, which has been renewed periodically since the signing of the initial Memorandum of Understanding on friendship with Aileu, and the Statement of Principles for Victorian Local Governments Working in East Timor, both the latter having been signed in May 2000
- The Municipal Cooperation Agreements (Moreland and Hume) 2016, with respect to Aileu.

#### 2.1.1.2 Friends of Aileu Strategy Plan and Community Committee

Actions undertaken to realise the intent of the friendship relationship are guided by the Friends of Aileu Strategy Plan (2020) and the deliberations of the Friends of Aileu Community Committee.

**The Friends of Aileu Community Committee**, formerly an Advisory Committee of Merri-bek City Council under the *Local Government Act 2020*, with Hume City Council representation, was re-established in 2023 as a joint working group of Merribek and Hume City Councils with updated Terms of Reference and a refreshed membership.

**Community Committee membership** as of August 2024 is shown at <u>Attachment 1</u> (page 55).

#### Councillor representatives for 2024 were:

- > Cr Naim Kurt, Mayor Hume City Council (Committee Chair for 2024)
- Cr Joseph Haweil, Hume City Council
- Cr Adam Pulford, Mayor, Merri-bek City Council.

#### Council representatives, appointed December 2024 for 2025, are:

- Cr Adam Pulford, Merri-bek City Council (Committee Co-Chair for 2025)
- Cr Chris Miles, Merri-bek City Council
- Cr Jarrod Bell, Mayor, Hume City Council (Committee Co-Chair for 2025)
- Cr Naim Kurt, Hume City Council

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The Community Committee met 5 times during 2024, in February, April, June, August and December (the October meeting having been cancelled as it fell within the caretaker period for the 2024 Council elections).

Several meetings were hybrid, allowing people unable to be there in person to participate on-line, including friends from Timor-Leste and Aileu.

Guests attending meetings during 2024 were:

- > Thomas Denning, Victoria University Community Development student on industry work placement with Merri-bek City Council and Friends of Aileu
- Mara Baviera, Climate Resilience Integration Lead (Merri-bek)
- Petr Svoboda, Social Policy and Projects Officer (Merri-bek)
- Michael Henry, strategy planning workshop facilitator
- > Tiernan Nile Ali, RMIT International Relations student
- And on-line from Aileu,
  - Abílio de Araujo (President, Aileu Anan Association,
  - o José Valente (Secretary, Aileu Friendship Commission),
  - Joaninho dos Reis Mendonça (Administration, Finance and Programs, Aileu Resource and Training Centre).

On 23 November, Friends of Aileu Community Committee conducted a half-day workshop to help develop a renewed Strategy Plan and a draft Friendship Agreement for the period 2025 to 2030, to be presented for Council consideration in early 2025.





Strategy Planning workshop

Participants in the workshop were:

- Community Committee members:
  - Anne Jungwirth
  - o Dominique Wiehahn
  - o Glenyys Romanes
  - John Rutherford
  - o Paul O'Sullivan
  - Richard Brown
  - o Antoninho Francisco (Chico) dos Santos

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- Community members
  - Mark Riley (former Merri-bek councillor)
  - Jose Pires (Melbourne East Timorese Activity Centre) who gave a short talk about his own and his family's journey from East Timor as refugees in 1975 to the present
- The Project Team's Christopher Adams and Aoife Carli-Hannan
- Merri-bek staff Veronica Pradel and Petr Svoboda and Hume staff Karla Collrick and Celia Chang
- Michael Henry (workshop facilitator and a member of Port Phillip Friends of Suai).

Other committee members had opportunities to contribute input direct to the Project Team and at the meeting of the Friends of Aileu Community Committee in December 2024 and in early 2025.

**Friends of Aileu's Governance and Relationships** arrangements as of January 2024 are illustrated at **Attachment 2** (page 57).

You may <u>Contact the Project Officer</u> for more information about the Friends of Aileu Community Committee, Friends of Aileu activities in Merri-bek and Hume and the activities of partner organisations that we support in Aileu.

#### 2.1.1.3 East Timor Partnership Project

The friendship relationship is supported by the **East Timor Partnership Project** of Merri-bek and Hume City Councils established by agreement between the then Moreland City Council and Hume City Council in April 2000 and has been periodically renewed since then.

The Partnership Project is resourced by a budget allocated to **Merri-bek City Council's East Timor Project Cost Centre**, with Hume City Council reimbursing Merri-bek for 50% of actual expenditure on a quarterly basis. The total Cost Centre expenditure (salaries and materials and services) for calendar year 2024 (2<sup>nd</sup> half of 2023/24 and 1<sup>st</sup> half of 2024/25) was \$123,878, shared 50/50 by the 2 Councils.

#### 2.1.1.4 East Timor Project Partnership Project Liaison Group

The East Timor Project Partnership Project Liaison Group (comprised of Merribek Director Community, Hume Director City Services and Living and the relevant Managers, Unit Managers / Coordinators of both Councils and the Project Officer) meets at least annually, meet this year on 4 July 2024:

- Reviewing the operation of the East Timor Project and the Friends of Aileu Community Committee
- Agreeing to support a recommendation to the CEO for the Project Administration Support Officer to work for up to 5 days in Aileu, following a period of annual leave taken in Timor-Leste and for which all international travel costs were to be met privately

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- Noting a range of upcoming Friends of Aileu events and related community activities planned for later in 2024 and into 2025 including
  - A planned event in May 2025 for the 25<sup>th</sup> anniversary of Friends of Aileu
  - A possible Council / Friends of Aileu delegation to Dili and Aileu for the planned Friendship Conference in 2025
  - Timorese community events throughout 2025 to celebrate the 50<sup>th</sup> anniversary of the arrival in Australia of the first refugees from East Timor in August 1975
- Agreeing that the Project Officer would prepare a letter renewing the current Management Arrangements for the East Timor Partnership Project for agreement between the Directors of the 2 Councils - see the August 2024 restatement of the Management Arrangements and letter of agreement at Attachment 3 (page 59)

#### 2.1.1.5 East Timor Project Team

The East Timor Partnership Project is coordinated by the **Project Team** comprised of the Project Officer East Timor (Chris Adams) and the Project Administration Support Officer (Aoife Cari Hannan) both now working 0.5 EFT. Cass Alexiou of the Community Venues team worked part-time on the project during a period of leave taken by Aoife.

The Project Team hosted Thomas Denning, a final year student for Bachelor of Community Development at Victoria University, for a 200-hour industry placement from 23 April to 3 October.

Thomas brought enthusiasm, energy to the Project Team, contributing new perspectives, experiences and skills, while:

- Assisting in planning and executing the Trivia Quiz fundraiser, including soliciting donations for prizes and auction items from local businesses for this large fundraising event
- Completing a review of the Friends of Aileu volunteer recruitment and retention processes and drafted a new volunteer engagement program aligned with Gideon Rosenblatt's Engagement Pyramid
- Engaged in numerous community activities including information stalls at Council events and East-Timorese community cultural events
- Also working with the Community Development and Social Policy Unit, Thomas:
  - Applied Permaculture principles to a Theory of Change Framework, developed a visual communication tool, and provided contextual information on the intersection of community development practice, policy development and permaculture

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 Reviewed the current Growing in Public Spaces guidelines and provided advice on taking a community development approach in the review and development of the revised guidelines.

#### 2.1.1.6 Registration as a fundraiser

Following advice from **Consumer Affairs Victoria CAV**), Merri-bek City Council resolved in November 2023 to seek *Merri-bek City Council - Friends of Aileu* being registered as a *fundraiser* under the *Fundraising Act 1998 (Fundraising Regulations 2019)*. This registration (No. FR0017263) was granted by CAV in April (effective from 20 March 2024).

Registration achieves compliance in respect of fundraising activity and will enhance the attractiveness of Friends of Aileu to members of the public, partner organisations and existing and potential supporters and donors.

During 2024 an application was also made to the **Victorian Gambling and Casino Control Commission (VGCCC)** for *Merri-bek City Council – Friends of Aileu* to be declared a *community or charitable organisation* under the *Gambling Regulation Act 2003 (Gambling Regulations 2015)*.

The VGCCC declined to make this declaration advising that Friends of Aileu (a project of Council) did not meet all governance requirements of a legal entity.

VGCCC officers also advised that local government councils (i.e. Merri-bek City Council) could not be declared a community or charitable organisation, and nor could local government councils be exempted from the requirement to be declared, as are some other mainly educational organisations.

The VGCCC decision means Friends of Aileu is not permitted to undertake any gaming activity (e.g.: small raffles, which have typically raised only about \$1,000 each year). This does, however, serve as a reminder of the need to look for other avenues to raise funds, recognising the current cost-of-living pressures and the multitude of causes people are invited to support.

#### 2.1.2 Communications

#### 2.1.2.1 Key Messages

Friends of Aileu's key messages and calls to action were refined throughout the year, with updates made to the layout and messages on the Friends of Aileu Page on Merri-bek City Council's website. An updated version of the Friends of Aileu flyer (DL size) published in December 2024 - see copy at Attachment 4 (page 61).

#### 2.1.2.2 Website and Social Media

A start was made on changes to the layout and content of the <u>Friends of Aileu page</u> on the <u>Merri-bek City Council website</u> to better emphasise key messages, calls to action and information on current news and events. This work will continue in 2025.

<u>Friends of Aileu Facebook page</u> was used to provide information on upcoming activities and events and news from Aileu.

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The Community Committee identified more sophisticated and varied use of Social Media as an important improvement to achieve better, considering both broad community audiences and more targeted audiences, considering their media and style preferences. The Project Team will continue discussions with the 2 Councils' Communications Teams on this issue during 2025.

In October Tiernan Nile Ali, International Relations graduate of Monash University, expressed interest in the Friends of Aileu Community Committee. He subsequently met with the Project Team, attended the Fawkner Festa and a Community Committee meeting, with a view to contributing to the friendship relationship and the work of the Committee.



Header Pages: Facebook Page / Digital newsletter

#### 2.1.2.3 Friends of Aileu digital newsletter

The Friends of Aileu digital newsletter was published four times during 2024, in January, May and October, providing more detailed news of events and activities in Merri-bek and Hume, and in Aileu.

These newsletters can be accessed on the Merri-bek website at <u>Friends of Aileu</u> under Friends of Aileu News, and have been shared on the <u>Friends of Aileu</u> <u>Facebook page</u>.

Subscriber numbers have grown from an initial 70 to 300, including 30 signed up at Friends of Aileu and Council events in 2024.

Response to the newsletter has been good, with numerous compliments from readers and engagement statistics (for the first 7 editions to May 2024) showing that:

- > 45% to 60% of recipients opening the newsletter
- 6.6% to 12% of recipients opening an internal link.

Efforts will continue to grow the distribution list and recipients' engagement with the newsletter.

Campaign Monitor, the platform for the newsletter, was also used for event information and invitations throughout the year.

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You may Subscribe to the Friends of Aileu newsletter here

#### 2.1.3 Community Partnerships

A major strength of Friends of Aileu has been the partnerships formed with a range of community organisations who have supported the friendship relationship in a variety of ways.

Friends of Aileu has engaged more strongly with the Timorese community, including helping promote the newly re-established Timorese Association in Victoria (TAV), and working with TAV and others on planning for the celebration in 2025 of 50 years of the Timorese community in Victoria.

With increasing cost and accountability pressures many community organisations have been less able to invest in social and social justice concerns beyond actions closely related to their areas of core business.

These changes, and the reality of competing demands for attention, with community-to-community relationships and community development partnerships with Timor-Leste commanding less media and public attention than the earlier resistance and self-determination struggles and the associated and now largely resolved crises, it has become increasingly difficult to maintain or achieve the same buy-in of interest and financial and in-kind support that was once more readily available.

#### 2.1.3.1 Merri Health

**Merri Health** and previously the Moreland Community Health Service, have been highly valued partners of Friends of Aileu over many years, providing expertise, equipment and donations to support the work of the Aileu Municipal Health Service and the Uma Ita Nian Clinic and its St Francis Assisi Disability Workshop.

Merri Health provided donations to Friends of Aileu of \$20,000 in 2019/20, and \$25,000 each in 2020/21 and 2022/23. These funds were used to support project partners in Aileu implement a range of projects addressing social determinants of health, through improvements in revegetation, water conservation and supply, agriculture, food security and nutrition, as well as support for the operation of the Aileu Municipal Health Service including efforts to provide relief to communities affected by restrictions imposed during the covid-19 pandemic.

We hope to renew the partnership with Merri Health in the near future, now that its merger with Banyule Community Health has been completed, noting that in March 2025 the merged organisations adopted the new name **Holstep Health**.

### 2.1.3.2 Dental Health Services Victoria, North Richmond Community Health and others – *Kose Nehan* Project

Dr Martin Hall, who initiated the **Oral Health Education Project** (*Kose Nehan*) left **Dental Health Services Victoria** (**DHSV**) early in 2024 to take up the position of Chief Oral Health Advisor with the government of Seychelles. While Martin is no

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longer available to lead the *Kose Nehan (Brush Your Teeth)* Project he has continued to provide valuable advice.

The project has advanced to the stage where the 2016-2018 pilot program covering approximately 1,000 students in 6 Aileu schools has been formally evaluated, with both the Aileu Municipal Authority and Timor-Leste Ministry of Health wishing to see it expanded to other schools and other municipalities.



Dental therapist Ana Tilman with Aileu school students

The Borrow Foundation UK has shown interest in further funding the project, but agreement has not been reached on the scope and details of such an expanded project. Borrow Foundation prefer to support a project with an emphasis on ongoing data collection and research, while the Ministry of Health want to see an emphasis on on-the-ground service delivery.

A new *Kose Nehan* working group, convened by Committee member Glenyys Romanes, has been meeting monthly since August. Other members of the working group are retired dentists John Rogers and Jamie Robertson, Natalie Savin, a former Director of North Richmond Community Health and the Project Officer, with Terry Bracks of Balibo House Trust and the Balibo Dental Project also attending some meetings.

The working group is close to developing a proposal for the continuance of the *Kose Nehan* Project and will report to the Friends of Aileu Community Committee early in 2025.

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#### 2.1.3.3 CERES and Future Collective

**CERES** has also been a significant partner of Friends of Aileu since around 2015, including through community engagement visits organised through its former **CERES Global** project annually from 2015 to 2019.

CERES suspended overseas travel during the COVID emergency period, and the CERES Global project is no longer operating.



A previous CERES Global engagement group, working with Aileu farmers on the initial development of the ARTC's Kadalak Dame Garden

Friends of Aileu and CERES continue to explore options for future partnerships.

Ben Walta, the former coordinator of CERES Global, has recently established *Future Collective*, a new not-for-profit organisation that aims to connect Australian communities with communities in India and the Asia-Pacific including Timor-Leste.

The Project Officer has had initial discussions with Future Collective about the possibility of working together to organise a study tour for some university students and other interested people to Timor-Leste for the 1st International PermaYouth Convergence to be held in October 2025 in Fatuqueru, Ermera municipality.

#### 2.1.3.4 Grassroots Gatherings Inc

**Grassroots Gatherings** has partnered with Friends of Aileu since 2017, focusing on supporting youth-led sustainability and arts initiatives in Aileu.

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Guests at a previous Grassroots Gathering event at CERES

The collaboration has predominately involved the facilitation of fundraisers and awareness-raising events to support projects in Timor-Leste, while inspiring a new generation to engage with and support Friends of Aileu. It has also strengthened understanding of the enduring connection between the communities of Merri-bek, Hume, and Aileu.

Grassroots Gatherings collaborated with Friends of Aileu on 2 key events in 2024 - see **Sections 2.1.5.1 and 2.1.6.2** below.



Coffee harvest in Aileu / Serving Wild Timor Coffee / Kor Timor handcrafts

### 2.1.3.5 Wild Timor Coffee Company, the Rotary Club of Kew Fair Trade and Gift Shop and *Kor Timor*

Friends of Aileu purchases **Wild Timor Coffee**, sourced from small holdings near Belumhato, Aileu Vila, for fundraising at 50% of the retail price.

Wild Timor Coffee operates as a Social Enterprise (defined as a business that trades to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment) and feeds back café donations and a proportion of profits to its help its supplier community improve their coffee

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quality and livelihoods, and for other community development projects in Aileu and elsewhere in Timor-Leste.

Friends of Aileu purchases traditional woven tais cloth handcraft, sourced by the **Rotary Club of Kew Fair Trade and Gift Shop** from the not-for-profit women's social enterprise *Kor Timor* (*Colours of Timor*), based in Taibesi, Dili, Timor-Leste, for fundraising at 50% of retail price.

Sales of these products provide a small regular income to the Friends of Aileu, with 100% of the profit used to support community development activities in Aileu.

#### 2.1.3.6 Brunswick Zebras Soccer Club

During 2024 Brunswick Zebras Soccer Club donated multiple team sets of superseded jerseys, in a range of both adult and junior sizes, to the Aileu Municipal Youth Centre, who distributed to them to the Rai Klaran football club, and several small local football clubs.





Zebra's uniforms being worn by players of Aileu's Rai Klaran FC

#### 2.1.4 Other Australian groups active in Aileu

Friends of Aileu maintains relationships of varying closeness with several of the other Australian groups active in Aileu. We acknowledge their work and the extra dimensions of friendship they bring to Aileu.

#### 2.1.4.1 Kangaroo Valley Remexio Partnership

Kangaroo Valley Remexio Partnership (KRRP), based in Shoalhaven Shire, NSW, has an ongoing and independent partnership with Remexio Administrative Post of Aileu, currently focussing largely on support for university education.

KVRP has established two houses in Santa Cruz and Manleuana, Dili Municipality, which are managed in collaboration with Padre David Alves, a former Parish Priest of Remexio now based in Maliana, Bobonaro municipality. These houses are made available to selected disadvantaged university students from Aileu and elsewhere in Timor-Leste. KVRP supports the resident students with a living allowance and well as tuition fees.

### 2.1.4.2 St Joseph's College, Echuca, & St Augustine's College, Kyabram

St Joseph's College, Echuca, and St Augustine's College, Kyabram, continue their independent friendship relationships with schools in Aileu Vila and Lequidoe

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Administrative Posts, and with the Aileu Municipal Youth Centre and the *Projetu Montanha* Youth Training Centre.

#### 2.1.4.3 Bayside Social Justice Group

The Sandringham Mission Bayside Social Justice Group, coordinated by Heather McGrath, also has an ongoing and independent partnership with the Church, Schools and community in Asu Mau, Remexio Administrative Post.

Heather McGrath is a regular visitor to Remexio and regular participant in Friends of Aileu Community Committee meetings.

#### 2.1.5 Friends of Aileu's major events

#### 2.1.5.1 Grassroots Gathering fundraiser for Aileu

The 6<sup>th</sup> annual Grassroots Gathering for Aileu, returned to CERES on 25 February, after the wonderful <u>Grassroots Gatherings</u> team took a rest in 2023.

Approximately 300 guests participated throughout the afternoon, enjoying:

- A moving Welcome to Country by Uncle Bill Nicholson
- Guest speakers: Gumbaynggirr artist and community activist Aretha Brown and artist Bec Soares
- Music from performers including NoLess, Amutha & Dave Machine, Nû, Bandides, Ruth Rogers-Wright, Chico and Xavi, Timor OanS and Paulo Almeida & Friends, featuring The Black Sistaz.
- Appetising food, good company and more.

A total of \$9,500 was raised for permaculture and youth sustainability activities in Aileu





**Grassroots Gathering 2024 at CERES** 

#### 2.1.5.2 Trivia Quiz fundraiser for Aileu University Scholarship Program

The annual Trivia Quiz fundraiser for the Aileu University Scholarship Program, retuned to Brunswick Town Hall, on 14 June after being deferred 2023, while Friends of Aileu's registration as a fundraiser with Consumer Affairs Victoria was finalised.

The event, attended by approximately 100 guests, was a great success, with MC Oliver Clark entertaining guests and keeping up the energy flowing while managing the tight program.

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A total of \$12,129 was raised on the night, enough to cover the shortfall for the 2024 Scholarship Program, with over \$10,900 retained to cover the bulk of the budget for the 2025 Scholarship Program.





Guests at the Trivia Quiz fundraiser, Brunswick Town Hall

#### 2.1.6 Council and community events

#### 2.1.6.1 Council festivals

The Friends of Aileu Project Team (Chris and Aoife) and Community Committee members and other supporters engaged with the local community at a range of Council events in 2024, including:

- Sydney Road Street Party on 3 March, volunteers Richard Brown and Peter Svoboda
- Glenroy Festival on 5 May, volunteers Thomas Denning, Liz Roder and Richard Brown, with:
  - Chico dos Santos and son Xavi, sharing Timorese music, song and stories with children
  - Merri-bek's Peter Svoboda and Rachel Birch, sharing information on the Ballerrt Mooroop Project





Chico and Xavi at Glenroy Festival and Coburg Night Market

Fawkner Festa on 17 November, volunteers Richard Brown, Tiernan Nile Ali and former Merri-bek councillor Mark Riley

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Coburg Night Market on 13 and 14 December, with Chico dos Santos and son Xavi, sharing Timorese music, song and stories with children on December 14.

#### 2.1.6.2 Voices of Liberation Stories and Music of Resistance

A new engagement activity was tried this year, Grassroots Gatherings partnering with <u>Black Spark Arts and Cultural Centre</u>, St Georges Road, Northcote, for the *Voices of Liberation / Stories and Music of Resistance* (see <u>Grassroots Gatherings Facebook Page</u>) event on 11 May, attended by approximately 25 people.

Guest speakers and performers were:

- Izu Pereira and Dulce Soares from Timor-Leste, speaking on Decolonisation, Resistance and Contemporary Activism in Timor-Leste
- Carla Chung, community organiser, speaking her life and experiences in Timor-Leste and Australia
- Chico dos Santos and Xavi, sharing music and stories, and experiences in Timor-Leste and Australia.





Voices of Liberation Stories and Music of Resistance at Black Spark

#### 2.1.7 Networking with other friendship and solidarity groups

#### 2.1.7.1 Victorian Local Government Timor-Leste Network

Alongside the Whole of Victorian Government Program for Timor-Leste, most recently renewed by MOU with Timor-Leste in 2017, representatives of the 13 Victorian Councils with Friendship and/or Municipal Cooperation Agreements with Timor-Leste municipalities and relevant friendship groups, met several times a year as the Victorian Local Government Timor-Leste Network.

Merri-bek and Hume have in the past participated in the activities of the Timor-Leste Program, including by providing workshops and study tour placements for visiting Timor-Leste public servants.

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The Victorian Local Government Timor-Leste Network last met in November 2023. Since early 2024 the Whole-of-Government Timor-Leste Program has been inactive, due it is understood to budget constraints and resultant organisational changes.

The Project Officer maintains connections with relevant State Government officers and will advise of any prospects of the Whole-of-Government Program or the Local Government Network being re-activated.

It is proposed that the relevant State Government Ministers and officers, and representative of peak local government organisations be invited to Friends of Aileu's 25th anniversary event in May 2025 and the Friendship Conference in Dili July 2025.





Australia Timor-Leste Friendship Network meeting, Brunswick meeting room

### 2.1.7.2 Supporting activities of other Timor-Leste friendship and solidarity groups

The Project Officer, Project Administration Support Officer, Community Committee members and other supporters have maintained links with other Timor-Leste networks including through the following events and activities.

#### 2.1.7.2.1 Australia Timor-Leste Friendship Network (AusTimor FN)

Relevant activities were:

- Hosting an AusTimor FN members' forum at Brunswick Town Hall meeting room on 16 March
- Leading coordination of friendship group and **Timorese community organisations** for their events in 2025 by convening monthly on-line meetings from June to November, with a range of events being planned for the 25<sup>th</sup> anniversary of friendship relationships (May 2000), the 50<sup>th</sup> anniversary of arrival of refuges from East Timor in Australia (August 1975) and the 50<sup>th</sup> anniversary of the Declaration of Independence (November 1975)
- Contributing to AusTimor FN planning for the Friendship Conference proposed to be held with the Timor-Leste Ministry of State Administration on 10 and 11 July 2025 in Dili,
- Participating in activities of other friendship groups including Port Phillip Friends of Suai commemoration of the 25<sup>th</sup> anniversary of the 1999

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**Suai Church Massacre**, held at the St Kilda South Port Uniting Church on 6 September, with guest speakers Dr Lia Kent, ANU Research Fellow and author, and Balthasar Kehi, Academic and Timorese community leader.

#### 2.1.7.2.2 Australia East Timor Association (AETA),

Activity included participation in:

The funeral for AETA founder Professor Helen Hill, who passed away on 7 May, held on 17 May at the Church of All Nations, Carlton <u>Obituary:</u> Dr. Helen Mary Hill, OT-L - AETA - Australian East Timor Association

Note also that AETA founding member John Sinnott passed away on 8 January Vale John Sinnott - AETA - Australian East Timor Association



Helen Hill's funeral / AETA Independence Day dinner

- The annual AETA Dinner, commemorating the 2002 Timor-Leste Restoration of Independence, held on 17 May at William Angliss College, with:
  - MC Jose Pires
  - Guest speakers Associate Professor Lisa Palmer and Academic and community leader Balthasar Kehi
  - Jean McLean, giving eulogies for Professor Helen Hill and John Sinnott
  - Izu Pereira and Dulce Soares sharing music and song from Timor-Leste
- AETA's annual Honouring The Struggle event to commemorate the 1975 Timor-Leste Declaration of Independence, held on 5 December at the St Kilda South Port Uniting Church, with MC John Faine and guest speaker Pat Walsh, speaking on Are History and Hope Still Rhyming? Timor-Leste-25-years-on-from-the-1999-referendum-Are-Hope-and-History-still-Rhyming, and the subsequent end of year get together in South Melbourne

#### 2.1.7.2.3 <u>East Timor Women's Association (ETWA)</u>

Activity included participation in the **ETWA exhibition and seminar** on <u>Tais, Culture</u> & <u>Resilience: Woven Stories From Timor-Leste exhibition</u> of tais from the LO'UD Cooperative from Lautem municipality, Timor-Leste, at Trinity College, Melbourne

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University, being the Public opening on 17 September and a Symposium on 21 September.

#### 2.1.8 Networking with the Timorese community

The Project Officer, Project Administration Support Officer, Community Committee members and other supporters organised or participated in the following events and activities of the Timorese community and their organisations.

#### 2.1.8.1 Melbourne East Timorese Activity Centre (METAC)

Participating in several of **METAC's monthly community welcome dinners**, held at the Factory, Belgium Ave, Richmond, on:

- Friday 3 May, sponsored by AETA, welcoming newly arrived scholarship students from Timor-Leste
- Friday 5 July
- Friday 4 October, sponsored by East Timor Women's Association (ETWA)
- Friday 1 November, sponsored by Friends of Baucau





METAC dinner with Timor-Leste students / Helen Hill wake at Coburg Town Hall

#### 2.1.8.2 Pacific Australia Labour Mobility (PALM) scheme

Organising 2 events with Carla Chung, Project Worker with <u>ACRATH (Australian Catholic Religious Against Trafficking in Humans)</u>, for PALM scheme workers from across Victoria and Timorese community and friends:

- A social music and dance evening at Brunswick Town Hall on 6 April
- A memorial event for the late Professor Helen Hill at Coburg Town Hall on 18 May

#### 2.1.8.3 <u>Timorese Association in Victoria Inc (TAV)</u>

Hosting the *In The Spirit of Togetherness* social event and fundraiser for the Timorese community and friends, at Coburg Town Hall on 16 November, where the new TAV committee was introduced, and participants enjoyed contemporary and traditional Timorese music, and traditional dance performances by a group of female PALM scheme workers from Pakenham and Warragal.

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Timorese Association of Victoria Committee / PALM scheme workers' traditional dance

#### 2.1.8.4 Greenvale United Soccer Club, Timor Cup 2023/24

The Timor Cup competition commenced on 27 December 2023, with pool games from 27 to 30 December, a New Year's Eve Party on 31 January, further pool games from 2 to 7 January 2024, finals from 10 to 12 January and the Awards Night on 13 January.

#### The Project Officer:

- Lead the coordination between the Greenvale United Soccer Club and the Timor Cup organising committee and Hume City Council, who provided support, including:
  - A community event grant, playing fields and facilities, and other inkind support
  - Use of Town Hall Broadmeadows for the Awards Night
- Attended several pool games between, the finals and the Awards Night at Town Hall Broadmeadows.





Opening ceremony Timor Cup finals / Hume Mayor Cr Naim Kurt presenting Timor Cup

#### 2.1.8.5 <u>Melbourne Timorese Club (MTC)</u> and <u>Endeavour Hills United</u> Soccer Club

The Project Officer attended the **Melbourne Timorese Club / Endeavour Hills United dinner for the Timor-Leste Restorations of Independence**, on 15 June at Palmyra Hall, Dandenong.

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The relatively large Timorese community in the outer south-eastern suburbs is very active, with a strong partnership between the Melbourne Timorese Club and the Endeavour United Soccer Club.



Timorese community choir and traditional dance performances

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# 2.2 Working together in friendship for a more prosperous and sustainable future for Aileu: Activities in Timor-Leste and Aileu

#### 2.2.1 Municipality of Aileu – Aileu Rai Husar (Navel of the Land)

The Municipality of Aileu covers an area of 790 km<sup>2</sup>, situated in the highlands to the south of Dili. Land use is predominantly for agriculture, mostly within the river valleys and close to rural dwellings, with surrounding largely forested hills and mountains.

Aileu has a population of 54,300 (2022 Population and Housing Census), growing at 1.5% pa and with a median age of 21.4 years.

2,970 people (5.4%) live in urban Aileu town and 51,430 (94.6%) live in 139 small rural hamlets (Aldeias).



Seloi Craik lake and rice fields / Aileu market

Aileu Municipality (formerly Aileu District) is made up of 4 Administrative Posts or Postus (the former Sub-districts) of Aileu Vila, Laulara, Lequidoe and Remexio. The 4 Administrative Posts (Postus) contain139 Aldeias (hamlets or sub-villages), which are organised into 33 geographically defined Sukus (villages) for administrative and representative purposes.

In December, Aileu reclaimed a key part of its heritage, re-dedicating the renovated Indonesian-era statue of historical-legendary leader Dom Baumeta at the roundabout opposite the Aileu Hospital and Health Centre and the Dom Baumeta Gardens, which were also renovated over the period 2024-2025.

See the ceremony here, where PM Xanana Gusmão exhorted the people of Aileu not to forget their history: <u>Serimonia Kore Korente Hosi Estatua Dom Aileu Baumeta PM Xanana Husu Keta Haluha Istoria</u>

The legend of Dom Baumeta refers to the legend tree at Suku Liurai where the root of a banyan fig tree grew to maturity without a branch or leaf. The tree developed into a twisted shape that looked like a chair; its unique appearance made it famous as the chair of Dom Baumeta, which eventually gave rise to the name 'Aileu', from Ai (= tree in Tetun) + leu (= twisted in Mambai).

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See the statue of the bent tree chair at Ai-Kleuk, Bandeira-Hun, Suku Liurai - see page 5 above and **Attachment 5** (page 63): Aileu's Culture and Traditions-How Aileu got its name: The story of Dom Baumeta.

You can get some other glimpses of other aspects of Aileu from these YouTube videos: Aileu from the air, Travel to Aileu - Hello Beautiful Timor | Halo Bonita Timor, Aileu Timor-Leste, , Perfil Suku Liurai and Prosesu Suku Uma Lulik Hohulu Aileu.

A major highlight for the people and Aileu and Timor-Leste as a whole was the visit by Pope Francis from 9 to 11 September. Hundreds of thousands travelled from all parts of the country gathered for the open-air mass at Tasi Tolu, Dili. On 10 September

### 2.2.2 Aileu Municipal Authority – coming together to build Aileu for the future

Following Timor-Leste's 2023 Parliament election, new appointments were made in early 2024 to the newly designated <u>Aileu Municipal Authority</u> (formerly the Aileu Municipal Administration, headed by the outgoing Municipal Administrator, Mr Abel da Conçeição):

- Mr João Bosco dos Santos, President of the Aileu Municipal Authority
- 3 Municipal Secretaries:
  - o Mr José Vicente Vilanova, Administration and Finance
  - Mrs Victória Mesquita do Rêgo, Planning, Investment and Integrated Development
  - Mr Rogêrio da Conçeição, Social Affairs and Community Organisations
- Other newly appointed or re-assigned Directors and Managers.





Left photo: Minister Tomas Cabral with Municipal President Joao Bosco dos Santos Right photo: Inauguration of the 3 new Municipal Secretaries

You can see more about the Aileu Municipal Authority, including its Vision and Mission statements and services on the <u>Aileu Municipal Portal</u> (currently a work in progress).

While it is understood that capital and operational budgets have been severely constrained over the last couple of years, the Aileu Municipal Authority and local

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Attachment 1 - Friends of Aileu Annual Report 2024

service departments or agencies, working in areas including health, education, agriculture, water and sanitation, have been very active.

Significant progress has also been made in improving local services and facilities, and managing construction of new and extended public buildings, and reconstruction projects on old public buildings, public open spaces and roads and bridges.

Severe wet season damage to roads and bridges, and disruptions to projects under construction, continue to impact on budgets and people's ability to go about the daily business, including getting produce to markets.

Increased use of polyhouses (greenhouses) has enabled irrigation during the dry season and storm protection during the wet season, improving the volumes, quality and diversity of agricultural produce available for consumption and sale at markets and shops locally and in Dili.



Aileu Municipal Consultative Council members and municipal officers, December 2024, with Municipal President Mr João Bosco dos Santos (blue suit centre)

Community input to budgets, planning and execution of government-funded activities and projects is gradually being improved through the work on the advisory **Municipal Consultative Council** and better coordination across departments.

#### 2.2.3 Aileu Friendship Commission – working with Friends of Aileu

**The Aileu Friendship Commission (AFC)** is convened by Municipal President, Mr João Bosco dos Santos, or one of the 3 Municipal Secretaries.

The AFC includes representatives of the NGOs and community organisations supported by Friends of Aileu and other Aileu community representatives, and provides advice and oversight on:

Management of the Aileu University Scholarship Program, largely undertaken by Mr José Valente, AFC Secretary and General Manager of the Aileu Municipal Youth Centre, including calling for EOIs for vacancies on the scholarship program, selection of beneficiaries, signing of study

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- agreements, payment of monies for tuition fees and monitoring and reporting on students' progress
- Proposals for funding or other support from Friends of Aileu for community development activities, which are endorsed by the Aileu Municipal President and forwarded to the Project Officer by the AFC Secretary for consideration including discussion with the Friends of Aileu Community Committee
- Reporting by the implementing organisation of expenditure against budget and on the activities and outcomes of organisations, programs and projects supported by Friends of Aileu.

Friends of Aileu provided \$1,530 for the operating costs of the Aileu Friendship Commission, which met regularly throughout the year.





Aileu Friendship Commission Secretary and Youth Centre Manager with: Left photo: Scholarship students signing agreements with Municipal Secretary Right photo: Director and Program Manager Aileu Resource and Training Centre

# 2.2.4 Aileu Municipal Youth Centre – promoting youth as active healthy citizens

During 2023, Friends of Aileu provided \$1,530 for operational costs of the <u>Aileu Municipal Youth Centre</u>, in view of their excellent program for youth and the assistance they provide to the Aileu Friendship Commission.

# 2.2.5 Aileu University Scholarship Program – developing the next generation of leaders

In 2024, the **Councillor Andy Ingham Aileu University Scholarship Program** paid the tuition fees of 17 young people (12 male and 5 female) studying at several universities in Dili, at a total cost of \$10,674 (\$8,681 raised through the annual Trivia Quiz, plus the \$1,193 unspent funds from the 2022/23 and 2023/24 Hume City Council education donations).

Throughout the year, José Valente, Aileu Friendship Commission Secretary, arranged to meet with most of scholarship students in Dili and Aileu, including a meeting with many of the students' parents.

By the end of 2024, 16 of the of the 17 scholarship recipients had progressed as below and in the following Table:

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- José Valente da Costa, continuing from 2023, had completed semesters III & IV of his 2-year Master of Management (Education) course, and proposes to continue study in 2025 to complete a double Masters
- 4 students continuing from 2023 graduated from Bachelor courses (8 semesters over a minimum of 4 years)
- 3 students continuing from 2023 graduated from Diploma courses (6 semesters over a minimum of 3 years)
- 2 students continuing from 2023 completed semester VII and practical experience for Bachelor courses
- 2 students continuing from 2023 completed semesters IV & V
- 4 new students commencing in 2024 completed semesters I & II

The 17<sup>th</sup> student is Olga Falçáo, a new scholarship recipient in 2024. She had recently graduated with a Bachelor of Medicine from UNTL and completed a Level 1 Intermediate English course at ETDA (both self-funded). Olga is currently undertaking a Master of Public Health (on-line) through Sati Mutiara University, Medan, Indonesia (75% scholarship), while volunteering with the NGO HIAM Health, the Aileu Municipal Health Centre and the Rotaract Club of Aileu.

Olga's 2024 scholarship was for a specialist course in English for Medicine and Health at GEM Institute, to be completed in preparation for seeking a scholarship for a Masters in Paediatrics in Australia. Unfortunately, the English for Medicine and Health course did not proceed due to insufficient registrations. If this is the case again in 2025, Olga intends to enrol in the English for Work and Life course at GEM Institute.



Scholarship students with Municipal Secretary and Friendship Commission Secretary

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| Aileu University Scholarship Program Scholarship recipients for the 2024 academic year |   |  |  |
|--|---|--|--|
| Name   | Qualification and/or<br>Course (Semesters<br>studied) 2024  | Institution  |  |
| José Valente da Costa  | Master Management, Education (m III & m IV) - graduated (prior self-funded Bachelor of Psychology at ISC) | Cristal Institute (ISC) Proposes<br>to complete double Masters<br>Public Administration in 2025<br>self-funded |  |
| Elias do Carma<br>Mendonça   | Bachelor Engineering (VIII) - graduated   | National University of Timor-<br>Leste (UNTL)  |  |
| Domingos dos Santos  | Bachelor Petroleum (VIII) - graduated   | Dili Institute of Technology (DIT  |  |
| Joel Timótio dos Santos<br>Sarmento  | Bachelor ICT (VIII) -<br>graduated  | Institute of Business (IOB)  |  |
| Meliana de Jesus<br>Carvalho   | Bachelor of Information<br>Science (VII & VIII) -<br>graduated  | Institute of Business (IOB)  |  |
| Gabrial Araujo   | Diploma Engineering (V & VI) - graduated  | Oriental University of Timor-<br>Lorosae (UNITAL)  |  |
| Marçiana Soi Martins   | Diploma ICT (V & VI) -<br>graduated   | Institute of Business (IOB)  |  |
| Pascoal Noronha  | Diploma Multimedia (V & VI) - graduated   | Institute of Business (IOB)  |  |
| Eduardo S. Caldeira  | Bachelor Engineering (VII & practical)  | National University of Timor-<br>Leste (UNTL)  |  |
| Agostinho de Jesus<br>Alves  | Bachelor Engineering (VII & practical)  | Dili Institute of Technology (DIT)   |  |
| Feliçiana Tersa Martins  | IT (IV & V)   | Cristal Institute (ISC) Student with a disability  |  |
| Saturnino Mendonça   | IT (IV & V)   | Cristal Institute (ISC)  |  |
| Hermenegildo Burbara<br>Ximenes  | Engineering (I & II)  | Cristal Institute (ISC)  |  |
| Arcanzu Maria  | Engineering (I & II)  | Cristal Institute (ISC)  |  |
| Dionísio de Jesus  | ICT (I & II)  | Cristal Institute (ISC)  |  |
| Flaviana Elisa   | ICT (I & II)  | Cristal Institute (ISC)  |  |
| Olga Margarida Barros<br>Falção  | English for Medicine and<br>Health – deferred, as this<br>course did not proceed in<br>2024               | GEM Institute Proposes to undertake an appropriate English language course as soon as available                |  |

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Over the 4 years from 2021, when the scholarship program was reintroduced following a temporary suspension for a review that led to some management changes, until 2024, Friends of Aileu has provided \$41,000 to assist 30 young people (17 male, 13 female) undertake post-secondary studies.

Of these 30 students:

- ▶ 1 has graduated with a Master degree (an additional 4 semesters over 2 years)
- 12 have graduated with a Bachelor degree (8 semesters over 4 years minimum)
- 6 have graduated with a Diploma (6 semesters over 4 years minimum).

# 2.2.6 Teacher Education Scholarships – improving the quality of education

In 2024, Friends of Aileu covered the tuition fees of 7 Aileu students at the <u>Baucau Teachers College</u> (Instituto Católico para a Formação de Professores, or ICFP), at a total cost of \$4,124, funded from the Hume City Council 2023/24 education donation.

Of the 7 scholarship recipients, 5 were 2023 recipients continuing their studies during 2024, while 2 were new recipients, accepted following recommendations (based on financial need and assessed student commitment) by Margie Beck, former Administrator of ICFP now working for the college part-time from Australia.





**Baucau Teachers College graduates** 

During 2024, the 7 scholarship recipients (4 male and 3 female) had progressed as noted below and in the following Table:

- 1 student continuing from 2023 will graduate with a Bachelor of Education (a 4-year Licentiate degree) in March 2025, and has found initial work a volunteer teacher in Dili
- 2 students continuing from 2023 will graduate with a Bachelor of Teaching (a 3-year degree) and will continue to the 4<sup>th</sup> year in 2025
- 1 new student commencing in 2024 will graduate with a Bachelor of Teaching (a 3-year degree) and will continue to the 4<sup>th</sup> year in 2025
- 1 student continuing from 2023 completed Year 2
- > 2 new students commencing in 2024 completed Year 1.

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| Baucau Teachers' College (ICFP) Scholarships Scholarship recipients for the 2024 academic year |  |  |  |
|--|--|--|--|
| Name   | Qualification and/or<br>Year Level           | Progress, with initial employment or placement locations, or results where available |  |
| Zacarias Pereira da<br>Conçeição   | Bachelor of Education<br>(Licentiate) Year 4 | Maria Auxiliadora Primary School in<br>Comoro, Dili<br>Will graduate in March 2025   |  |
| Angela Mendonça  | Bachelor of Teaching<br>Year 3               | Will continue to Year 4 in 2025  |  |
| Aniçeto Fátima<br>Martins  | Bachelor of Teaching<br>Year 3               | Will continue to Year 4 in 2025  |  |
| Agaptio Bere Xavier  | Bachelor of Teaching<br>Year 3               | Will continue to Year 4 in 2025  |  |
| Luisa Isobél de Jesus  | Year 2                                       | Will continue to Year 3 in 2025  |  |
| Zelita Doutál<br>Sarmento  | Year 1                                       | 4HD & 3DI<br>Will continue to Year 2 in 2025   |  |
| Federisio P. Xavier  | Year 1                                       | 2HD & 5DI<br>Will continue to Year 2 in 2025   |  |

Over the 8 years from the commencement of support for scholarships at Baucau Teachers College in 2017 until 2024, Friends of Aileu has provided \$33,600 to assist 15 young people (7 male, 8 female) to undertake teacher education at the Baucau Teachers College, with:

- > 8 having graduated with a Bachelor of Education (4 years study)
- ➤ 4 having graduated with a Bachelor of Teaching (3 years study).

All 8 Bachelor of Education graduates have found teaching employment, with several initially engaged as volunteer teachers, others with contract teaching positions at Katilosa Foundation in Baucau (for people with a disability), and both Government schools and Catholic schools in Aileu, Dili and Ermera.





Previous year Aileu graduate Lucia, at Katilosa School for children with a disability

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# 2.2.7 Aileu Resource and Training Centre – locally directed, strengths-based community development in action

During 2024, the **ARTC** continued to manage a range of programs including a Library and an educational pre-history exhibit, children's reading and Staff member Ana Maria education, IT training, the Kadalak Dame garden project in Aileu Vila, the Manu Casa reforestation, water source protection project in Lequidoe, solar power in remote villages in Lequidoe and the ARTC staff development program.



From right: ARTC Program Manager Joaninho, Director Natalia and staff

They work with program and project participants to design and implement programs and projects to develop confidence and skills, take on new challenges and, where possible, gain income for their families aiming to improve their lives and the sustainability of their communities.



ARTC's Computer Training and Children's reading and education classes

You can see further snippets of the work of ARTC on these Facebook pages: Director Natália Ximenes and Program Manager Joaninho dos Reis.

The ARTC's computer training course has been recognised by INDMO, the national accreditation agency for technical and further education. ARTC also continue to develop their library, the only one serving Aileu, with staff undertaking further training in library management in May.

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ARTC Director Natalia at INDMO / Staff at library management training in Aileu

ARTC's Kadalak Dame garden project, inspired by former advisor Sister Rosalva and developed in an ongoing collaboration between ARTC, local farmers and lay workers from the Aileu Vila and Lequidoe parishes, with work beginning during a series of Friends of Aileu / CERES Global community engagement visits over the period 2016-2019.





Working the Kadalak Dame experimental, demonstration, and production garden

The garden is expanding and improving each year, and in August took first prize in local agriculture at the Ministry of Agriculture fair held in Dili to celebrate 25<sup>th</sup> anniversary of the August 1999 Popular Consultation.





Collecting Kadalak Dame produce / Receiving Ministry of agriculture prize

ARTC continues the development of the Manu Casa Resource and Training Centre. in Lequidoe. Programs operating in partnership with the local community include children's education, women's literacy, enterprise and economic participation, solar lighting for remote households, vegetable and fruit tree cultivation, and re-forestation erosion control and water source protection and enhancement.

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Reforestation and water source enhancement Manu Casa Lequidoe

In mid-2024, the Aileu Municipal Authority gave ARTC short notice to vacate the government building they have occupied for almost 20 years, and which has had major repairs made, including with funds from Friends of Aileu. This historic building, formerly an Administration office during the Portuguese and Indonesian periods, is known locally as the *Biblioteka*, as it was initially used as a library following independence, is being converted for use as a local government office and customer service point.

This re-purposing of the *Biblioteka* is part of the redevelopment of the site and adjacent public open space known locally as *Sabraka Laran (the orange tree area)* to a more formal public park and site for civic functions.

The termination of the ARTC occupancy of the *Biblioteka* is one example of many across Aileu, Dili and elsewhere, where the Government has terminated both legal and informal (squatting) occupancies of buildings and land during the year.



Former ARTC office in the Bibloteka / Temporary office in disused government building

An old government building elsewhere in Aileu town has been provided for ARTC to relocate to on a temporary basis. Significant repairs were required to make the new premises safe, secure and weather-proof.

In 2024, Friends of Aileu contributed a total of \$9,956 to support the activities of the ARTC, with the funds used for management and operational costs and an upgrade of the rustic building at the Kadalak Dame garden site and for repairs to the new temporary premises provided for use by ARTC by the Aileu Municipal Authority.

As part of the ARTC's ongoing staff development program, supported with funds from Friends of Aileu:

Program Manager Joaninho dos Reis and IT trainer Quintão Alves, undertook a Certificate III in Training and Assessment at the Cicanada Foundation Youth

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Vocational Training Centre (Fundasaun Cicanada Sentru Treinamento Vocationál Juventu - STVJ) in Dili

> Staff member Ana Maria graduated in Accounting at UNDIL university.





Ana Maria with parents

Joaninho and Quintão with fellow Cert III trainees

# 2.2.8 PermaYouth Camp 2024 – planting water, growing communities

The 2024 National PermaYouth Camp, <u>Kuda Be Hamoris Komunidade (Planting water, growing communities)</u>, was held from 20 to 25 October at Fatuqueru, Ermera, conducted by the <u>PermaYouth Association of Timor-Lorosae</u> in collaboration with <u>Permatil</u>, and was attended by 700 participants from across 14 municipalities, including representatives of traditional and local authorities and volunteer facilitators.





Reforestation, food forest and nursery at the PermaYouth site, Remexio, Aileu

Friends of Aileu provided \$3,900 from the 2024 Grassroots Gathering fundraiser for Aileu to the Aileu Anan Association (AILA), for it and the Aileu Municipality University Students Association (KEUMA) to support the participation by 27 young people (23 male and 4 female) from rural communities in the Aileu Vila and Laulara Administrative Posts, in the 2024 PermaYouth Camp

Permatil provided funding for a similar number of participants from Remexio and Lequidoe Administrative Posts, along with other participants from municipalities.

The groups of Aileu Vila and Laulara participants, between 1 and 5 young people from each of 12 aldeias (hamlets or sub-villages), and the others from Remexio and

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PermaYouth Camp Fatuqueru, Ermera, October

Lequidoe, each prepared an Action Plan, which is their commitment to implement particular water and land conservation works in their home villages in collaboration with traditional local authorities, as has been done by participants of previous PermaYouth Camps.



Practical water source protection and enhancement, Suku Liurai village

AlLA and KEUMA used some of the Friends of Aileu funding to conduct on-site monitoring and evaluation of the water and land conservation works implemented during November and December in 18 sub-villages in the Aileu Vila and Lequidoe. Administrative Posts

Permatil and the PermaYouth Association have set up quantitative monitoring at a few selected water and land conservation works, and while results are only beginning to come in, they and qualitative observations and reports from villagers, indicate rapid and significant improvements in the flow, quality and reliability across seasons of water availability.

The Fatuqueru Camp site, which is larger, more accessible than the Remexio site used for the 2023 Camp, and now has more facilities, is planned to be the main site for the October 2025 International PermaYouth Convergence.

See more about Permatil's water conservation program from this YouTube video.

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## 2.2.9 Kose Nehan Oral Health Education Project

During 2024, Sally Vong, previously of North Richmond Community Health, assisted with obtaining a donation of toothbrushes from Piksters, purchasing toothpaste in Dili and liaising with Dental Nurse Ana Tilman.

Ana has been contracted each year for a week or so, while taking time off from her work with the <u>Timor-Leste Dental Program</u>, to distribute the supplies and provide refresher training for students and teachers at the 6 pilot schools currently participating in the *Kose Nehan* Project.

In October, Ana Tilman delivered refresher training at the 6 schools and distributed 1,300 replacement toothbrushes and 1,000 tubes of toothpaste to 1,300 students, teachers and administrative staff. Sufficient donated toothbrushes are available for two further 6-monthly distributions around April and October in 2025.





Ana Tilman instructing students in oral care at Namoleso and Cotbaru schools

### 2.2.10 Project Administration Support Officer visit to Aileu

During August, the Aoife Carli Hannan, Project Administration Support Officer, spent 3 days working in Aileu at the end of a private holiday in Timor-Leste.





Aoife Carli Hannan at Aileu Municipal Youth Centre and Resource and Training Centre

Over these 3 days, Aoife met with:

- Mr João Bosco dos Santos, the new Municipal President
- > The 3 Municipal Secretaries:
  - o Mr José Viçente Vilanova (Administration and Finance),
  - Mrs Victória Mesquita do Rêgo (Integrated Planning, Investment and Development) and

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- Mr Rogêrio da Conçeição (Social Affairs and Community Organisations
- Other managers and staff of the Aileu Municipal Authority
- Mr José Valente da Costa, Director Aileu Technical and Vocational High School, General Manager Municipal Youth Centre and Secretary of the Aileu Friendship Commission, including for a meeting of the Friendship Commission
- Others including:
  - Natália da Conçeição Ximenes, Director Aileu Resource and Training Centre, with Joaninho dos Reis and other ARTC staff, including a visit to the Kadalak Dame garden
  - Henrique Rodrigues, SEFOPE
  - o Ego Lemos, PERMATIL
  - o Bella Galhos, Advisor to President of Timor-Leste.





Aoife at Kadalak Dame garden and Municipal Youth Centre



Aoife with members of the Aileu Friendship Commission and partner organisations at the Youth Centre's Uma Dame (Peace House)

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# 3 Financial Summary 2024

The activities outlined in **Section 2.1** (page 13) **and Section 2.2** (page 33) have been made possible by the strong partnership between Merri-bek and Hume City Councils, the contributions of members of the Friends of Aileu Community Committee, other supporters of Friends of Aileu, community members, donors, and local organisations and businesses that have supported fundraising efforts.

See <u>Attachment 6</u> (page 67) Financial summary for calendar year 2024, comprising:

- 6.1 Income and expenditure totals, Friends of Aileu donation and fundraising accounts, 1 January to 31 December 2024
- 6.2 Income by activity, calendar year 2024 Donations & Fundraising including sales
- 6.3 Expenditure by project, calendar year 2024
- 6.4 Commitments for 2025, Total funds carried over to 2025 and Uncommitted funds available for 2025 (shortfall).

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# 4 Outlook for 2025

The Friends of Aileu Community Committee and the Project Team look forward to deepening and broadening relationships with the Merri-bek and Hume communities, including working towards better engagement with younger members of our communities.

A focus for the future will be to target efforts at community partnerships and activities that align with interests and concerns of Merri-bek and Hume and broader Australian communities, including those of the First Peoples', of Timor-Leste and of other neighbouring countries of our region.

We also look forward to strengthening the friendship with the people of Aileu through our engagement with the Aileu Municipal Authority and the Aileu Friendship Commission, and through our partnerships with Timor-Leste and Aileu government authorities, and non-government and community organisations.

Following Timor-Leste's 2023 Parliament election, in early 2024 Mr João Bosco dos Santos, was appointed President of the Aileu Municipal Authority, along with 3 new Municipal Secretaries (Mr José Viçente Vilanova, Mrs Victória Mesquita do Rêgo and Mr Rogério da Conçeição) and other new Directors and Managers.



Left photo: Minister Thomas Cabrál with Mr João Bosco dos Santos, and Right photo: Foreground from right Municipal Secretaries José Viçente Vilanova, Victória Mesquita do Rêgo and Rogêrio da Conçeição

It will be important to build on the short visit by the Project Administration Support Officer in August, to develop strong a working relationship with the new Aileu Municipal Authority, the Friendship Commission and our other Timor-Leste and Aileu partner organisations.

The updated *Friends of Aileu Strategy Plan 2025-2030* will be finalised early 2025 to reflect current priorities and opportunities. A draft updated *Friendship Agreement 2025-2030* will also be prepared (the current Friendship Agreement having been signed in 2020).

Following further consideration of the draft Friendship Agreement 2025-2030 by the Friends of Aileu Community Committee, and discussions with the Aileu Municipal Authority and Friendship Commission, it is proposed to recommend the updated Friendship Agreement and Strategy Plan and for consideration and endorsement by Merri-bek and Hume City Councils at Council meetings in early 2025.

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In May 2025, we will mark the 25<sup>th</sup> anniversary of the signing of the *Statement of Principles for Victorian Local Governments Working With East Timor*, and of the signing of the initial Memorandum of Understanding establishing the friendship relationship with Aileu, The MOU was singed on the occasion of Xanana Gusmão delivering the 13<sup>th</sup> Blackburn Oration on *The Importance of Community alliances in the Re-building of East Timor*, on 4 May 2000.

Around that date, similar MOUs were signed, establishing the friendship relationships between the Port Phillip City Council and the municipality of Suai Cova Lima, and between the Darebin City Council, the City of Yarra and the municipality of Baucau.



The original friendship and the Blackburn Oration MOU May 2000

It is proposed to celebrate these anniversaries and relationships with a joint event at Coburg Town Hall on Friday 2 May 2025, for which Kirsty Sword Gusmão, Timor-Leste's UN Goodwill ambassador for Education and former First Lady, has agreed to be guest speaker.

The East Timor Project Team will continue working with the Friends of Aileu Community Committee and convenors and members of the Australia Timor-Leste Friendship Network (AusTimor FN) on preparations for the Friendship Conference, planned to be held in Dili on 10 and 11 July 2025 (the most recent similar conferences having been held in 2016 in Dili, and in 2014 in Melbourne).





2016 Dili Conference: Richard Brown with Minister Tomas Cabrál / Friends of Aileu delegation in Aileu

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The Friends of Aileu Community Committee supports having a delegation participate in the Friendship Conference in July, with a prior visit to Aileu (potentially 7-8 July).

The Friendship Conference would also be a good opportunity for a Merri-bek and Hume City Council delegation, during which the updated Friendship Agreement 2025-2030 could be signed by the Timor-Leste partners.

During 2025 major focus areas for the East Timor Project Team and the Friends of Aileu Community Committee will be working with:

Interested individuals and organisations, locally and in Aileu and Timor-Leste, to develop a plan the next phase of the Kose Nehan oral health education project and to seek funding for its implementation





The first refugees to arrive in Darwin, Aug 1975: Pires family / Manny Napoleon

- > Melbourne's Timorese community:
  - As they prepare for a series of activities to recognise and celebrate the 50<sup>th</sup> anniversaries of:
    - The arrival in Australia of the first refuges from East Timor in August 1975
    - Timor-Leste's declaration of Independence in November 1975
  - Seek to play a role lobbying for the rights of and providing support for, Timor-Leste migrant workers on the Australian Government's PALM scheme
- Permatil Global, Permatil Timor-Leste, and the newly founded PermaYouth Association Timor-Lorosae on preparations for the first <u>International</u> <u>PermaYouth Convergence</u>, <u>Planting Water</u>, <u>Growing Community</u>, be held from 20 to 25 October 2025, at the PermaYouth Camp site in Fatuqueru, Railaco Administrative Post, Ermera municipality.

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PermaYouth: Planting Water, Growing Community

Our local community and our partners in Aileu, including the Aileu Anan Association (AILA) and the Aileu University Students Association (KEUMA), to draw together a small joint delegation to this PermaYouth Convergence sponsored by to take part in this exciting sharing of permaculture learnings, arts, culture and music spread across six days, and showcasing Timor-Leste's world-leading achievements in promoting and implementing water source protection and enhancement, permaculture and PermaYouth mobilisation.



Permatil Global sponsor of the first International PermaYouth Convergence Fatuqueru, Ermera, Timor-Leste, Oct 2025

The Project Officer will also continue his role as a member of the Permatil Global Public Fund Committee, overseeing the funds raised by or donated to Permatil Global.

All in all, 2025 promises to be an exciting and rewarding year for the Merri-bek - Hume - Aileu friendship relationship, other friendship relationships between Australia and Timor-Leste, and the Timorese comunity in Melbourne and Victoria, as well as for the people of Aileu and Timor-Leste.





Timorese community and friends clebrating culture and friendship

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# **Attachment 1**

# Friends of Aileu Community Committee members (August 2024)

| Qualification: Live, work, study or volunteer in Merri-bek or Hume |   |  |  |  |
|--|---|--|--|--|
| Name   | City<br>(Organisation<br>&/or Suburb)                 | Comments   |  |  |
| Cr Naim Kurt   | Hume  | Hume City Council representative and Committee Chair | Appointed Dec<br>2023 for 2024<br>calendar year                      |  |
| Cr Joseph<br>Haweil  | Hume  | Hume City Council representative                     |  |  |
| Cr Adam Pulford  | Merri-bek   | Merri-bek City Council representative                |  |  |
| Dr Martin Hall   | Dental Health<br>Services Victoria<br>(North Fitzroy) | Resigned March 2024 relocated to Seychelles          | Partner<br>Organisation<br>representatives,                          |  |
| Joe Caputo   | Merri Health<br>(Brunswick)                           | Merri Health Board                                   | continuing from 2023   |  |
| John Rutherford  | Hume<br>(Broadmeadows)                                | Community member                                     | Hume<br>Community<br>members<br>continuing from<br>2023, 5 vacancies |  |
| Smiley Sandhu  | Hume (Craigieburn)                                    | Resigned August 2024                                 |  |  |
| Heather Bridges  | Merri-bek (Coburg<br>North)                           |  | Merri-bek  |  |
| Paul O'Sullivan  | Merri-bek<br>(Brunswick)                              |  | Community<br>members<br>continuing from                              |  |
| Dominique<br>Wiehahn   | Merri-bek<br>(Brunswick West)                         | Project Lead, RMIT<br>Asia Impact Team               | 2023, 3 vacancies  |  |
| Anne Jungwirth   | Merri-bek<br>(Brunswick West<br>Merri Health Chair)   |  | Special interest   |  |
| Carlo Carli  | Merri-bek<br>(Brunswick)                              | Persons with strong knowledge of and                 | members<br>continuing from   |  |
| Glenyys<br>Romanes   | Merri-bek<br>(Brunswick)                              | special connections to Aileu and Timor-Leste         | 2023, no<br>vacancies  |  |
| Richard Brown  | Merri-bek<br>(Brunswick West)                         |  |  |  |
| Heather<br>McGrath   | Bayside   | Persons with strong                                  | Members co-  |  |
| Chico dos<br>Santos  | Maribyrnong   | knowledge of and special connections to              | opted by the<br>Committee<br>continuing from                         |  |
| Mark<br>Higginbotham   | Maribyrnong   | Aileu and Timor-Leste                                | 2023, 1 vacancy  |  |

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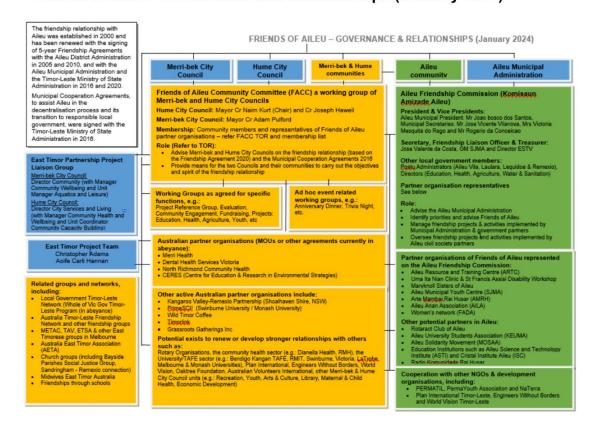
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# **Attachment 2**

# Friends of Aileu - Governance and Relationships (January 2024)



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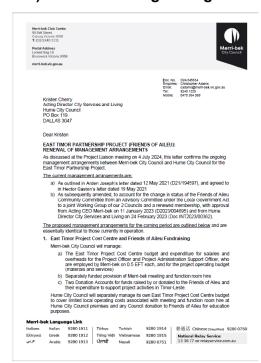
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# Attachment 3 (2 pages)

# East Timor Partnership Project: Management Arrangements (August 2024)

# a) Letter outlining arrangements (3 pages)



Cost-sharing
 Expenditure against Merri-bek City Council's East Timor Project Cost Centre budget will
be shared equally between the 2 Councils.

- Consult each year with Hume counterparts on the proposed budget for Merri-bek's East Timor Project Cost Centre for the coming periods

East Timor Project Cost Centrie for the coming periods
b) invoice Hume Chy Council at the conclusion of each quarter for 50% of the actual
quarterly expenditure recorded in Merin-eak's East Timor Project Cost Centre.

3. Friends of Alleu Community Committee
The Flends of Alleu Community Committee, ajoint Working Group of Merri-belt and Hume
City Councils, with councilior representative(s) apporting by each Council staff meet bimornity operating in accordance with the Terms of Reference adopted January 2023
(Attachment 1).

- These Terms of Reference include the following provisions:

  Appointments of Community members, Special Interest members, Partner Organisation representatives and Co-opted members will be made following responses to a call for Expression of Interest or to invalidation to normalize for a community of the communit

- by a be Collimans.

  I propose that we relew the TOR and membership the next meeting of the Liaison Group, proposed for tentialized in April-May 2025.

  The East Timer Project Officer and Project Administration Support Officer. The Project Officer and Project Administration Support Officer and Project Administration Support Officer will work with the Friends of Alau Community Committee and partner organisations.

  - Reporting to the relevant Unit Manager (Merri-bek) and Coordinator (Hume)
     Supporting the Friends of Alleu Community Committee in accordance with its Terms of Reference (TOR)
  - c) Implementing the Annual Project Action Plan, based on the Friends of Alleu Strategy Plan (most recently renewed 2020 and to be renewed once again in 2025) taking account of:

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#HUME

# b) Letter of agreement

- The Municipal Cooperation Agreements between each Council and the Ministry of State Administration, Government of Timor-Leefs the Ministry of State Administration, Government of Timor-Leefs the Consideration of State of

... curer agreements with and injusts from the Alleu Municipal Authority and other Timor-Leef and Australian partier organisations.

N. Relevant Council Plans, Policies and Strategies.

Project Work Plan and Office Accommodation.

The Project Officer and Project Administration Support Officer (each currently employed OS methods and the second state of the Council Plans of the Strategies of the second state of the Strategies of the Strategi

Your agreement to these management arrangements would be most appreciated.

Egay

Eamonn Fennessy
DIRECTOR COMMUNITY
MERRI-BEK CITY COUNCIL 09 August 2024

Attachment 1 - Terms of Reference Friends of Alleu Committee (Jan 2023)

- Bernadette Hetherington, Manager Community Wellbeing, Merri-bek Council Kim Critchley, Unit manager Aquatics Leisure and Community Venues, Merri-bek Council Julie Andrews Coordinator Community Capacity Building–Hume City Council

Our File: HGC05/29-00 Enquiries: Julie Andrews Telephone: 0419 740 087

13 August 2024

Eamonn Fennessy Director Community Merri-bek City Council Locked Bag 10 Brunswick Vic 3056

Dear Eamonn

RE: EAST TIMOR PARTNERSHIP PROJECT (FRIENDS OF AILEU): RENEWAL OF MANAGEMENT ARRANGEMENTS

I am writing to confirm our acceptance of the management arrangements between Memi-bek City Council and Hume City Council regarding the East Timor Partnership Project, as outlined in your letter dated 9 August 2024.

We look forward to continuing to work with Merri-bek City Council and to a successful collaboration.

KRISTEN CHERRY ACTING DIRECTOR CITY SERVICES & LIVING

My

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# **Attachment 4**

# Friends of Aileu flyer 2024



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# Attachment 5 (4 pages)

### **AILEU'S CULTURE AND TRADITIONS**

The story of Dom Baumeta: How Aileu got its name

As recounted by Mr. Jûlio Tilman, Aileu Vila, 2018



Jardim Dom Baumeta, Malere, Aileu Vila

About the place where a twisted root appeared, to be called Aileu, in Bandeirahun, Suku Liurai, Aileu Vila.

Bau-Meta was the youngest son of five children. They didn't have anything, so he went out to make a living. One day he went for a walk to the Ri-Telu River, in the Manu-Catí kingdom. After he had walked for a long time, he was tired. He saw a palm wine tree nearby, so he lay down to sleep under the palm wine tree. He was thirsty, and wanted to drink the palm wine, but there wasn't any palm wine. The palm wine would only be ready in the tree in another month's time.

Even though he stayed there for a long time, Bau-Meta never got any palm wine. He thought that some people must be coming and stealing the palm wine. He wanted to find out who was stealing it.

One night, he slept near the palm wine tree. In the morning, when the land was still dark, he was surprised to see a young woman coming down from the tree. She was holding a piece of bamboo that she had used to pour out the palm wine every afternoon.

Bau-Meta grabbed her, trying to take the palm wine that she had got down, but the young woman resisted, and said: Young woman said: 'Let me go now.'

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Bau-Meta replied: 'I'm not going to let you go. Tell me the truth, why are you coming to steal my palm wine all the time?'

The young woman said 'I'm not stealing it. This is my tree. Because you are stronger than me, I can't run away. Come with me to see my father, so that he can pay you for your palm wine, since you believe that this tree is yours.'

Bau-Meta replied: 'Fine, let's go.'

The two of them walked to the young woman's house. While they were walking, the woman stayed silent. When they got up to Nau-Demesa, the woman said:

The young woman said: 'This is where I live. Wait here for a while, but don't be scared.'

Bau-Meta replied: 'Scared of what?'

Before Bau-Meta had finished speaking, two big pythons appeared. Bau-Meta wasn't surprised, because of what the woman had said to him. Bau-Meta continued to walk along the path, and saw a house made of rock. He went to meet the young woman's parents, to tell them: 'I have come to receive payment for my palm wine'.

Bau-Meta and the young woman walked into the house. The young woman was walking in front. At the same time, one of the large pythons entered, and coiled around Bau-Meta very tightly, to taste his face and body with the tip of its tongue. Bau-Meta didn't show any fear, and he continued to ask for payment for his palm wine. He said to the python: 'I have come to receive payment for my palm wine'.

It was bad luck, the first python let him go, then the other one came and coiled around Bau-Meta even tighter.

Bau-Meta wasn't scared and said again: 'I have come to receive payment for my palm wine'. The young woman that had disappeared, appeared again, and then the python let Bau-Meta go. She called Bau-Meta to go and wash. The young woman wanted Bau-Meta to wear some clothes, but he was just wearing a loincloth.

The two pythons turned themselves over, and they were the father and mother of the young woman. They asked the young man (Bau-Meta): 'Do you want to live here?'

Bau-Meta answered: 'I want to. If you let your daughter marry me.' They agreed to let them marry.

Bau-Meta lived in Nau-Damesa for two years, and in the end, he returned to Aileu / Nunu-Ber-Mau-Hun. Before he returned, the uncles said that the palm wine tree was theirs, because the seed of the palm wine tree had been brought down from Tata Bau Mountain, the young woman was a descendant of Tata Loco clan (sacred house).

There was a celebration in Dili, and they went to it. When they returned to Aileu, the young woman showed the way. On the road on the way back, Bau-Meta didn't see anything he recognised, because he was still in the python's land.

It was only after they got to Ri-Tel that Bau-Meta knew where he was, and then they walked to Cou-Lau-Udo, where the young woman's parents lived. When Bau-Meta arrived, they were still holding a funeral, because they thought that Bau-Meta had died, because he hadn't returned for a long time.

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They didn't pull down the tent (temporary shelter) that they had built, because in a few days, the Governor would be returning to Dili from overseas.

Bau-Meta didn't stay in Cou-Lau-Udu for a long time. Bau-Meta went down to Dili because the Governor of Dili was going to give Bau-Meta a Book so that he would become a king. When he was going to return to Aileu, all of the people gathered to receive the Book, with a large party. In these days, Bau-Meta's wife also gave birth to a son.

Even though she had just given birth, Bau-Meta's wife wanted to participate as well in the party. And she went. When she returned home, she saw that her son only had one eye. Her husband Bau-Meta also returned, and he was very drunk.

He asked why she went to the party: 'Why did my son become like this?' His wife responded, 'I don't know, but it doesn't matter'. When Bau-Meta left, a big wind suddenly swirled around. Bau-Meta returned and couldn't find his wife or his son anymore. He didn't know where they had disappeared to.

Bau-Meta just looked at this and said: 'I am a king now. The time has come now. It seems that the Governor has said that this Book is to take the place of my wife'.

They continued the celebrations.

After two years, Bau-Meta went to Dili, with the intention of looking for another wife, and at the same time assist the new governor that had arrived in Dili. He took the Book with him. At night, Bau-Meta slept in the house of the Motael king. The queen took the Book that was hidden under a pillow, and then Bau-Meta heard the queen saying that she didn't trust her husband anymore.

It was daytime, and Bau-Meta returned to Aileu. When he got to the Comoro River, he remembered that he had forgotten the Book at the Motael king's house. He returned, riding his horse quickly, to go and ask the Motael queen, whose house he had slept at the night before. He didn't believe that anyone else had stolen his book. When he arrived in Motael, the Motael king's wife responded that she hadn't found a book. Bau-Meta said: 'Whatever you need, I will give it to you, as long as you give me the book back'.

The queen continued to say that she didn't have the book: 'I can't give you anything'. Bau-Meta returned to Aileu empty handed. He was very sad and regretted what had happened.

So, in this way, Aileu continued to be dependent on the Motael Kingdom, the way it had been before Bau-Meta became a king. After some days, Bau-Meta arrived at the place which in the present day is called Bandeira-Hun. Bau-Meta went up to the top of the banyan tree, and didn't come down, and was lost. Some of his men looked for him at the top of the banyan tree but couldn't find him.

They only found the rock that Bau-Meta had turned himself into. The rock was called Bau-Meta, and to this day, it continues to be kept at the sacred house where Dom Bau-Meta lived, in order to worship it as a significant sacred site in Aileu.

The new name Aileu originates from a tree root that is in a strange formation, twisting itself like a snake, 10 metres from the banyan tree that Bau-Meta went up in Bandeira-Hun, Aileu.

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Aileu had three kings. The main king, Dom Açu-Koli was followed by Dom João Mendonça, who lived in Bandeira-Hun, three kilometers from Aileu Vila.

The toponymy of the root that gave Aileu its name (Ai-Pau = a type of tree + Leuenrroscado = crazy roots).

Before it was called Aileu and the Aileu Administrative post, Manu-Cáti was the Administrative Post headquarters for the villages that are now part of Aileu and Lequidoe, next to Remexio, which belonged to the Motael-Dili kingdom.

The Manu-Cáti Administrative Post was removed from the Dili Council list in 1913, because it supported Dom Boa Ventura with troops in the Manufahi (Maun-Fahe) war in 1912 opposing the Portuguese regime.

This is the story of Dom Bau-Meta and how Aileu got its name.

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# Attachment 6 (3 pages)

# Financial Summary, calendar year 2024

# 6.1 Income and Expenditure, Friends of Aileu donation and fundraising accounts, 1 January to 31 December 2024 (\$AU)

| Account                          | Balance<br>01/01/24 | Income<br>Jan-Dec | Expenditur<br>e Jan-Dec | Movement<br>Jan-Dec | Balance<br>31/12/24 |
|----------------------------------|---------------------|-------------------|-------------------------|---------------------|---------------------|
| 1.3159 Donations and Fundraising | 19,177.78           | 27,181.17         | 29,059.85               | -1,878.68           | 17,299.10           |
| 1.3160<br>Fundraising<br>Sales   | 467.50              | 3,168.00          | 1,686.50                | 1,481.50            | 1,949.00            |
| Totals                           | 19,645.28           | 30,349.17         | 30,746.35               | -397.18             | 19,248.10           |
| Balance at 31/12/24              |                     |                   | \$19,248.10             |                     |                     |

# 6.2 Income by activity, calendar year 2024 - Donations & Fundraising including sales

| Income 2024                                |                |   |  |
|--|----------------|---|--|
| Activity                                   | Amount AUD     | Notes   |  |
| Grassroots Gathering CERES                 | \$6,903        | Balance of youth & environment  |  |
| Grassroots Gathering sales                 | \$2,153        | funds available for 2025 = \$AU<br>5,156 = \$(6,903 + 2,153 - 3,900<br>Transfer 2024)   |  |
| Hume City Council 23/24 Education Donation | \$5,200        | Zero carry over to 2025   |  |
| Trivia Quiz Night                          | \$12,129       | Balance of scholarship funds<br>available for 2025 = \$AU 10,916<br>(\$7,465 Accumulated Trivia + \$920<br>HCC Ed 22/23 + \$1,076 HCC Ed<br>23/24 - \$10,674 Transfer 2024 +<br>\$12,129 Trivia 2024) |  |
| Coffee and Tais sales                      | \$3,168        |   |  |
| Total Income                               | \$AU 29,553    |   |  |
| Income as per Accounts                     | \$AU 30,349.17 |   |  |
| Variance                                   | -\$AU 796.17   |   |  |

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# 6.3 Expenditure by project, calendar year 2024

All funds transferred to Aileu, apart from Rotary Donations In Kind for *Kose Nehan* project and purchase of fundraising coffee and tais

| Expenditure 2024   |   |  |  |
|--|---|--|--|
| Project/Activity   | Amount AUD  | Amount USD   |  |
| Baucau Teachers College scholarships   | \$AU 4,124  | approx. \$US 2,600   |  |
| Note: Not paid until 03/01/25  | (\$AU 1,073 balance of<br>the \$AU 5,200 2024<br>HCC education<br>donation used for<br>Aileu University<br>Scholarship Program) |  |  |
| Aileu University Scholarship Program   | \$AU 10,674<br>(2023 Trivia funds<br>\$8,681 + balances of<br>HCC ed donations<br>23/24 \$1,073 + 22/23<br>\$920 = \$1,993)     | \$US 7,005   |  |
| Aileu Friendship Commission operating costs  | \$AU 1,530  | \$US 1,005   |  |
| Youth Centre operating costs   | \$AU 1,530  | \$US 1,005   |  |
| ARTC operating costs   | \$AU 9,956<br>\$(7,259 + 2,697)   | \$US 6,580<br>\$(4,765 + 1,815)  |  |
| AILA for Aileu participants in PermaYouth Camp 2024 and village water conservation | \$AU 3,900  | \$US 2,565 AILA retaining unspent funds of \$1,050 from \$2,565, with \$740 to be used for additional data collection and balance of \$310 for 2025 activities on this project |  |
| Kose Nehan Project (T-L)   | \$1,117   | \$US 726   |  |
| Sub-Total Transferred to Aileu   | \$AU 32,831   | \$US 21,486  |  |
| Rotary DIK shipping cost for Kose<br>Nehan Project (Australia)                     | \$456   | \$US 296 approx.   |  |

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| Expenditure 2024                      |                |             |  |
|---------------------------------------|----------------|-------------|--|
| Project/Activity                      | Amount AUD     | Amount USD  |  |
| Coffee and Tais fundraising purchases | \$1,231        | \$US 800    |  |
| (Australia)                           |                | approx.     |  |
| Sub-Total Spent in Australia          | \$AU 1,687     | \$US 1,096  |  |
|                                       |                | approx.     |  |
| Total Expenditure                     | \$AU 34,518    | \$US 22,582 |  |
| 01/01/24 to 30/12/24                  |                | approx.     |  |
|                                       |                |             |  |
| Baucau Teachers College scholarships  | \$AU 4,124     | \$US 2,600  |  |
| Note: Not paid until 03/01/25         |                | approx.     |  |
|                                       |                |             |  |
| Expenditure                           | \$AU 30,394    |             |  |
| 01/01/24 to 31/12/24                  |                |             |  |
| adjusted to actual                    |                |             |  |
| Expenditure as per Accounts           | \$AU 30,746.35 |             |  |
| Variance                              | -\$AU 352.35   |             |  |

# 6.4 Commitments for 2025, Total funds carried over to 2025 and Uncommitted funds available for 2025 (shortfall)

| Commitments for 2025   |             |
|--|-------------|
| 2024 Baucau Teachers College Scholarships (paid 03 Jan 2025)           | \$4,124.37  |
| 2025 Aileu Scholarship Program (balance left from 2024 Trivia)         | \$10,916.00 |
| 2025 Youth & Environment (balance left from 2024 Grassroots Gathering) | \$5,156.15  |
| Sub-total committed funds required for 2025                            | \$20,196.52 |
| Total Funds carried over to 2025                                       | \$19,248.10 |
| Uncommitted funds available 2025 (shortfall)                           | - \$948.42  |

Friends of Aileu Annual Report 2024



Friends

of Aileu

Linking Merri-bek and
Hume communities
with Aileu, Timor-Leste.

# FRIENDS OF AILEU STRATEGY PLAN 2025-2030

### **Purpose** 1

The Friends of Aileu Community Committee and the East Timor Project Team will use this Strategy Plan to guide their actions towards realising the intent of the friendship relationship between the people and municipalities of Merri-bek, Hume and Aileu, as outlined in the Friendship Agreement (Merri-bek - Hume - Aileu) 2025-2030.

### Vision 2

Our vision is of:

- > A prosperous, sustainable, and equitable future for the people of Aileu, supported by inclusive governance that respects local initiatives and traditional values and operates within a thriving national democracy.
- > A more connected, informed, and empathetic outlook amongst the people of Merri-bek and Hume, inspiring action to strengthen community bonds and foster local democracy within our increasingly interconnected and interdependent world.

### What we will do 3

To help realise this Vision, we will foster collaboration between the municipalities and people of Merri-bek, Hume, and Aileu.

We commit to engaging in the spirit of friendship, based on principles of mutual respect, ongoing learning, sustainability and locally led decision-making, sharing our respective stories, cultures, insights, skills and resources.

### 4 Goals

Our goals are:

### Goal 1 Communities and friendship

Provide opportunities for the people of Merri-bek, Hume and Aileu to shape and participate in the friendship relationship.







# Goal 2 - People and Organisations

Support the people of Aileu in pursuing their own goals and those of their community organisations and local government, with an emphasis on participation by youth, women, and vulnerable people including those living with a disability.

# Goal 3 – Programs, Projects and Activities

Support community development programs, projects and activities in Aileu, identified through discussion and interaction between interested people and organisations from our respective communities.

# Goal 4 – Partnerships, Collaboration and Networks

Develop and maintain collaborations, partnerships and participation in networks, that support the friendship relationship.

# Goal 5 - Capabilities and Resources

Maintain and develop the capabilities and resources of the Friends of Aileu Community Committee and encourage supporters and other community members to contribute to the friendship relationship.

### 5 **Objectives**

The Objectives we will focus on to achieve these Goals, and to work towards our Vision, are outlined below. Actions to be undertaken consistent with these Objectives will be detailed in the Annual Action Plan.

# Goal 1 - Communities and Friendship

Provide opportunities for the people of Merri-bek, Hume and Aileu to shape and participate in the friendship relationship.

### **Objectives:**

- 1.1 Increase the involvement of younger members of our communities
- 1.2 Develop and facilitate community development programs, projects and activities in partnership with the people of Aileu to support their aspirations, taking account of mutual interests of our respective communities and partner organisations







### Linking Merri-bek and Hume communities with Aileu, Timor-Leste.

- 1.3 Develop, promote and implement activities that attract the involvement and support of community members, Council staff and local community organisations and businesses
- 1.4 Collaborate with members of Melbourne's East Timorese community and students and workers from Timor-Leste and their organisations on activities of mutual interest
- 1.5 Learn from each other as we engage in programs, projects and activities
- 1.6 Share our cultures, stories, interests, concerns and perspectives, including through visits between Aileu and Merri-bek and Hume
- 1.7 Develop and share our understanding of the cultures, stories, interests, concerns and perspectives Australia's First Peoples, our immigrant communities and the people of our neighbouring countries.

#### Goal 2 - People and Organisations

Support the people of Aileu in pursuing their own goals and those of their community organisations and local government, with an emphasis on participation by youth, women and vulnerable people, including those living with a disability.

#### **Objectives:**

- 2.1 Provide organisational and professional development support for the Aileu Municipal Authority as it develops its service delivery functions and moves towards elected local government
- 2.2 Provide organisational and professional development support for the Aileu Friendship Commission to assist it to provide oversight of programs, projects and activities implemented in Aileu
- 2.3 Provide organisational and professional development support for selected Aileu non-government and community organisations to assist them to operate more effectively and sustainably.

#### Goal 3 – Programs, Projects and Activities

Support community development programs, projects and activities in Aileu, identified through discussion and interaction between interested people and organisations from our respective communities.







#### **Objectives:**

- Consult with the Aileu Municipal Authority, the Aileu Friendship Commission, our partner organisations in Aileu and other Timor-Leste government and nongovernment organisations to identify appropriate community priorities that we have the capacity to influence or support
- 3.2 Work with our Aileu partner organisations, selected Aileu government and nongovernment organisations to help them conceive, design, deliver and evaluate community development programs, projects, and activities that build on their existing capacities and resources to address identified and agreed priorities
- 3.3 Continue our focus on the following areas with an emphasis on participation of youth, women and disadvantaged people including people with a disability:
  - a) Education and training, including through scholarships for university studies, technical and further education, teacher education and preschool education
  - b) Community health, including improved nutrition and oral health education
  - c) Environmental protection and improvement and sustainable agriculture, including reforestation, soil and water conservation, water source protection and enhancement, permaculture and conservation agriculture.

#### Goal 4 – Partnerships, Collaboration and Networks

Develop and maintain collaborations, partnerships and participation in networks, that support the friendship relationship.

#### **Objectives:**

- Work with the Merri-bek and Hume City Councils to maintain and implement the East Timor Partnership Project, including operating appropriate governance and reporting mechanisms for the Friends of Aileu Community Committee and the Project Team
- 4.2 Develop partnerships with Australian organisations that can contribute to the friendship relationship
- 4.3 Collaborate with other local governments, community groups, community and educational organisations and schools that have friendship relationships with Aileu, its Administrative Posts, Sucos and communities







- 4.4 Play an active role in the Australia Timor-Leste Friendship Network, and collaborate with other friendship groups, solidarity groups, and community and educational, health and environmental organisations in areas of mutual interest
- Promote the value and achievements of Timor-Leste friendship relationships with relevant areas of the State and Federal Governments such as DFAT, Local Government Victoria and Multicultural Affairs, and peak organisations such as ALGA, LGPro, VLGA and MAV, and support any initiatives that they may undertake that are consistent with this Strategy Plan and our Friendship Agreement.

#### Goal 5 – Capabilities and Resources

Maintain and develop the capabilities and resources of the Friends of Aileu Community Committee and encourage supporters and other community members to contribute to the friendship relationship.

#### **Objectives:**

- 5.1 Maintain ongoing recruitment of individuals and organisations that support or participate in the activities of the Friends of Aileu Community Committee
- 5.2 Enhance community and Merri-bek and Hume staff participation in the Friends of Aileu Community Committee meetings and its activities
- 5.3 Develop Friends of Aileu's communications capacity and effectiveness of the Friends of Aileu Community Committee and the Project Team, including through appropriate use of social media and other new and emerging communications tools
- 5.4 Develop and diversify our fundraising capacity and attractiveness to donors
- 5.5 Conduct events and activities that support the friendship relationship with Aileu and the achievement of goals and objectives of this Strategy
- 5.6 Participate in other community activities that promote the friendship relationship
- 5.7 Assist community members and staff of Merri-bek and Hume City Councils to develop their understanding of Timor-Leste and Aileu and their capacity and motivation to contribute to the friendship relationship
- 5.8 Provide information and reports on these Goals and Objectives, and on events, activities, learnings and achievements, targeted to recipients' needs and preferences.





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#### Friendship Agreement (Merri-bek - Hume - Aileu) 2025-2030

An in-good-faith, non-binding agreement between the Merri-bek and Hume City Councils, Victoria, Australia, the Municipal Authority of Aileu, and the Government of the Democratic Republic of Timor-Leste

On 4 May 2000, in recognition of the aspirations of the people of East Timor and Aileu to take control of their future, the then Moreland City Council (now Merri-bek City Council) and Hume City Council committed to a friendship relationship with the then District of Aileu (now Municipality of Aileu).

That commitment was made by signing a *Memorandum of Understanding* with Xanana Gusmão, then President of the National Council of Timorese Resistance (CNRT), representing East Timor and Aileu, on the occasion of Mr. Xanana delivering the 13<sup>th</sup> Blackburn Oration on 'The Importance of Community Alliances in the Re-building of East Timor.'

Also on that day, Xanana Gusmão, the Victorian Minister for Local Government, the President of the Victorian Local Governance Association (VLGA) and the President of the Municipal Association of Victoria (MAV) signed the overarching **Statement of Principles For Victorian Local Governments Working in East Timor** as a guide for such friendship relationships.

The *Friends of Aileu Community Committee*, which was established in April 2000, continues to operate as a means for the Merri-bek and Hume City Councils, their staff and members of their communities and partner organisations to collaborate to realise the mutual benefits of the friendship relationship.

The friendship relationship has been periodically renewed, most recently in 2020, with the signing of the *Friendship Agreement (2020)* between the then Moreland City Council, Hume City Council, the Timor-Leste Government Ministry of State Administration and the then Aileu Municipal Administration.

In recognition of the continuing value of this relationship to our communities, we the signatories to this *Friendship Agreement (Merri-bek – Hume – Aileu) 2025-2030,* reaffirm our organisation's commitment:

- To continue the *friendship relationship* in accordance with the principles and values of mutual respect, ongoing learning, sustainability and locally led decision making, on which our relationship is based
- To support the development of local government in Aileu, including as outlined in the *Municipal Cooperation Agreements (2016)* between the Timor-Leste Government Ministry of State Administration, and Hume City Council and the then Moreland City Council.

#### We agree that we will continue to work together in friendship to:

- > Help develop and maintain strong communities in Aileu and in Merri-bek and Hume
- Share our stories, cultures, perspectives, skills and resources, and improve mutual understanding
- Respond to the aspirations of the people of Aileu as they build their local democracy and governance, and work towards a healthier and more inclusive, prosperous and sustainable future
- Engage with the people of Aileu in ways that respect their strengths and complement their efforts to achieve the goals that they have developed for themselves

- Ensure that any activities that we undertake or support:
  - o Respect the policies, programs and priorities of the Government of the Democratic Republic of Timor-Leste and of the Aileu Municipal Authority, and address complementary priorities identified in consultation with the Aileu Municipal Authority, the Aileu Friendship Commission and our Aileu and Timor-Leste partner organisations and their communities
  - o Note the special place of traditional and religious relationships and authority in community life in Timor-Leste
  - Recognise the capacity of our organisations, partners, supporters and communities to resource and sustain them
- Engage with women and vulnerable people including people living with a disability as they strive to participate more fully in community, economic and political life, and with young people as they strive to take on their responsibilities for the future.

We acknowledge the independence, wisdom, knowledge and skills of the people of Aileu and their government, non-government and community organisations.

We also acknowledge the complementary roles and contributions of Merri-bek and Hume City Councils, the Friends of Aileu Community Committee and community members, Australian partner organisations and other community groups and organisations, engaging with Aileu in the spirit of friendship.

This Friendship Agreement 2025-2030 is intended to be a guide for our organisations, and for the communities we represent for the coming five years. This agreement will not have any legal effect and may be terminated or varied as agreed between the signatories.

| Councillor Helen Davidson   | Mr João Bosco dos Santos                  | Councillor Jarrod Bell   |
|---|---|--|
| Mayor<br>Merri-bek City Council   | President<br>Municipal Authority of Aileu | Mayor Hume City Council<br>and Co-Chair of Friends of<br>Aileu Community Committee |
| Date:   | Date:                                     | Date   |
| Mr Tomás do Rosário Cabral  | Mr José Valente                           | Councillor Adam Pulford  |
| Minister of State Administration<br>Government of the Democratic<br>Republic of Timor-Leste | Secretary<br>Aileu Friendship Commission  | Merri-bek City Council, Co-<br>Chair of Friends of Aileu<br>Community Committee    |
| Date:   | Date:                                     | Date:  |











Linking Merri-bek and Hume communities with Aileu, Timor-Leste.



REPORT NO: 8.6

**REPORT TITLE:** Nomination of a National Growth Areas Alliance Delegate

and Strategic Advisory Committee Member

**SOURCE:** Joel Kimber, Head of Government Relations & Advocacy

**DIVISION:** Customer & Strategy

FILE NO: HCC06/770

POLICY: -

**STRATEGIC OBJECTIVE:** 3.1: Empower and engage our community through

advocacy and community engagement

ATTACHMENTS: Nil

#### **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 The National Growth Area Alliance (NGAA) is the peak body representing growth area Council's across Australia.
- 1.2 Their role is to advocate on behalf of the 5 million residents that live in the fastest growing areas in the country.
- 1.3 The National Growth Areas Alliance are seeking all member Council's to nominate a single elected representative to be their primary NGAA contact and for expressions of interest for participation on their Strategic Advisory Committee.
- 1.4 These opportunities mean that we have the potential to have a greater say on driving the agenda of the NGAA.
- 1.5 It is proposed that Councillors nominate the Mayor to be the delegate and nominate one Councillor to submit an EOI to be a member of the Strategic Advisory Committee.

#### 2. RECOMMENDATION:

#### 2.1 That Council:

- 2.1.1 Nominate the Mayor of the day to be the primary contact for the National Growth Areas Alliance (NGAA).
- 2.1.2 Nominate Councillor \_\_\_\_\_ to submit an Expression of Interest to the National Growth Areas Alliance to be a member of their Strategic Advisory Committee.

#### 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;
  - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - innovation and continuous improvement is to be pursued;
  - 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:

There are no costs associated with the recommendations from this report.

#### 7. OPPORTUNITIES & RISKS:

- 7.1 As the peak body representing growth Councils across Australia, the NGAA is actively engaging with the Australian Government to ensure that the community's voices are being heard in the fast-growing areas across Australia.
- 7.2 The opportunities presented to Hume City Council will provide us with another avenue for our organisation to raise issues on behalf of our local community,

#### 8. COMMUNITY ENGAGEMENT:

This report does not propose any future community engagement.

#### 9. DISCUSSION

- 9.1 What is the National Growth Areas Alliance?
  - 9.1.1 The National Growth Area Alliance (NGAA) is the peak body for local governments in Australia's outer metropolitan growth areas and advocates to state and federal governments on growth area challenges and opportunities.
  - 9.1.2 Together, they represent more than five million people living in Australia's fast-growing suburbs and are united by shared experiences of population growth rates at double the national average and long-term under-investment in vital infrastructure.
  - 9.1.3 The NGAA works with, and on behalf of, our Councils to achieve their vision for Australian cities where residents have equitable access to housing, jobs, education, health services, cultural activities and the physical and community infrastructure that support these outcomes no matter where they live.
  - 9.1.4 The NGAA take an evidence-based approach, with a Policy Platform built on the foundations of their comprehensive research strategy and also help to develop Alliance Councils' capacity to deliver good growth through best practice case studies, policy discussions, officer-level networks and our program of events bringing the best and latest speakers on growth issues.
  - 9.1.5 The NGAA is funded by membership fees to represent the interests of the Partner Councils. In recognition of the different stages of growth of eligible Councils, membership fees are on a sliding scale to be affordable for all Councils regardless of size.
    - Partner Councils Outer Metropolitan Growth Councils whose cities, suburbs and towns are in established, emerging or future population growth areas on the outskirts of capital cities (within metropolitan boundaries). Population growth rates are, have been or are projected to be at least 2% pa.
    - Supporters Councils located outside NGAA geographic areas who are also experiencing rapid population growth and wish to participate in research, policy development and professional capacity building.
    - Partners organisations with an interest in growth areas, including State and Federal Government and research organisations, and other Local Government groups.

- 9.2 Current engagement with the NGAA
  - 9.2.1 Officers currently engage with NGAA staff through attendance at Advocacy Policy Advisory Committee meetings, through regular engagement with their CEO, submitting award nominations and attendance at conferences and attending other workshops and meetings.
  - 9.2.2 There is a current gap in the level of Councillor engagement with the NGAA. In the last Council term, former Councillor Joseph Haweil was a member of the NGAA's Strategic Advisory Committee, and some Councillors attended NGAA events, but Council did not have an official delegate to engage with the NGAA.
- 9.3 Appointment of a Delegate
  - 9.3.1 The NGAA are seeking a single elected representative from all member Councils to be their primary contact as a Council delegate.
  - 9.3.2 As the primary contact, this delegate will be responsible for being the spokesperson on behalf of Council for all NGAA matters, for maintaining strong lines of communication between the NGAA Executive and other NGAA member Councils and to represent member Council's at events.
  - 9.3.3 It is proposed that the Mayor would be the official delegate for Council on the NGAA which would change annually upon the appointment of the Mayor for the following 12-month period.
  - 9.3.4 The Mayor as delegate would be supported by the Government Relations and Advocacy team as the administrative conduit between NGAA and Council and the incoming Mayor would receive briefings about the NGAA following their appointment.

#### 9.4 NGAA Strategic Advisory Committee

- 9.4.1 The NGAA Strategic Advisory Committee is an appointed membership group featuring Councillors from NGAA member Councils.
- 9.4.2 The role of the committee is to:
  - (a) Drive the development of an Operational Plan and Strategic Advocacy Plan for the NGAA.
  - (b) Provide advice and guidance to the Chief Executive Officer (CEO) on issues affecting Local Government.
  - (c) Oversee the CEO Performance Review process.
  - (d) Provide advice and feedback on proposed advocacy campaigns to be delivered by the NGAA.
  - (e) Represent the NGAA at events, workshops and other programs.
- 9.4.3 The Committee features representatives from across the country respective to the amount of growth Councils in each state. Currently the committee is made up of 3 representatives from Victoria and 2 representatives each from New South Wales, South Australia and Western Australia.
- 9.4.4 The committee meets quarterly (predominately online in recognition of the tyranny of distance between growth areas across Australia) but does meet inperson on occasions.
- 9.4.5 It is proposed that Council nominate one Councillor to submit an Expression of Interest to be one of Victoria's representatives on the NGAA *Strategic Advisory Committee*.

- (a) There is no guarantee that a Hume City Councillor will be selected as a Strategic Advisory Committee member. The outcome of the Expression of Interest would be subject to the assessment process as outlined in 9.6 below.
- 9.5 What is the NGAA looking for in a Strategic Advisory Committee member?
  - 9.5.1 The NGAA is seeking Expressions of Interest (EOI) from Councillors that have an on-the-ground understanding of the challenges of living in growing communities.
  - 9.5.2 This includes being able to articulate through lived experiences what it means to be hamstrung by congested roads, suffer from inferior public transport, have a shortage of important community facilities such as health and education and a lack of equitable access to all the other facilities that people in established communities have.
  - 9.5.3 The current EOI process presented to Council provides an opportunity for a Councillor to ensure that they convey those lived experiences to the NGAA and provide an additional all-important voice on behalf of our community and to help drive sustainable outcomes for growth Councils across the country.
- 9.6 How will the NGAA appoint the new Strategic Advisory Committee member?
  - 9.6.1 All Expressions of Interest submitted will be assessed by the NGAA and informal interviews may be required if the panel cannot finalise the decisionmaking process.

#### 10. CONCLUSION

- 10.1 The appointment of the Mayor to be the Hume City Council delegate to the National Growth Areas Alliance will help ensure that the official spokesperson for Council engages with the NGAA on behalf of Council.
- 10.2 The nomination of one Councillor to submit an Expression of Interest to participate on the National Growth Area Alliance's (NGAA) Strategic Advisory Committee affords an opportunity for Council to have a stronger say on how the agenda of the NGAA is driven and implemented on behalf of growth communities all throughout the country.
- 10.3 A decision is sought from Council on which Councillor to nominate to submit an Expression of Interest for the consideration of the NGAA.

REPORT NO: 8.7

**REPORT TITLE:** Submission in Response to Infrastructure Victoria's Draft

30-year Infrastructure Strategy

**SOURCE:** Joel Kimber, Head of Government Relations & Advocacy

**DIVISION:** Customer & Strategy

FILE NO: HCC

POLICY: -

**STRATEGIC OBJECTIVE:** 3.1: Empower and engage our community through

advocacy and community engagement

ATTACHMENT: 1. Submission

#### **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 Infrastructure Victoria (IV) have released a draft 30-year Infrastructure Strategy and are seeking feedback on the proposed recommendations and future options proposed in the draft strategy.
- 1.2 The attached submission is presented for Council's consideration and provides feedback against the strategy focusing on those areas and projects that are the highest priority for our community.
- 1.3 This is another way for Council to advocate on behalf of our community.

#### 2. RECOMMENDATION:

#### 2.1 That Council:

2.1.1 Approves the attached submission to Infrastructure Victoria.

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

Local Government Act 2020.

#### 4. OVERARCHING GOVERNANCE PRINCIPLES:

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;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- collaboration with other Councils and Governments and statutory bodies is to be sought;

- 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:

There are no costs associated with implementing the recommendations of this report.

#### 7. OPPORTUNITIES & RISKS:

- 7.1 Through the provision of the opportunity to provide feedback on IV's draft strategy, Council is positioned with a great opportunity to advocate on behalf of our residents.
- 7.2 By passing on this opportunity this would lead to negative feedback from the community on our inability to represent them to other levels of Government.

#### 8. COMMUNITY ENGAGEMENT:

The projects outlined in Council's submission have been raised in previous community engagement undertaken by Council.

#### 9. DISCUSSION:

- 9.1 Infrastructure Victoria's 30-Year Draft Infrastructure Strategy
  - 9.1.1 Victoria's 30-year infrastructure strategy (<a href="https://www.infrastructurevictoria.com.au/infrastructure-strategy">https://www.infrastructurevictoria.com.au/infrastructure-strategy</a>) provides a practical roadmap for action over the next 30 years across a broad range of

- public policy areas including housing, energy, transport and social infrastructure.
- 9.1.2 Preparing a 30-year infrastructure strategy for the state is one of Infrastructure Victoria's 3 key functions as an independent advisory body. It is refreshed every 3 to 5 years.
- 9.1.3 The strategy has been developed with 6 infrastructure goals for Victoria after hearing from more than 500 Victorians including a representative group of young people from across the state. The strategy has 43 draft recommendations and 7 future options for the Victorian Government to achieve these objectives.
- 9.1.4 Feedback is sought from community which will help inform the updated 30-year infrastructure strategy for the Victorian Government and Parliament.

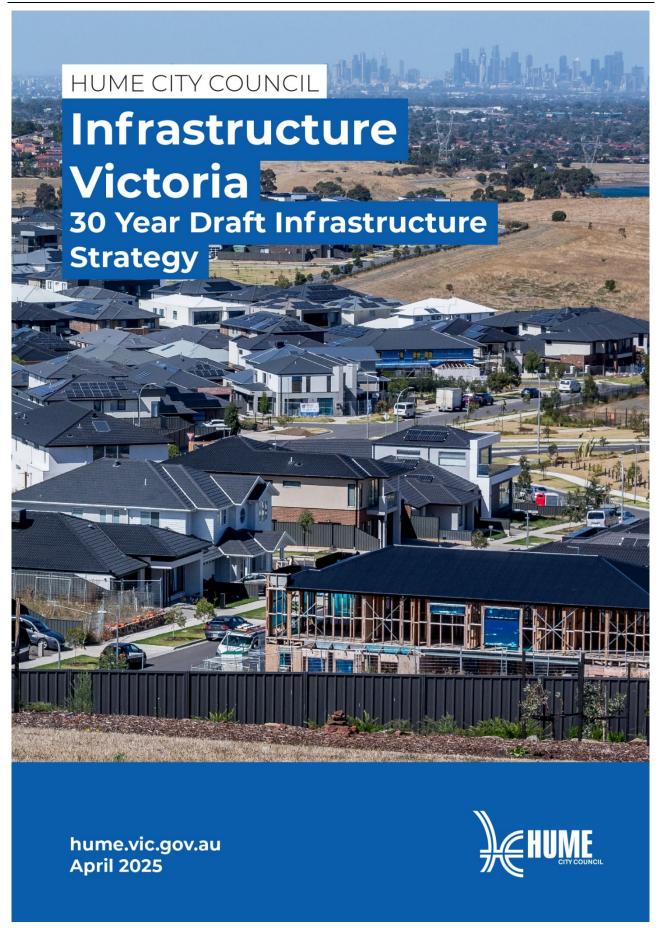
#### 9.2 Council's submission

- 9.2.1 Council's submission (attached) provides feedback on several of the Recommendations and Future Options proposed by Infrastructure Victoria.
- 9.2.2 It deliberately doesn't respond to all 43 recommendations and 7 Future Options but focusses on those items that have been identified as highest priority based on community feedback for many years.
- 9.2.3 Notionally Council supports the prioritised recommendations proposed in the draft strategy except for where two items are identified as Future Actions which are suggested to move to Recommendations in response to funding announced for planning work for the Upfield Line.
- 9.2.4 It is hoped that through Infrastructure Victoria's community engagement process that Council's views are expressed in the final recommendations that are presented to the Victorian Government and to Parliament.

#### 10. CONCLUSION

- 10.1 As one of Victoria's fastest growing communities, we need to work with other levels of Government to ensure that our community gets the investment it needs, when they need it.
- 10.2 In responding to the draft 30-year Infrastructure Strategy we have been deliberate in not providing our feedback on every single recommendation and future option presented, to ensure that we relay our community's voices for the projects and services they need the most.

Attachment 1 - Submission



Attachment 1 - Submission



## **Contents**

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| Objective: Victorians have good access to housing, jobs, services and opportunities |
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| Objective: Victoria has a high productivity and circular economy                    |
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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.

Hume City Council 30 Year Draft Infrastructure Strategy 03

#### **Executive Summary**

Hume City Council is acutely aware of the important role that Infrastructure Victoria plays in providing independent advice to Government.

Whilst Local Governments are responsible for the delivery of the majority of infrastructure in local community's we cannot do it on our own. The State and Federal Governments have responsibility for the delivery of much of the infrastructure and services that local community's need.

As the ear to the community, it is imperative that Local Government understands what their local community's needs are and ensure that the voices of their community are heard.

This forms the basis of Hume City Council's submission in response to the draft 30-year Infrastructure Strategy prepared by Infrastructure Victoria. Our submission does not respond to all 43 Recommendations and 7 Future Options presented in the draft strategy, but it outlines our feedback aligned to our community's highest priorities that require intervention from other levels of

Our feedback to the strategy speaks to what we have heard and what we continue to hear from our residents. We have made commitments to them that we will not stop advocating for what they need until they receive what they need - that is our role.

104 Hume City Council 30 Year Draft Infrastructure Strategy

#### **About Hume City**

Hume is a place of great contrasts – in geography, economy, background and cultural diversity. Located just 15 kilometres north of the centre of Melbourne, Hume City is one of the fastest growing and most culturally diverse communities in Australia. More than one quarter of the population is aged under 18 years whilst one in nine residents are aged 65 and over.

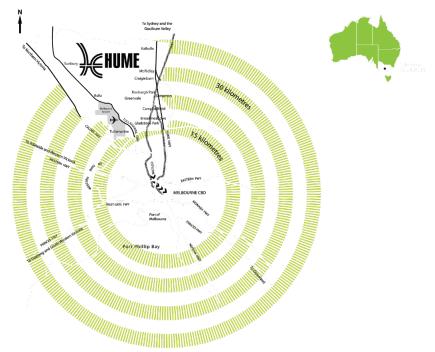
Hume's population is expected to grow to 397,453 by 2041 from its current estimated 250,001 (source: id profile $^{\text{TM}}$ ). Over the next five to twenty years, urban growth, densification of established areas, and related changes in population and household structures will drive an increase in service delivery and infrastructure requirements.



Hume covers an area of more than 504 square kilometres. It stretches 30 kilometres from east to west, and over 22 kilometres from north to south. The southern parts of Hume are represented by well-established suburbs. Expanding out from here are Hume's rapidly developing new suburbs and employment areas, including the future Metropolitan Activity Centre at Cloverton, 35 kilometres from the city centre.

Hume's communities are served by major road transit routes including the Tullamarine Freeway, Western Ring Road, Hume Freeway and Calder Freeway. Melbourne Airport, in the south of Hume, is part of a significant industrial area in the south and east of the municipality. Logistics and related businesses in Hume benefit from access to multiple freeway networks in addition to Melbourne Airport.

Residents come from **170 different countries** with 40% of all residents born overseas. They speak over **155 languages** with 49% speaking a language other than English at home.



Hume City Council **30 Year Draft Infrastructure Strategy** 

05

#### Why our community needs investment

As one of Australia's fastest growing and most diverse communities, we need vital infrastructure and services to grow with us.

We will build the local roads and footpaths, community facilities, sports reserves and preschools our community needs but there is much more that falls outside our area of responsibility - such as arterial roads and highways, public transport, hospitals and public housing. Our role is to ensure that other levels of Government know what our community needs and when they need it.



#### Council's approach in responding to the strategy

Councils' submission to the Infrastructure Victoria Draft 30-Year Infrastructure Strategy responds to the challenges faced in our community as we balance the expectations of established communities with those that are rapidly growing.

Our submission focuses on the recommendations and future options within the six objectives that are of the highest importance to the Hume City community.

06 Hume City Council 30 Year Draft Infrastructure Strategy

#### **Council's Recommendations**

## Objective: Victorians have good access to housing, jobs, services and opportunities

#### **Draft Recommendation 1**

#### **Build more social housing**

Despite its vibrancy, Hume City faces socio-economic challenges. It ranks as the third most socioeconomically disadvantaged local government area in Greater Melbourne - with the third highest rate of low-income households.

This is reflected that within Hume City, there are over 2,500 social housing dwellings, with the vast majority of these being single/stand-alone houses. Unsurprisingly most are under the ownership of the Victorian Government as public housing with over 330 being owned by Community Housing organisations.

It is recognised that a significant amount of that social housing stock is over 30 years old, and this housing falls short of the livability standards that our community expects and deserves.

Coupled with the fact that Hume City has approximately 7,000 applications on the Victorian Housing Register, this represents an acute need for additional public and community housing in the Hume municipality.

Hume City Council strongly supports this recommendation and would see benefit of a 15-year program - particularly with a focus on a pipeline of projects including committing to the full redevelopment of the Banksia Gardens Estate in Broadmeadows.



Hume City Council 30 Year Draft Infrastructure Strategy 07

#### **Draft Recommendation 2**

#### Facilitate markets and invest in kindergarten infrastructure

Hume City Council operates 34 kindergartens which do not currently meet the needs of our rapidly growing community. We are not addressing the entire need in our community through Councilrun kinder provision with the private sector filling the gap, so it is essential to have up-to-date information available from the Government regarding plans for new kindergarten services being developed and delivered by all providers (private and not for profit).

This will enable Local Government to plan effectively for new services in the lead-up to rolling out 30 hours of Pre-Prep so there is no overlap or over-supply in growth areas.

#### **Draft Recommendation 5**

#### Build libraries and aquatic centres for Melbourne's growing communities

Communities across the outer Melbourne need new aquatic centres and libraries to support our fast-growing populations.

Historically, the Victorian and Federal Governments helped fund the development of new libraries and pools across our suburbs.

But over recent years local councils have been left to go it alone. This is unfair and unsustainable.

This has led to a growing deficiency in the availability of libraries and aquatic and recreation centres in our region, and a backlog of projects that need to commence. In the coming years our community will need new library and leisure facilities in our growing suburbs such as Sunbury and Kalkallo. As our older facilities face renewal, investment will be required to bring them up to standard.

A 'one-third each' approach will best ensure we can respond to the needs of outer Melbourne communities and provide our residents with the infrastructure they demand in a timely way as suburbs and population continues to expand.

Consideration also needs to be given to the operational funding of these types of facilities. With respect to libraries, operational funding has been pegged since 2018, and it is imperative that moving forward this funding needs to increase in line with growth and CPI.

Without this occurring Councils will be forced to shoulder an even greater proportion of operational costs, when this should be 50/50 between the State Government and Councils.



08 Hume City Council 30 Year Draft Infrastructure Strategy

#### **Draft Recommendation 9**

#### Run faster bus services, more often, in Victoria's largest cities

Hume is reliant on buses to connect its communities. Whilst we are serviced by three train lines, the east west connections provide avenues for our residents to get access to train stations, shopping and activity centres, Government services, schools and health.

Council strong supports this recommendation as a fast, direct, and frequent bus network would "turbo charge" transport in Melbourne. It would improve congestion by providing effective alternatives to driving. It would extend the reach of trains, providing much improved last kilometre connections.

Priority service for Council is the extension of the 525 Bus service that connects Craigieburn, Mickleham and Kalkallo with additional stops in Kalkallo north following the opening of new Primary Schools and community facilities.



#### **Draft Recommendation 10**

#### Build a new bus rapid transit network

The 901 Bus service connects important locations at high frequencies. This route has some bus priority and offers a relatively competitive service. With increasing residential densities in Hume, and no new rail lines, the city needs better public transport now. Bus Rapid Transit will allow Hume to build more cost effectively, reducing parking requirements and unlocking increased densities.

Council would support a Bus Rapid Transit route that connected Broadmeadows with Melton via Sunbury and Diggers Rest as a way of connecting these like communities and improving bus connections between Sunbury and Broadmeadows.

Additional to this Council supports the Northern Councils Alliance (NCA) Northern Region Transport Study Stage 2 recommendation to implement a Suburban Rail Loop (SRL) bus service, mimicking the proposed alignment of SRL North Stations. This would afford opportunities for our residents to access tertiary education facilities from right across Melbourne.

Hume City Council 30 Year Draft Infrastructure Strategy 09

# **Objective: Victorians are healthy and safe**

#### **Draft Recommendation 15**

#### Build safe cycling networks in Melbourne and regional cities

Strategic active transport infrastructure is vital to improving the health and wellbeing of Hume residents and increasing other viable, low-cost ways of connecting our people to community, education, business and health services and facilities right across our city.

This has the added benefit of taking cars off already congested roads and is consistent with Council's Transport Strategy recommendation on Principle Networks and Arterial roads to "Deliver dedicated, low stress bike paths for all nominated paths in the PBN including along Strategic Cycling Corridors."

#### **Draft Recommendation 16**

#### Help government schools share their grounds

Primary and Secondary Schools can have greater multi-purpose use for the facilities and spaces that are contained within them. These include ovals and running tracks that can be utilised for team training, playgrounds that provide new spaces for children to play, indoor and outdoor courts for both training and competition, classrooms that can double as meeting rooms and kitchens that can host community cooking classes just to name a few.

But these facilities are often closed to the public and can sit unused for hours, predominately from 4.00pm onwards on weekdays and all day on weekends with about one third of Government schools currently not open to the public.

Residents of Sunbury in the northwest of our city have reaped the benefits of a partnership between Council, the Victorian Government, Sunbury Downs College and Sunbury Heights Primary School in the form of the Dulap Wilim Hub which offers:

- Flexible multi-purpose meeting spaces to accommodate groups of 20-120 persons.
- · Small meeting spaces and consulting/interview rooms;
- Commercial kitchen offering space for training and to support culturally themed events and activities
- · A two room Preschool to deliver structured kindergarten programs
- · A dedicated early year's playroom

The Victorian Government can play a more proactive role in encouraging schools to open their facilities up for community use – a position that Council would support.

10 Hume City Council 30 Year Draft Infrastructure Strategy

#### **Draft Recommendation 17**

#### Invest in maintenance, upgrades and expansions of community health facilities

Current health services in Melbourne's north are at capacity. With a growing population, our region needs government support to ensure that all our residents have access to health services and the public transport they need to access those services.

As a result, Council has actively identified the need for additional investment in health facilities in response to the gap in large hospital services.

Health services that our community requires for increased access include:

- · Culturally appropriate medical and allied health services:
- · At least four additional aged care facilities by 2036, providing culturally specific services
- At least six new multidisciplinary health service facilities (medical, dental, chemist, support services etc.) by 2036
- An Ambulance service
- · Mental health services for early intervention and complex disorders
- Age specific services including supporting healthy development in children and allowing ageing in place for Seniors, and domestic and family violence support services

# Objective: Victoria is resilient to climate change and other future risks

#### **Draft Recommendation 34**

#### Speed up household energy efficiency and electrification

Council implements a range of actions to support business, industry, organisations and residents to take climate action. Many of these come from Council's other strategic plans and programs.

This is a reflection that taking climate action returns many other community benefits. For example, the Household Energy Program helps Hume households, especially those vulnerable to bill stress, reduce emissions, reduce energy bills and improve health and wellbeing outcomes through better thermal comfort at home.

Council is committed to advocating to other levels of government for enhanced climate action on behalf of the Hume community on the following items as evidence of our community need:

- · Fully electric new developments
- · New housing estates and suburbs are designed for sustainability and climate resilience
- · Support for residents vulnerable to bill stress and climate impacts
- Support for business and industry and retraining of workers to transition to low or no carbon operations and adopt Circular Economy principles
- · Extend bans on non-recyclable materials
- · Facilitate transition to Electric Vehicles

It is for these reasons that Council supports this recommendation.

Hume City Council 30 Year Draft Infrastructure Strategy

# Objective: Victoria has a high productivity and circular economy

#### **Draft Recommendation 35**

#### Prepare and publish infrastructure sector plans to shape Victoria's cities

Councils are often challenged by the misalignment of approval processes alongside the delivery of housing and state and local infrastructure.

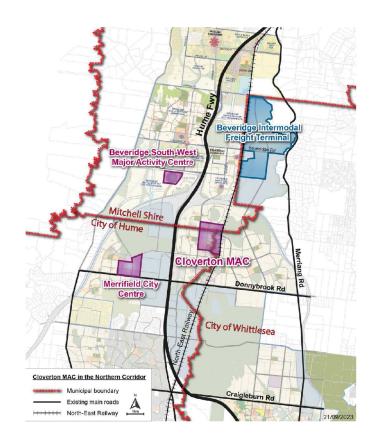
What becomes commonplace is for commercial developers to build housing and associated local roads network prior to the delivery of other vital infrastructure such as schools, activity centres, community facilities and sports reserves.

There is no better time than now to learn from the missteps of the past. Within Hume City, Cloverton presents an opportunity to create a city centre that services a population of 380,000 and achieve outcomes for the current and future community not seen in a greenfield context before.

The three Councils of Hume City, City of Whittlesea and Mitchell Shire have a shared vision to initiate a trial that illustrates a deep partnership across three tiers of government.

It requires the leadership of the Federal and Victorian Governments to provide a platform 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.

We strongly support this recommendation from Infrastructure Victoria as our coordinated infrastructure planning and delivery program would set a innovative direction for new communities and ensure that those residents will have access to the services and facilities they need when they need them.



Hume City Council 30 Year Draft Infrastructure Strategy

#### **Draft Recommendation 38**

#### Prepare for more recycling and waste infrastructure

Council supports this recommendation in order to provide new opporunities for residents to dispose waste safely and to encourage increased levels of recycling.

Dumped rubbish is an ongoing issue in Hume. Last financial year, we cleaned up 4,881 tonnes of illegally dumped rubbish at a cost of \$4.7 million.

Dumped rubbish is also unpleasant to look at and expensive to clean up. It's also a health and safety hazard and a threat to the environment.

It is important that the placement of any new infrastructure takes into account feedback from the local community and addresses the inequities that come from the Municipal Industrial and Landfill Levy.



#### **Draft Recommendation 41**

#### Make rail freight competitive, reliable and efficient

Given its location, Hume City is well placed to benefit from increased rail traffic to move freight which will take heavy vehicles off already congested roads. This is consistent with a recommendation from our Transport Strategy to "Deliver suitable road and rail infrastructure for all nominated Principal Freight Networks(PFNs)"

As an example, the Somerton Intermodal Terminal which aims to remove approximately 500,000 truck trips off Melbourne's roads each year, the Terminal will derive significant economic benefits not only locally but nationally.

This will also result in increased safety and reduced pollution on our roads – which is a great outcome for residents and the local business community.

The addition of the Beveridge Intermodal Precinct will significantly enhance competition in the rail freight sector by ensuring independent, open access arrangements for all industry participants and offer the ability to provide freight services across Melbourne and through to Sydney, Brisbane, and Perth.

Facilitating further investment in rail freight services will deliver additional economic benefits for Victoria.

Hume City Council 30 Year Draft Infrastructure Strategy

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#### **Future Option**

#### Reconfigure the City Loop for more frequent and reliable trains

As Council is serviced by both the Craigieburn and Upfield lines, Council recommends that this project be moved from a Future Option to a Recommendation.

On the Craigieburn line a cumulative total of over 3.3 million station entries were recorded in 2023/24 at stations based in Hume City - Broadmeadows, Coolaroo, Roxburgh Park and Craigieburn (Public Transport Victoria), thus making it one of the highest patronage lines in the north and west of Melbourne. Increasing the frequency of train services on the Craigieburn line will decrease passenger congestion on these services and increase the likelihood of people using train travel as an alternative to car.



Whilst on the Upfield line, service frequencies are the worst in the network. They do not match the high level of development along the line. A coordinated and timely reconfiguration of the City Loop will also allow for the Upfield line to be extended further north to Wallan allowing Hume City and Mitchell Shire residents to gain better access the CBD, and destinations south of the river. Objective: Victoria has a high productivity and circular economy Perth.

Facilitating further investment in rail freight services will deliver additional economic benefits for Victoria.

14 Hume City Council 30 Year Draft Infrastructure Strategy

#### **Future Option**

#### Extend metropolitan trains to growth areas in Melbourne's north and south-east

The Federal Labor and Federal Liberal/Nationals Coalition have both made commitments to planning for the extension of the Upfield Line in Melbourne's North.

Federal Labor have committed \$7.05 million for a business case to uplift services on the Craigieburn, Upfield and Northern Growth Corridor, exploring the full range of infrastructure upgrades required to respond to growth. Infrastructure upgrades that will be assessed include track modifications, electrification, signaling and power upgrades, level crossing removals, additional stabling and potential new stations such as Cloverton/Lockerbie, Beveridge and Summer Hill Road.

The Federal Liberal/National coalition have committed \$2 million towards a scoping report to outline the plan and cost estimates of duplicating and extending the Upfield Rail Line to Wallan which includes a focus on:

- Extending and electrifying the Upfield line to Wallan
- Examining new stations at Beveridge and Cloverton, to support the region's rapid residential, commercial and industrial development
- Duplicating and upgrading the Upfield rail line between Gowrie and Upfield Stations
- Removing constraints and improving capacity, frequency and reliability for the Upfield and Craigieburn lines



As this planning work is being committed to by both the major parties and will see the work undertaken, Council recommends that Extending metropolitan trains in Melbourne's north should be a standalone Recommendation rather than a Future Option. This would include recommending that the line upgrades be made all the way to Wallan, not just Kalkallo and include the addition of a new station at Campbellfield as outlined in the draft strategy.

#### Conclusion

As one of Victoria's fastest growing community's, we need to work with other levels of Government to ensure that our community gets the investment it needs, when they need it.

In responding to the draft 30-year Infrastructure Strategy we have been deliberate in not providing our feedback on every single recommendation and future option presented, so as to ensure that we relay our community's voices for the projects and services they need the most.

Council looks forward to the final strategy being developed with consideration of our feedback to help improve livability in our community.



16 Hume City Council 30 Year Draft Infrastructure Strategy

For more information, contact our **Government Relations and Advocacy unit** 



@ GovRelations@hume.vic.gov.au





REPORT NO: 8.8

REPORT TITLE: Monthly Capital Works Update

**SOURCE:** Gary Van Driel, Interim Manager Infrastructure Delivery

**DIVISION:** Infrastructure & Assets

FILE NO:

POLICY: -

**STRATEGIC OBJECTIVE:** 3.2: Deliver responsible and transparent governance,

services and sustainable assets that respond to

community needs

ATTACHMENT: 1. Monthly Capital Works Report - March 2025 -

Confidential

#### **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 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 March 2025.

#### 2. RECOMMENDATION:

2.1 That Council receive and note the report.

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

3.1 N/A.

#### 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 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.

#### **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** At the end of March 2025, \$73,802,444 has been spent on the 24/25 Capital program.
- **6.2** This represents approximately 49% of the allocated budget of \$150,031,438 for the 24/25 financial year.

#### 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** The table below provides the capital projects that have received finalised costing for construction (contract awarded) in the month of March 2025. Projects highlighted as red have been awarded as over budget (including contingency), projects highlighted as green have been awarded within the available budget.
- **9.2** Confidential Attachment 1 provides additional financial information and upcoming Tenders that can't be publicly disclosed until the projects are progressed.

| Description   | Under / Over |
|---|--------------|
|   |              |
| Design and Construction of Pavilion at Willowbrook Reserve                  |              |
| Road Reconstruction – Oaklands Road, Oaklands Junction                      |              |
| Bike Path and Vehicle Crossover Reconstruction, Arena Avenue, Roxburgh Park |              |
| Milford Court & Gilmour Court, Meadow Heights – Footpath Construction Works |              |
| Bradford Avenue Reserve Development – Design Consulting Services            |              |
| Broadmeadows Town Park Path Network Upgrade Construction                    |              |

- **9.3** Some key projects that reached completion in these months are listed below:
  - 9.3.1 Renewal of 6 Tennis Courts, Tullamarine Tennis Club

#### 10. CONCLUSION

**10.1** The delivery of the 2024/25 capital works program is progressing well with 49% of the program already expended.

REPORT NO: 8.9

**REPORT TITLE:** Correspondence received from or sent to Government

Ministers or Members of Parliament - March 2025

**SOURCE:** Joel Kimber, Head of Government Relations & Advocacy

**DIVISION:** Customer & Strategy

FILE NO: HCC04/13

POLICY: -

**STRATEGIC OBJECTIVE:** 3.1: Empower and engage our community through

advocacy and community engagement

ATTACHMENTS: 1. Donnybrook Road - Prime Minister

- 2. Donnybrook Road Member for McEwen
- 3. Donnybrook Road Member for Kalkallo
- 4. Dwyer Street Reserve Federal Liberal Candidate for McEwen
- 5. Dwyer Street Reserve Shadow Minister for Infrastructure, Transport and Regional Development
- 6. Dwyer Street Reserve Member for McEwen
- 7. Fuel Excise
- 8. Mickleham Road Stage 2
- 9. Craigieburn Community Hospital
- 10. Immunisation Funding
- 11. Cloverton MAC Pilot
- 12. Congratulations letter to the Leader of the Opposition
- 13. Congratulations letter on Ministerial Appointments
- 14. Congratulations letter to the Minister for Local Government
- 15. Investigation into Unauthorised Recording

#### **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 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 March 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 March 2025.
  - 2.1.2 Notes the list of matters that have not been responded to as outlined in Table 4.

#### 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;
  - 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.

## 9. DISCUSSION:

- 9.1 Council actively engages with State and Federal Government Ministers and Members of Parliament through a variety of means. This includes through 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 March 2025.
- 9.3 This correspondence is themed under the following:
  - 9.3.1 Council Advocacy Priorities (Table 1)
  - 9.3.2 Council Decisions (Table 2)
  - 9.3.3 Grant Opportunities
  - 9.3.4 Members of Parliament (MP) Enquiries
  - 9.3.5 Other (Table 3)

## **TABLE 1 – Council Advocacy Priorities**

| Subject                          | Minister or<br>Member of<br>Parliament   | Direction | Date       | ATTACHMENT # |
|----------------------------------|--|-----------|------------|--------------|
|                                  | Prime Minister   | Outwards  | 25/03/2025 | 1            |
| Donnybrook Road<br>Funding       | Federal Member<br>for McEwen   | Outwards  | 25/03/2025 | 2            |
|                                  | Member for<br>Kalkallo   | Outwards  | 25/03/2025 | 3            |
| Dwyer Street Reserve<br>Pavilion | Liberal Candidate for McEwen   | Outwards  | 21/03/2025 | 4            |
|                                  | Shadow Minister<br>for Infrastructure,<br>Transport and<br>Regional<br>Development | Outwards  | 21/03/2025 | 5            |
|                                  | Federal Member for McEwen  | Outwards  | 21/03/2025 | 6            |

## **TABLE 2 - Council Decisions**

| Subject                                   | Council<br>Meeting<br>Reference | Minister or<br>Member of<br>Parliament   | Direction | Date       | ATTACHMENT<br># |
|---|---------------------------------|--|-----------|------------|-----------------|
| Request for reduction in fuel excise levy | NOM24/11                        | Federal<br>Treasurer                     | Inwards   | 4/03/2025  | 7               |
| Mickleham<br>Road<br>Upgrade              | NOM24/53                        | Minister for<br>Roads and Road<br>Safety | Inwards   | 21/.3/2025 | 8               |

| Stage 2 -<br>When will<br>the second<br>stage for<br>duplication<br>commence |          |                        |          |            |   |
|--|----------|------------------------|----------|------------|---|
| Craigieburn<br>Community<br>Hospital   | NOM25/11 | Minister for<br>Health | Outwards | 19/03/2025 | 9 |

## TABLE 3 - Other

| Subject                   | Minister or Member of Parliament | Direction | Date      | ATTACHMENT<br># |
|---------------------------|----------------------------------|-----------|-----------|-----------------|
| International Women's Day | Minister for Local<br>Government | Inwards   | 7/03/2025 | 10              |

9.4 Additional to this there are several matters that Council is still awaiting a response from other levels of Government. This is summarised below in Table 4. Officers have reached out to seek a response.

**TABLE 4 – Matters that have not had a response** 

|   | Council   | Minister or          |           |            |            |
|---|-----------|----------------------|-----------|------------|------------|
| Subject                                 | Meeting   | Member of            | Direction | Date       | ATTACHMENT |
| Gubjeet                                 | Reference | Parliament           | Direction | Bute       | #          |
| Letter - Minister                       |           | Minister for         | Outwards  | 24/09/2024 | 11         |
| for Health re                           |           | Health               |           |            |            |
| Immunisation                            |           |                      |           |            |            |
| Funding - Urgent                        |           |                      |           |            |            |
| Reconsideration                         |           |                      |           |            |            |
| and Review                              |           |                      |           |            |            |
| required                                |           |                      |           |            |            |
| 23092024(2)                             |           |                      |           |            |            |
| Cloverton                               |           | Minister for         | Outwards  | 1/11/2024  | 12         |
| Metropolitan                            |           | Planning             |           |            |            |
| Activity Centre                         |           |                      |           |            |            |
| (MAC) Pilot                             |           | 04-4-                | 0         | 00/40/0004 | 40         |
| Letter of                               |           | State                | Outwards  | 30/12/2024 | 13         |
| congratulations -<br>Opposition         |           | Opposition<br>Leader |           |            |            |
| Leader                                  |           | Leauei               |           |            |            |
| Letter of                               |           | Minister for         | Outwards  | 23/12/2024 | 14         |
| congratulations                         |           | the Suburban         | Outwards  | 20/12/2024 | 17         |
| on Ministerial                          |           | Rail Loop            |           |            |            |
| Appointments                            |           | Minister for         |           |            |            |
| 7 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 |           | Housing and          |           |            |            |
|   |           | Building             |           |            |            |
|   |           | Minister for         |           |            |            |
|   |           | Development          |           |            |            |
|   |           | Victoria and         |           |            |            |
|   |           | Precincts            |           |            |            |
| Letter of                               |           | Minister for         | Outwards  | 23/12/2024 | 15         |
| congratulations                         |           | Local                |           |            |            |
| on appointment                          |           | Government           |           |            |            |
| as Minister for                         |           |                      |           |            |            |

| Local                           |          |                       |          |            |    |
|---------------------------------|----------|-----------------------|----------|------------|----|
| Government                      |          |                       |          |            |    |
| Investigation into unauthorised | NOM24/57 | Minister for<br>Local | Outwards | 12/12/2024 | 16 |
| Recording                       |          | Government            |          |            |    |

## 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.

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HUME

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

Our File: HCC21/850 Enquiries: Joel Kimber Telephone: 9205 2200

Tuesday 25 March, 2025

The Hon. Anthony Albanese MP Prime Minister of Australia PO Box 6022 Parliament House CANBERRA ACT 2600

Dear Prime Minister,

RE: DONNYBROOK ROAD UPGRADE

On behalf of Hume City Council, I would like to thank you for visiting Kalkallo yesterday to make the fantastic announcement of funding towards an upgrade of Donnybrook Road.

Donnybrook Road is an important east-west arterial road that connects residents and businesses within the Hume City suburbs of Mickleham and Kalkallo to employment, land, community facilities, shops and schools, the Hume Freeway and Donnybrook Station

Today the road serves an estimated population of over 38,000 and with limited business and employment opportunities in this part of the city, residents are leaving these communities predominately by road, heading south towards the Melbourne CBD.

This will grow through the development of the Cloverton Metropolitan Activity Centre (MAC) which will be home to an estimated at 380,000 residents and 50,000 jobs at full build out.

Your announcement is critical to improving the livability for the communities of Hume City and of those people that call Melbourne's North home.

Donnybrook Road is a critical piece of road infrastructure in our city and we look forward to the upgrade occurring to help boost productivity and help our residents get to and from their home safely.

Thank you once again for your Government's commitment to supporting rapidly growing communities.

Yours sincerely,

CR JARROD BELL MAYOR

HUME

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Postal Address: PO BOX 119 DALLAS 3047

Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC21/850 Enquiries: Joel Kimber Telephone: 9205 2200

Tuesday 25 March 2025

Mr Rob Mitchell Federal Member for McEwen PO Box 380 WALLAN VIC 3756

Via Email: rob.mitchell.mp@aph.gov.au

Dear Mr Mitchell,

**RE: DONNYBROOK ROAD UPGRADE** 

On behalf of Hume City Council, I would like to thank you for your strong advocacy in securing the funding towards an upgrade of Donnybrook Road, announced this week by the Prime Minister in Kalkallo.

Donnybrook Road is a strategically important east-west connector servicing communities from Mickleham right across to Woodstock. As you are aware, the section of Donnybrook Road between Mitchell Street and Dwyer Street cannot continue to function in its current state.

With the future population growth that will occur and deliver a new community the size of Canberra, this funding will immediately improve the livability for our residents in Mickleham and Kalkallo.

I would like to acknowledge your ongoing commitment to being the voice for these communities in Canberra, as well as your willingness to work with both the Commonwealth and Victorian Governments to help secure the important funding this project requires.

Thank you once again for your advocacy efforts. We look forward to seeing the next stage of works on this critical project for Melbourne's North.

Yours sincerely

CR JARROD BELL MAYOR

HUME

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Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC21/850 Enquiries: Joel Kimber Telephone: 9205 2200

Tuesday 25 March 2025

The Hon. Ros Spence State Member for Kalkallo PO Box 132 Craigieburn VIC 3064

Via Email: ros.spence@parliament.vic.gov.au

Dear Minister,

**RE: DONNYBROOK ROAD UPGRADE** 

On behalf of Hume City Council, I would like to thank you for your tireless advocacy in securing funding towards an upgrade of Donnybrook Road.

As you are acutely aware, Donnybrook Road has reached breaking point with over 35,000 vehicles per day using the road. With the future growth that will occur with the Cloverton Metropolitan Activity Centre, this funding will go a significant way to improving the lives of our residents that call Mickleham and Kalkallo home.

You have listened to and heard the voices from within our community and we thank you for sharing their stories as part your strong engagement both within your Government and with the Commonwealth Government which has led to the announcement of such vital funding.

Thank you once again for your commitment to driving and delivering better outcomes for growing communities like ours. You continue to be a strong advocate for all residents within Hume City and we are very grateful for your efforts.

We look forward to seeing the next stage of works on this critical project for Melbourne's North and to celebrating key milestones with you along the way.

Yours sincerely,

CR JARROD BELL MAYOR

HUME

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Postal Address: PO BOX 119 DALLAS 3047

Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC21/850 Enquiries: Joel Kimber Telephone: 9205 2200

Friday 21 March, 2025

Mr Jason McClintock Liberal Candidate for McEwen Level 12 257 Collins Street, Melbourne VIC 3000

Via Email: jason.mcclintock@vic.liberal.org.au

Dear Mr McClintock,

#### **RE: DWYER STREET RESERVE PAVILION**

On behalf of Hume City Council, I would like to thank you for your strong advocacy in securing a \$2.5 million election commitment for the Dwyer Street Reserve Pavilion project.

The Dwyer Street Reserve Pavilion will cater to the needs of the local sporting community, promoting health, well-being and social connectedness through sport participation.

Beyond sports, the pavilion will serve as a versatile space for community gatherings, including family functions, celebrations, local business meetings and community interest groups.

We are extremely appreciative of your engagement with Council throughout this election campaign and we hope that we can participate in future announcements with you that will benefit our community.

Thank you once again for your advocacy efforts.

Yours sincerely,

CR JARROD BELL MAYOR



Our File: HCC21/850 Enquiries: Joel Kimber Telephone: 9205 2200

VICTORIA 3047
Postal Address:
PO BOX 119

BROADMEADOWS

Friday 21 March, 2025

DALLAS 3047
Telephone: 03 9205 2200
Facsimile: 03 9309 0109
www.hume.vic.gov.au

Senator the Hon. Bridget McKenzie Shadow Minister for Infrastructure, Transport and Regional Development Senator for Victoria PO Box 6100 CANBERRA ACT 2600

Via Email: senator.mckenzie@aph.gov.au

Dear Senator,

#### **RE: DWYER STREET RESERVE PAVILION**

On behalf of Hume City Council, I would like to thank you for visiting Kalkallo to announce the \$2.5 million election commitment for the Dwyer Street Reserve Pavilion project.

The project focuses on the development of a sport and community pavilion for soccer and cricket with female friendly facilities that will provide opportunities for people of all ages, genders and cultural backgrounds to participate in active and passive sport and recreation.

By providing a space that meets the diverse needs of Kalkallo's growing population, the Dwyer Street Reserve Community Pavilion will contribute to the social and community inclusion essential for building a cohesive, vibrant, and resilient community in Hume City.

We are extremely appreciative of your work with Jason McClintock, Liberal Candidate for McEwen in securing this important commitment for the Hume City community.

We look forward to hosting you once again in our city in the near future

Yours sincerely

CR JARROD BELL MAYOR

Attachment 5 - Dwyer Street Reserve - Shadow Minister for Infrastructure, Transport and Regional Development

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Attachment 6 - Dwyer Street Reserve - Member for McEwen

## - OFFICE OF THE MAYOR -

HUME

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

Our File: HCC Enquiries: Joel Kimber Telephone: 9205 2200

Friday 21 March, 2025

Mr Rob Mitchell Federal Member for McEwen PO Box 380 WALLAN VIC 3756

Via Email: rob.mitchell.mp@aph.gov.au

Dear Mr Mitchell,

#### **RE: DWYER STREET RESERVE PAVILION**

This morning the Shadow Minister for Infrastructure, the Hon. Bridget McKenzie and the Liberal Candidate for McEwen Jason McClintock announced a \$2.5 million election commitment to Hume City Council for the delivery of the Dwyer Street Reserve pavilion in Kalkallo.

This project is critical in improving the sport and recreational opportunities that exist in our city's north. With the provision of community meeting spaces and female friendly facilities servicing both cricket and world football (soccer), the pavilion will provide access for our entire community to come together and participate in organised and non-organised sport and recreational activities.

Given this project has had a commitment from the Liberal/Nationals Coalition, we now seek your support in securing a commitment from the Australian Labor Party towards this project.

We look forward to hearing from you soon with respect to this important project for our community.

Yours sincerely

CR JARROD BELL MAYOR



# THE HON JIM CHALMERS MP TREASURER

Ref: MC24-011408

Councillor Naim Kurt Mayor Hume City Council PO Box 119 DALLAS VIC 3047 Tuesday, 4 March 2025

Dear Mayor

Thank you for your correspondence seeking a reduction in the fuel excise tax.

The Government understands many Australians are still under pressure from high, but moderating, inflation and higher interest rates. The Government is delivering responsible cost-of-living relief to help ease pressure on households and businesses. Your letter references the tax cuts legislated for all Australian taxpayers and the \$300 in additional energy bill relief for households, and the Government has announced a range of further measures to ease pressure on low- and middle-income Australian households.

The 2024-25 Budget delivered a further \$7.8 billion in cost-of-living relief, including increasing the maximum rates of Commonwealth Rent Assistance by a further 10 per cent, building on the 15 per cent increase in September 2023. The Government is also making medicine cheaper through a one-year freeze on the maximum Pharmaceutical Benefits Scheme (PBS) patient co-payment for everyone with a Medicare card and a five-year freeze for pensioners and other concession cardholders. The Government is also extending the higher rate of JobSeeker Payment to single recipients assessed as unable to work more than 14 hours per week. The Budget builds on ongoing relief provided in the 2022-23 October Budget and 2023-24 Budget, which includes making it easier to see a bulk billing doctor, cheaper childcare, and higher JobSeeker and other working age and student payments.

In relation to fuel excise, fuel excise is an efficient tax which is levied on a cents per litre basis and is collected from fuel importers and domestic producers. Fuel excise is reflected in the price paid for fuel at the pump. The revenue from fuel excise indexation is used to fund new road infrastructure, including in rural and regional communities. Reducing the fuel excise rate would entail a large fiscal cost with flow on impacts for the funding that is available for roads and other purposes.

Importantly, the government is delivering cost-of-living measures that provide targeted relief to household budgets, while supporting necessary Federal budget repair.

Thank you again for your letter.

Yours sincerely

The Hon Jim Chalmers MP

Parliament House Canberra ACT 2600 Australia Telephone: (02) 6277 7340



## Gabrielle Williams MP

Minister for Transport Infrastructure Minister for Public and Active Transport

PO Box 2392 Melbourne, Victoria 3001 Australia

Ref: CMIN-1-24-6690

Cr Naim Kurt Mayor Hume City Council aidab@hume.vic.gov.au

Dear Cr Kurt,

Thank you for your email addressed to the Hon. Melissa Horne MP, Minister for Roads and Road Safety, regarding planning for the Mickleham Road Upgrade – Stage 2. As this matter falls within my portfolio responsibilities, it has been referred to me for response. I apologise for the delay in responding.

The Victorian Government is making a significant investment in transport infrastructure in Melbourne's north to support the development and growth of the area and transform the way people move around.

The Mickleham Road Upgrade – Stage 1 between Somerton Road and Dellamore Road had major works completed more than six months ahead of schedule, and the Craigieburn Road Upgrade between Mickleham Road and the Hume Highway was completed in December 2024.

As you are aware, the Victorian and Federal governments have committed funding to develop a business case for the Mickleham Road Upgrade – Stage 2.

Major Road Projects Victoria (MRPV) has recently completed the business case which provides a detailed examination of the upgrade to inform governments decision making on the project.

I am advised that MRPV met with Hume City Council officers on 15 October 2024 to provide a planning update and outline the next steps for the project.

MRPV is continuing to progress key planning activities including detailed environmental investigations and preparing a Cultural Heritage Management Plan.



If you require any further information, please contact Michael McClean, Director Project Development, MRPV, on 1800 105 105 or email contact@bigbuild.vic.gov.au.

I hope this information is of use and thank you again for raising this matter.

Sincerely,

Gabrielle Williams MP

Minister for Transport Infrastructure Minister for Public and Active Transport

213,005

VICTORIA

1079 PASCOE VALE ROAD

Telephone: 03 9205 2200

www.hume.vic.gov.au

03 9309 0109

BROADMEADOWS VICTORIA 3047 Postal Address:

PO BOX 119 DALLAS 3047

## - OFFICE OF THE MAYOR -

Our File: HCC04/14 Enquiries: Joel Kimber Telephone: 9205 2200

Wednesday 19 March 2025

The Hon. Mary-Anne Thomas Minister for Health Level 22, 50 Lonsdale Street MELBOURNE VIC 3000

Via Email: minister.health@health.vic.gov.au

Dear Minister,

#### RE: CRAIGIEBURN COMMUNITY HOSPITAL UPGRADE

Hume City Council at its meeting on 11 March 2025 resolved:

"That Council write to the State Minister for Health to ascertain when our upgraded Hospital will be officially opened, as construction has been completed for some time."

The provision of health facilities is important for our community and the announcement of upgraded health facilities coming to Craigieburn was warmly received by the local community. Residents have followed the works that have been taking place on site and have asked Councillors when the centre and its services will be officially opened and operational for the community.

We acknowledge that this investment will help provide good access to local health services in our growing community and that this Community Hospital will make a significant difference to the quality of care and health outcomes for our people.

We also note that as further growth takes place in our City's north in Kalkallo (through the Cloverton Metropolitan Activity Centre) the need for a large public hospital with 24-hour emergency services will become apparent.

We look forward to hearing a response on when the Craigieburn Community Hospital will be officially opened.

If you have any questions about this matter please contact Joel Kimber, Head of Government Relations and Advocacy at <a href="mailto:joelk@hume.vic.gov.au">joelk@hume.vic.gov.au</a> or 0419 308 547.

Yours sincerely

CR JARROD BELL MAYOR

Cc: Ros Spence MP, State Member for Kalkallo [ros.spence@parliament.vic.gov.au]

Our File: HCC15/220 Enquiries: Brooke Watson Telephone: 0437 063 275

> 1079 PASCOE VALE ROAD BROADMEADOWS VICTORIA 3047

Monday, 23 September 2024

Postal Address: PO BOX 119 DALLAS 3047

The Hon. Mary-Anne Thomas MP Minister for Health Level 22, 50 Lonsdale Street MELBOURNE VIC 3000 Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Via email: minister.health@health.vic.gov.au

Dear Minister

## RE: IMMUNISATION FUNDING - URGENT RECONSIDERATION AND REVIEW REQUIRED

Hume City Council is deeply concerned about the ongoing sustainability of council-run immunisation services. These services play a critical role in protecting the health of our community and safeguarding our young people from preventable diseases. Recent changes made by the State Government to funding arrangements must be reversed to ensure that this vital service can continue.

Councils across Victoria, including Hume City Council, have been a crucial partner to the Victorian Government in the provision of immunisation services. Last year, councils collectively held over 7,000 immunisation clinics and delivered more than 430,000 vaccinations, with 21,278 provided by Hume City Council alone.

In addition to these clinics, councils also play a key role in supporting some of the most vulnerable families in our communities. Hume City Council is proud to offer critical outreach services, such as overseas catch-up immunisations, ensuring newly arrived families can access early learning and schooling.

However, despite increasing demand, funding for council-run immunisation services has not kept pace with rising costs. Recent funding decisions by the State Government have placed the long-term sustainability of these essential services under significant threat.

At Hume City Council, we use the VaxApp system, which we actively investigated and transitioned to in January 2023. We are satisfied with its performance and do not use the State's Central Immunisation Records Victoria (CIRV) system. However, we are concerned by the broader lack of consideration given to the pivotal role local governments play in immunising the community and the lack of sufficient funding to support these efforts.

The introduction of fees for CIRV, for councils that rely on the system, adds unnecessary financial pressure and could potentially reduce immunisation service levels across Victoria. While this decision does not directly affect Hume, we stand in solidarity with other councils in advocating for its reversal. The underlying issue remains the same—insufficient funding and recognition of the critical public health work that local governments undertake.

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In fact, more than one-third of councils have already been forced to reduce their immunisation services due to funding constraints and we are reviewing our own capacity to maintain the same level of service for the community. Programs such as overseas catch-up immunisations are particularly vulnerable due to their resource-intensive nature.

We respectfully request that the Victorian Government conduct a comprehensive review of the funding model for council-run immunisation services and take action to ensure their long-term viability. Reversing the decision to impose additional fees, such as those associated with CIRV, is just one step. A broader reassessment of how immunisation services are funded and supported by the State Government is urgently needed.

By working together, we can ensure the continued provision of these vital services, safeguarding the health and wellbeing of our communities.

In the meantime, should you have any queries in relation to this matter, please do not hesitate to contact Council's Manager Community Health and Wellbeing,

Yours sincerely

SHEENA FROST CHIEF EXECUTIVE OFFICER

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Our File: HCC22/343 Enquiries: Sheena Frost Telephone: 9205 2204

Friday 1 November 2024

The Hon. Sonya Kilkenny MP Minister for Planning Level 20, 1 Spring St MELBOURNE VIC 3000

Via Email: sonya.kilkenny@minstaff.vic.gov.au

Dear Minister,



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

#### RE: CLOVERTON METROPOLITAN ACTIVITY CENTRE (MAC) PILOT

I write to you in relation to an opportunity for a significant state and local government partnership opportunity that will ensure the creation of an integrated new city in the north that provides homes, services and jobs for the growing northern corridor.

The Cloverton Metropolitan Activity Centre (MAC) will service a regional catchment covering three Local Government Areas (Hume City, City of Whittlesea and Mitchell Shire) and will be the primary employment and service centre for the growing suburbs of Mickleham, Kalkallo, Donnybrook, Beveridge and Wallan - estimated at 380,000 residents and 50,000 jobs at full build out.

This is comparable to the size of a new Canberra.

Hume City Council representatives met with yourself and your staff on 12 October 2023, following the historic hosting of the joint Council meeting between Hume City Council, City of Whittlesea and Mitchell Shire Council on 3 October 2023. At that meeting we highlighted the enormous potential the new city presents to showcase an innovative new model to better coordinate state and local infrastructure.

Positive discussions have been held over the last 12 months culminating in a Department of Transport and Planning (DTP) and Department of Premier and Cabinet (DPC) officer delegation visiting Kalkallo on Tuesday 22 October, with representatives from the three Councils, to see first-hand how impactful the project can be and the opportunity it presents.

The Regional Partnership is now seeking Victorian Government support through the development of a pilot which we have shared with you, as the relevant Minister, and with our local Member for Parliament, the Hon Ros Spence, Member for Kalkallo.

We would value an opportunity to meet with you and Minister Spence to discuss the pilot in more detail as we look to forge an all-important Local-State partnership to see this transformational project come to fruition to enable the delivery of an integrated new city.

Ms Aida Baptista, Executive Assistant to the Chief Executive Officer, Ms Sheena Frost can be contacted on 9205 2204 or <a href="mailto:aidab@hume.vic.gov.au">aidab@hume.vic.gov.au</a> to convene a time to meet.

We look forward to discussing this project with you. If you have any questions about the Cloverton MAC please contact Ms Frost on 0409 561 973.

Yours sincerely,

RACHEL DAPIRAN

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**ACTING CHIEF EXECUTIVE OFFICER** 

CC:

The Hon. Ros Spence MP, Member for Kalkallo Craig Lloyd, Chief Executive Officer, City of Whittlesea Brett Luxford, Chief Executive Officer, Mitchell Shire Council

HUME

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Our File: HCC12/403 Enquiries: Joel Kimber Telephone: 9205 2200

Monday, 30 December 2024

The Hon Brad Battin MP Leader of the Opposition Leader of the Victorian Liberal Party Level 12, 257 Collins St MELBOURNE VIC 3000

Via Email: brad.battin@parliament.vic.gov.au

#### Dear Mr Battin

On behalf of Hume City Council, I extend my sincere congratulations on your election as Leader of the Victorian Liberal Party and as a result Leader of the Opposition. This is a significant achievement and I trust you will bring your dedication and commitment to representing the diverse needs of Victorians, including those in Melbourne's northwest.

Hume City is home to over 250,000 residents, representing more than 170 countries and speaking over 155 languages. Our municipality is a vibrant and dynamic community, with unique opportunities and challenges stemming from its diversity and rapid growth. As a growth council, we work diligently to balance the expectations of our well-established southern communities with the needs of the fast-growing northern and western areas.

With this growth comes increasing demand for infrastructure and services. Meeting these demands requires collaboration across all levels of government. Strong partnerships are essential to achieving meaningful outcomes for our community, and we are committed to fostering these relationships.

To that end, I would like to invite you to visit Hume City to gain firsthand insight into the challenges and opportunities we face. We would welcome the opportunity to discuss how we can work together to support the needs of the Hume community. To arrange a convenient time for us to meet, please contact Ms. Carmen Frawley, Coordinator Advocacy, on the convenient at the convenient and the convenient time for us to meet, please contact Ms. Carmen Frawley, Coordinator Advocacy, on the convenient time for us to meet, please contact Ms.

Once again, congratulations on your appointment. I look forward to meeting with you in the near future.

Yours sincerely

CR JARROD BELL MAYOR

cc: Mr Evan Mulholland MP, Member for Northern Metropolitan Region



1079 PASCOE VALE ROAD BROADMEADOWS VICTORIA 3047

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Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC12/403 Enquiries: Joel Kimber Telephone: 9205 2200

Monday, 23 December 2024

The Hon. Harriet Shing MP
Minister for the Suburban Rail Loop
Minister for Housing and Building
Minister for Development Victoria and Precincts
1 Spring Street
MELBOURNE VIC 3000

Via Email: <a href="mailto:harriet.shing@parliament.vic.gov.au">harriet.shing@parliament.vic.gov.au</a>

Dear Minister

On behalf of Hume City Council, I extend my sincere congratulations on your recent appointments as the Minister for the Suburban Rail Loop; Minister for Housing and Building; and Minister for Development Victoria and Precincts.

Hume City Council remains steadfast in its commitment to advancing the interests of our community through strong partnerships with all levels of government. We value the productive and enduring relationship we have shared with the Victorian Government and look forward to continuing this collaboration under your leadership.

As the home of the Broadmeadows Metropolitan Activity Centre and the Cloverton Major Activity Centre, Hume City Council recognises the significant challenges and opportunities in creating liveable, thriving communities aligned with government targets. These precincts are critical to Melbourne's north and we are eager to discuss how we can work together to achieve shared goals in these areas.

Once again, congratulations on your appointment. We look forward to your response and the opportunity to collaborate for the benefit of our community in due course.

Yours sincerely

CR JARROD BELL MAYOR

HUME

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Postal Address: PO BOX 119 DALLAS 3047

Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC12/403 Enquiries: Joel Kimber Telephone: 9205 2200

Monday, 23 December 2024

The Hon. Nick Staikos MP Minister for Local Government Level 16, 121 Exhibition Street MELBOURNE VIC 3000

Via Email: nick.staikos@parliament.vic.gov.au

Dear Minister

On behalf of Hume City Council, I would like to extend my sincere congratulations on your recent appointments as Minister for Local Government and Minister for Consumer Affairs

Hume City is a vibrant and diverse municipality, home to over 250,000 residents representing more than 170 countries and speaking over 155 languages. As a growth council, we face the unique challenge of balancing the needs and expectations of our established communities in the south with the rapid expansion in the north and west.

With designated activity centres such as Broadmeadows and Cloverton, our work with the Victorian Government is crucial to fostering liveable, thriving communities. Hume City Council is deeply committed to advancing the interests of our residents and we recognise that achieving this vision depends on strong partnerships with all levels of government. We are proud of the longstanding and productive relationship we have shared with the Victorian Government and look forward to continuing this collaboration under your leadership.

As the Minister responsible for the legislative framework governing local councils, I would greatly value the opportunity to meet with you early in 2025. This meeting would provide an opportunity to discuss the unique challenges faced by growth areas like Hume City. To arrange a mutually convenient time for us to meet, please contact Joel Kimber, Head of Government Relations and Advocacy, on

Congratulations once again on your appointment. I look forward to working closely with you and your office in 2025 and beyond.

Yours sincerely

CR JARROD BELL MAYOR

HUME

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Postal Address: PO BOX 119 DALLAS 3047

Telephone: 03 9205 2200 Facsimile: 03 9309 0109 www.hume.vic.gov.au

Our File: HCC24/688 (HCC-CM24/569)

Enquiries: Holly De Kretser Telephone: 9205 2200

Tuesday, 24 December 2024

The Hon. Nick Staikos MP Minister for Local Government Level 16, 121 Exhibition Street MELBOURNE VIC 3000

Via Email: <u>nick.staikos@parliament.vic.gov.au</u>

Dear Minister

#### RE: INVESTIGATION INTO UNAUTHORISED RECORDING

Hume City Council at its meeting of 9 December 2024 resolved:

"That Council:

- Notes that during the November local government elections, a recording from a closed Council briefing emerged on social media.
- Notes that this recording was taken without the consent or knowledge of the meeting participants, including both Councillors and Council Officers and that during this briefing, confidential items were discussed.
- 3. Writes to the Minister for Local Government and relevant integrity agencies advising that this has occurred.
- 4. Refers the potential illegal surveillance to Victoria Police requesting an investigation.
- 5. Seeks direction from the Minister for Local Government on how Councillors and council officers can be protected from breaches of this nature reoccurring."

This incident, involving an unauthorised and undisclosed recording, is deeply concerning. The recording, which included sensitive discussions, was circulated on social media by an account unaffiliated with the meeting's attendees. Such actions breach the trust and confidentiality essential to Council operations and are inconsistent with the core values of integrity, fairness and respect that all Councillors are expected to uphold.

As the Minister responsible for setting legislation that governs Councillor conduct and behaviour, we seek your guidance on measures to protect Councillors and Council Officers from similar breaches moving forward. Ensuring the security and confidentiality of Council proceedings is paramount to maintaining the integrity of local governance.

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We would greatly appreciate your advice on this matter.

In the meantime, should you have any questions or require further details, please do not hesitate to contact Holly De Kretser, Manager Governance, on 0499 994 498 or hollyd@hume.vic.gov.au.

We look forward to your response.

Yours sincerely

CR JARROD BELL MAYOR

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cc: Local Government Inspectorate (via email at <a href="mailto:inspectorate@lgi.vic.gov.au">inspectorate@lgi.vic.gov.au</a>)

REPORT NO: 9.1

REPORT TITLE: NOM25/26 - Cr Jarrod Bell - North West FM Assessment

of Options for Broadcast Site Viability

**SOURCE:** Brendan Clifford, Chief Information Officer

Pauline Kondos, Coordinator Property & Leasing

**DIVISION:** Customer & Strategy

**FILE NO:** HCC 25/688

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.

## 1. Background information:

Community radio plays a vital role in fostering local identity, amplifying diverse voices, and delivering accessible, grassroots media content. In the City of Hume, stations such as North West FM and Sunbury Radio provide invaluable services to residents of all ages, cultures, and abilities—many of whom are not well represented in mainstream media. North West FM in particular has served the north-western suburbs for over three decades, offering multilingual programming, local news, and volunteer-led content that strengthens social cohesion and civic engagement.

North West FM has a long and cooperative relationship with Hume City Council, having previously transmitted its signal from council-owned infrastructure without incident. However, changes to Council buildings and policy have inadvertently restricted the station's broadcasting capacity. This has contributed to a sharp decline in its reach and financial sustainability. The intent of this motion is to explore practical and immediate solutions, in partnership with the station, to safeguard this vital community asset before irreversible damage is done.

#### 2. RECOMMENDATION:

#### **THAT Council:**

- 1. Acknowledges the critical role of community broadcasting in connecting diverse and isolated communities within the municipality of Hume, with particular recognition of North West FM and Sunbury Radio as volunteerled and operated stations dedicated to serving the Hume community.
- 2. Recognises the longstanding, meaningful, and productive relationship Council has shared with North West FM over several decades.

#### 3. Notes that:

- a. For many years, North West FM broadcast its radio signal without issue, incident, or problem from the roof of the then Broadmeadows Town Hall.
- b. During the design and inception of the current Municipal Office Building in Broadmeadows, Council worked with North West FM to relocate their broadcast site to the new building to avoid signal shadowing.
- c. Despite these efforts and Council's role in supporting the relocation, Council has been unable to permit sustained broadcasting from this site.
- d. The loss of the primary broadcast site forced North West FM to move to its backup site at the roof of its studio building, significantly

impacting the station's reach and its ability to connect with listeners and attract sponsors.

- e. This has decimated its ability to generate revenue, and the ongoing loss of income has now reached a critical stage where the station is not confident in its ability to continue operating without urgent action.
- f. The alternative broadcast location project currently listed in Council's capital works program is not suitable for broadcast purposes, does not have required approvals and has not progressed to date.
- g. Current council policy makes it difficult to allow the antenna to be used for its intended purpose or testing without a resolution of Council.

#### 4. Resolves to instruct Council Officers to:

- a. Contact the management of North West FM to make arrangements for a test broadcast from the intended site on the roof of the Municipal Office Building or other agreed site in the Hume Central precinct.
- b. Ensure the purpose of the test broadcast is to confirm the viability and appropriateness of the proposed broadcast site.
- c. Schedule the test broadcast to occur as soon as is practical from this resolution.
- d. Co-author a report in collaboration with North West FM and/or its consultants, outlining the findings of the test broadcast, and submit it to Council. The report should:
  - i. Assess the impact and viability of the broadcast site.
  - ii. Provide recommendations for next steps including options for entering into an appropriate arrangement to support and provide for the ongoing use of the site by North West FM, should the agreed findings indicate no adverse impacts.

#### 3. OFFICER COMMENTS

The North West FM radio mast was initially located on the rooftop of the Town Hall in Broadmeadows. However, after the redevelopment of the Town Hall, the mast was initially relocated to the rooftop of the Council's municipal offices but was never fully commissioned due to interference with Council's equipment. Alternative sites were explored however obtaining a license from ACMA was problematic.

North West FM has continued to broadcast from their location in Hadfield, however their broadcast area is limited and hence why they require a higher elevation for their antennae.

Since then, Council's equipment has been relocated from the rooftop of the municipal office and therefore officers can once again explore housing the antennae.

Policies of note in relation to this matter are Council's Lease and License Policy and the Communication Equipment on Council Property Policy. In addition, money has been set aside in the Council capital works program to fund this project.

REPORT NO: 10.1

**REPORT TITLE:** PJL314 - PETITION - Removal of 1 Hour Parking

Restrictions on Gordon Street Tullamarine, East Side Until Hume City Council Provide Residents with Permits

**SOURCE:** David Fricke, Manager Assets

**DIVISION:** Infrastructure & Assets

FILE NO: HCC04/13

A petition has been received regarding the removal of 1 hour parking restrictions on Gordon Street Tullamarine, East Side, until Hume City Council provides residents with permits and is considered compliant under the Governance Rules, containing at least 12 signatures.

#### **RECOMMENDATION:**

That the petition be received, circulated to Councillors, and the nominated contact of the petition be advised that the matter has been referred to Manager Assets.

REPORT NO: 10.2

**REPORT TITLE:** PJL315 - PETITION - Request to Install Exercise

Equipment in Aston Fields Craigieburn

**SOURCE:** Megan Taylor, Manager City Strategy

**DIVISION:** City Planning & Places

FILE NO: HCC04/13

A petition has been received regarding a request to install exercise equipment in Aston Fields Craigieburn, and is considered compliant under the Governance Rules, containing at least 12 signatures.

#### **RECOMMENDATION:**

That the petition/joint letter be received, circulated to Councillors, and the nominated contact of the petition be advised that the matter has been referred to the Manger City Strategy.