



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

**MONDAY, 10 MAY 2021**

**7:00PM**

**TOWN HALL BROADMEADOWS**

**OUR VISION:**

*Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.*

An audio recording of this meeting of the Hume City Council will be recorded and published in accordance with Council's Audio Recordings of Council Meetings Policy. The live stream of this meeting will not be recorded or published.



# HUME CITY COUNCIL

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**Notice of an  
ORDINARY COUNCIL MEETING OF THE HUME CITY COUNCIL**  
to be held on Monday, 10 May 2021  
**at 7:00PM**  
at the Town Hall Broadmeadows

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To: a: Council	Cr Joseph Haweil Cr Jack Medcraft Cr Jarrod Bell Cr Trevor Dance Cr Chris Hollow Cr Jodi Jackson Cr Naim Kurt Cr Sam Misho Cr Carly Moore Cr Jim Overend Cr Karen Sherry	Mayor Deputy Mayor
b: Officers	Ms Roslyn Wai Mr Joel Farrell  Mr Hector Gaston Mr Michael Sharp Mr Peter Waite Mr Daryl Whitfort	Interim Chief Executive Officer Acting Director Communications, Engagement and Advocacy Director Community Services Director Planning and Development Director Sustainable Infrastructure and Services Director Corporate Services

## ORDER OF BUSINESS

### 1. ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THIS LAND

*"Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes the Gunung Willam Balluk clan, as the Traditional Custodians of this land.*

*Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future."*

### 2. PRAYER

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume City Inter Faith Leaders Network. In recognition of the religious diversity of residents in Hume City, Council has invited the Inter Faith Leaders Network to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Dr Bassam Al Attar, HIN Member and member of the Muslim community.

### 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. CONDOLENCE MOTIONS****6. INFORMAL MEETINGS OF COUNCILLORS****1. SUMMARY OF REPORT:**

1.1 In accordance with Council's Governance Rules, the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal Meeting of Councillors is tabled at the next convenient Council meeting.

1.2 In keeping with this requirement, this report provides a summary of matters discussed at the following meetings which were conducted under the auspices of Council:

- (a) **Monday 6<sup>th</sup> April** –Strategy and Policy Briefing Session;
- (b) **Thursday 8<sup>th</sup> April** – Council Budget Review
- (c) **Monday 12<sup>th</sup> April** – Council Budget Review
- (d) **Monday 19<sup>th</sup> April** –Strategy and Policy Briefing Session.

**2. RECOMMENDATION:**

**THAT Council notes the summary of matters discussed at meetings conducted under the auspices of Council, being the Strategy and Policy Briefing Sessions which were held on 6<sup>th</sup> April 2021 and 19<sup>th</sup> April 2021 and the Council Budget Review Sessions which were held on the 8<sup>th</sup> April 2021 and the 12<sup>th</sup> April 2021.**





**Summary of matters discussed at a MEETING CONDUCTED UNDER THE AUSPICES OF COUNCIL MEETING TITLE: STRATEGY AND POLICY BRIEFING SESSION**

**Date of Meeting:** Monday 6<sup>th</sup> April 2021

**Time of Meeting:** 6:30pm

**Place of Meeting:** Virtual Meeting

The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.

COUNCILLORS PRESENT	
Cr Joseph Haweil (Mayor)	Yes
Cr Jack Medcraft	Yes
Cr Jarrod Bell	Yes
Cr Trevor Dance	Yes
Cr Chris Hollow	Yes
Cr Jodi Jackson	Yes
Cr Naim Kurt	Yes
Cr Sam Misho	No
Cr Carly Moore	Yes
Cr Jim Overend	Yes
Cr Karen Sherry	Yes

OFFICERS PRESENT	
Ms Roslyn Wai	Yes
Mr Hector Gaston	Yes
Mr Michael Sharp	Yes
Mr Peter Waite	Yes
Mr Daryl Whitfort	Yes
Mr Joel Farrell	Yes
Mr George Osborne	Yes
Mr Bruce Fordham	Yes
Ms Anne Mallia	Yes
Mr Greg McLaren	Yes
Mr Andrew Johnson	Yes
Ms Julie Andrews	Yes
Ms Megan Kruger	Yes
Ms Cara Rose	Yes
Ms Rachel Thorpe	Yes
Victoria Police – Inspector Chris Allen	Yes
Inspector Dean Clinton	Yes

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
<b>Items for Discussion by exception:</b>				
1	Hooning and Crime in Hume			
2	Towards Hume as a Circular City			
4	Hume youth participating in the YMCA Youth Parliament program			
5	Review of safety on Meadowlink Path			

6	Corner Mount Ridley Road and Mickleham Road - future works and timing of proposed works			
7	Investigation of installation of sports lighting and upgrades to the Sunbury BMX Track			
8	Request for CCTV installation at Sporting and Recreational venues across Hume			
9	Tullamarine Community Hub			
10	Greenvale Community Hub			
11	Providence Neighbourhood Activity Centre (NAC) Update			
12	Dallas Community Centre Feasibility			
13	Donnybrook Cemetery			
14	Councillor Gift Policy			
<b>Other matters dealt with:</b>				
3	Amendment C248 HiQuality			
<b>Items not dealt with:</b>				
	Friends of Aileu Annual Report 2020 and Strategy Plan 2020			
	Community Centre Capital Works Updates			
	Valley Park - Future Community Centre			
	CEO and Divisional Updates			

**Meeting Closed at: 9:33 PM**

**RECORDED BY:**

Daryl Whitfort  
Director Corporate Services



**Summary of matters discussed at a MEETING CONDUCTED UNDER THE AUSPICES OF COUNCIL**

**MEETING TITLE: 2021/22 Council Budget Review (Day 1 of 1)**

**Date of Meeting:** Thursday 8<sup>th</sup> April 2021

**Time of Meeting:** 6:30pm

**Place of Meeting:** Virtual Meeting

The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.

COUNCILLORS PRESENT		OFFICERS PRESENT	
Cr Joseph Haweil (Mayor)	Yes	Ms Roslyn Wai	Yes
Cr Jack Medcraft	Yes	Mr Hector Gaston	Yes
Cr Jarrod Bell	Yes	Mr Joel Farrell	Yes
Cr Trevor Dance	Yes	Mr Michael Sharp	Yes
Cr Chris Hollow	Yes	Mr Peter Waite	Yes
Cr Jodi Jackson	Yes	Mr Daryl Whitfort	Yes
Cr Naim Kurt	Yes	Mr Fadi Srouf	Yes
Cr Sam Misho	Yes	Mr Fausto Volpe	Yes
Cr Carly Moore	Yes	Mr Robert Costa	Yes
Cr Jim Overend	Yes		
Cr Karen Sherry	Yes		

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
<b>Items for Discussion by exception:</b>				
1	Annual Budget			

**Meeting Closed at: 10:04PM**

**RECORDED BY:**

Daryl Whitfort  
Director Corporate Services



**Summary of matters discussed at a MEETING CONDUCTED UNDER THE AUSPICES OF COUNCIL**

**MEETING TITLE: 2021/22 Council Budget Review**

**Date of Meeting:** Monday 12<sup>th</sup> April 2021

**Time of Meeting:** 9:30pm

**Place of Meeting:** Virtual Meeting

The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.

COUNCILLORS PRESENT		OFFICERS PRESENT	
Cr Joseph Haweil (Mayor)	Yes	Ms Roslyn Wai	Yes
Cr Jack Medcraft	Yes	Mr Hector Gaston	Yes
Cr Jarrod Bell	Yes	Mr Joel Farrell	Yes
Cr Trevor Dance	Yes	Mr Michael Sharp	Yes
Cr Chris Hollow	Yes	Mr Peter Waite	Yes
Cr Jodi Jackson	Yes	Mr Daryl Whitfort	Yes
Cr Naim Kurt	Yes	Mr Fadi Srour	Yes
Cr Sam Misho	Yes	Mr Fausto Volpe	Yes
Cr Carly Moore	Yes	Mr Robert Costa	Yes
Cr Jim Overend	Yes		
Cr Karen Sherry	Yes		

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
<b>Items for Discussion by exception:</b>				
1	Annual Budget – follow-up of questions and discussion			

**Assembly Closed at: 10:30PM**

**RECORDED BY:**

Daryl Whitfort

Director Corporate Services



**Summary of matters discussed at a MEETING CONDUCTED UNDER THE AUSPICES OF COUNCIL**

**MEETING TITLE: STRATEGY AND POLICY BRIEFING SESSION**

**Date of Meeting:** Monday 19 April 2021 **Time of Meeting:** 6:30pm

**Place of Meeting:** Hybrid Meeting - Town Hall Broadmeadows and Virtual Zoom Meeting

**The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.**

COUNCILLORS PRESENT		OFFICERS PRESENT	
Cr Joseph Haweil (Mayor)	Yes	Ms Roslyn Wai	Yes
Cr Jack Medcraft	Yes	Mr Hector Gaston	Yes
Cr Jarrod Bell	Yes	Mr Joel Farrell	Yes
Cr Trevor Dance	Yes	Mr Michael Sharp	Yes
Cr Chris Hollow	Yes	Mr Peter Waite	Yes
Cr Jodi Jackson	Yes	Mr Daryl Whitfort	Yes
Cr Naim Kurt	Yes	Ms Kristen Cherry	Yes
Cr Sam Misho	Yes	Mr Paul Grimes	Yes
Cr Carly Moore	Yes	Ms Megan Kruger	Yes
Cr Jim Overend	Yes	Mr Fadi Srour	Yes
Cr Karen Sherry	Yes	Mr George Osborne	Yes
		Ms Brooke Watson	Yes
		Mr Bruce Fordham	Yes

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
<b>Items for Discussion by exception:</b>				
1	Procurement Policy Review			
2	Correspondence received from or sent to Government Ministers or Members of Parliament - March 2021			
3	Memorandum of Understanding - Melbourne Airport Rates in Lieu Agreement			Confidential Report Council business information, being information that would prejudice the

				Council's position in commercial negotiations if prematurely released
4	General Valuation 2022			
5	GB Item OVE001: Arts Culture Centre in Hume			
6	Hume City Small Business Grants – Update			
7	CEO and Divisional Updates			
<b>Other matters dealt with:</b>				
<b>Items not dealt with:</b>				
	Proposed discontinuance and sale of R1 on LP74713, adjoining 650 Hume Highway Craigieburn	Cr Dance	N/A – as item not separately discussed	
	Royal Commission into Aged Care Quality and Safety - Overview and Observations of Final Report			
	Update - Seabrook Reserve - State Rugby League Centre development			
	Public housing properties in Broadmeadows and surrounds			
	<b>JES268:</b> Street Trees in Craigieburn			
	Review of Council Policy Register			
	Proposal to Name Sunbury Oval Number 3 at Boardman Stadium in Honour of Dennis McIntyre			
	Proposed Change to Governance Rules (NOM409) - Community Consultation Results			

**Meeting Closed at: 8:22 PM**

**RECORDED BY:**

Daryl Whitfort  
Director Corporate Services

**7. CONFIRMATION OF COUNCIL MINUTES**

Minutes of the Ordinary Council Meeting of 12 April 2021 and the Ordinary Council (Town Planning) Meeting of 26 April 2021, including Confidential Minutes.

**RECOMMENDATION:**

**THAT the Minutes of the Ordinary Council Meeting of 12 April 2021 and the Ordinary Council (Town Planning) Meeting of 26 April 2021, including Confidential Minutes, be confirmed.**

**8. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED**

Nil

**9. PRESENTATION OF AWARDS****10. NOTICES OF MOTION****NOM414 NOTICE OF MOTION by Cr Trevor Dance and Cr Jodi Jackson**

I, Cr Trevor Dance and Cr Jodi Jackson 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 Ordinary Council Meeting (Monday 10 May 2021):

**That Council:**

- 1. Directs Officers to write to all Members of Parliament (MPs) in the upper house and lower house advocating for the revocation of amendment C248 to the Hume Planning Scheme on 29 March 2021 to facilitate the storage, testing and disposal of spoil from the West Gate Tunnel (WGT) project on the Hi-Quality site at 570-650 Sunbury Road.**
- 2. Directs Officers to arrange meetings with all MPs who have the Hume Council area within their electorate boundaries to seek their support in revoking amendment 12 APRIL 2021 NOTICE OF MEETING ORDINARY Hume City Council Page 10 C248 to the Hume Planning Scheme and that councillors can be included in these meetings at the discretion of each Councillor.**

**NOM415 NOTICE OF MOTION by Cr Trevor Dance and Cr Jodi Jackson**

I, Cr Trevor Dance and Cr Jodi Jackson 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 Ordinary Council Meeting (Monday 10 May 2021):

**That Council:**

- 1. Directs Officers to seek prompt legal advice about the possibility of Council applying for an injunction to prevent Transurban and the Minister proceeding to sign contracts before legal cases regarding planning scheme amendments are heard in the Supreme Court.**

**11. PUBLIC QUESTION TIME****12. OFFICER'S REPORTS**

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper. Reports not called will be dealt with in a block resolution at the end.

<u>Item No</u>	<u>Title</u>	<u>Page</u>
<b><u>EDUCATION AND EMPLOYMENT</u></b>		
ED042	Hume City Small Business Grants .....	11
<b><u>HEALTHY AND SAFE</u></b>		
HE122	Adoption of the Fencing of Council Reserves Policy .....	23
<b><u>CULTURE AND COMMUNITY</u></b>		
CC131	Community Grants Program Update .....	39
<b><u>GOVERNANCE AND ENGAGEMENT</u></b>		
GE519	Approved Contracts Report 1 January 2021 - 31 March 2021 .....	53
GE520	Quarterly Budget Report - March 2021.....	57
GE521	Rate Arrears as at 31 March 2021 .....	67

**13. PETITIONS AND JOINT LETTERS****14. DEPUTATIONS**

Nil

**15. URGENT BUSINESS****16. DELEGATES REPORTS****17. GENERAL BUSINESS****18. CONFIDENTIAL MATTERS**

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

**RECOMMENDATION:**

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

Report No.	Title	Reason for Confidential
COGE309	Capital Works Report 2020/21 - March 2021 Update	(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**19. CLOSURE OF MEETING**

**ROSLYN WAI**  
**INTERIM CHIEF EXECUTIVE OFFICER**  
**5/05/2021**



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<b>REPORT NO:</b>	ED042
<b>REPORT TITLE:</b>	Hume City Small Business Grants
<b>SOURCE:</b>	Zina Miceli, Coordinator Business Engagement & Development
<b>DIVISION:</b>	Planning and Development
<b>FILE NO:</b>	HCC18/460
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	1.2 Create conditions which support business growth and create local jobs for Hume residents.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Hume City Small Business Grants Program - Information Booklet</i></li><li>2. <i>Hume City Small Business Grants Program - Terms of Reference</i></li></ol>

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**1. SUMMARY OF REPORT:**

The Hume City Small Business Grants Program seeks to support small businesses in Hume grow and to create and support local employment. The grants will seek to build business capacity, improve efficiency and to support growth and expansion. This report seeks Council to endorse the application and assessment process for the Hume City Small Business Grants and nominate Councillors to make up the assessment panel to consider grant applications

**2. RECOMMENDATION:**

**That Council:**

- 2.1 endorses the Hume City Small Business Grants Program.**
- 2.2 notes the opening of the Hume City Small Business Grants Program to be as soon as is practicable after endorsement.**
- 2.3 nominates Cr Naim Kurt, Cr Trevor Dance and Cr Joseph Haweil for the Assessment Panel for the Hume City Small Business Grants.**
- 2.4 delegates the Director Planning and Development the authority to approve and distribute grant funds under the Hume City Small Business Grants Program.**

**3. LEGISLATIVE POWERS:**

The provision of Business Grants is within Council's power under the *Local Government Act 1989*.

**4. FINANCIAL IMPLICATIONS:**

There are no additional financial implications relating to this report. All budgets discussed are within operational allocations.

- At its meeting on 23 March 2020, Council approved the allocation of \$250,000 for the Hume City Small Business Grants Program.
- In addition, as part of the COVID-19 Recovery and Reactivation Plan, Council approved a further \$250,000 to be allocated to the Hume City Small Business Grants Program, for the current financial year. This was to provide support to help existing businesses with their growth and sustainability.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

Applicants for energy efficient/specialised equipment which reduce energy use and/or environmental impact are encouraged.

REPORT NO: ED042 (cont.)

6. CHARTER OF HUMAN RIGHTS APPLICATION:

This report reflects Council's goals to support our communities' aspirations for tolerance, dignity and quality of life, and acknowledges the following right whilst exercising its responsibilities: The right to work.

7. COMMUNITY CONSULTATION:

The Hume Small Business Grants program was informed by the review process of the 2020 Hume Small and Medium Business Quick Support Grants program which included feedback from grant applicants and recipients.

8. DISCUSSION:

8.1 The Hume City Small Business Grants Program will be allocated as follows:

Total Grant Pool	\$500,000
Maximum amount businesses can receive	\$20,000

8.2 The focus of the Grants Program is building business capacity, improving efficiency, business growth and sustainability and creating and supporting local employment. There will be a wide range of projects and programs eligible for funding. Examples include:

- research in innovative product development or service design
- capital works, for example business fit out
- digital strategy, marketing and website development
- recruitment and training
- energy efficient/specialised equipment and/or software support
- export related activities
- outdoor dining furniture and shades
- dining canopy improvements  
façade improvements including the installation of green infrastructure.

**Note:** This Grants Program will not fund everyday expenses or general bills, for example rent, rates, land taxes, wages, insurance or utilities.

8.3 It is anticipated the Hume City Small Business Grants Program will be launched as soon as is practicable following Council endorsement. The Program will be provided annually, with \$250,000 being allocated on 1 July each year as part of each new financial year budget.

8.4 The Hume City Small Business Grants Program is not an emergency support program. It is specifically targeted at existing sustainable businesses to allow them to strengthen and grow.

8.5 The eligibility criteria is outlined in Attachment 1 - Hume City Small Business Grants Program - Information Booklet.

8.6 The Hume City Small Business Grants Program will be available for businesses that employ up to (and including) 20 people. This Grants Program encourages applications from Sole Traders and Home-Based Businesses (HBB).

8.7 The governance arrangements for the assessment process for the Hume Small Business Grants Program are set out in Attachment 2: Hume City Small Business Grants Program – Terms of Reference. Essentially:

8.7.1 assessments will be undertaken by a Council Assessment Panel made up of the Manager Economic Development (as the Chair) and 3 nominated Councillors.

**REPORT NO: ED042 (cont.)**

- 8.7.2 assessment of applications will be undertaken three times per year – April, July and October (unless the funds are expended earlier).
  - 8.7.3 the Chair of the Assessment Panel will then provide the Director Planning and Development a list of successful applications, and the amount to be granted.
  - 8.7.4 the Director Planning and Development has the delegated authority for the distribution of the grant funds.
  - 8.7.5 it is intended to provide Council a report on funding decisions three times a year.
  - 8.7.6 the Terms of Reference also outline the process regarding confidentiality and conflict of interest.
- 8.8 Options to enable successful grant recipients to be recognised are currently being explored by officers and will be subject to further consideration by Council.

**9. CONCLUSION:**

- 9.1 The Hume City Small Business Grants Program is a tangible and direct expression of Council's support to the Hume business community. It will help stimulate business in Hume by supporting local employment growth and businesses that demonstrate growth potential.
- 9.2 The economic impacts of COVID-19 along with the freefall of retail spending have affected businesses greatly. There is less capital for business owners to invest in their business. An injection of funding will help to encourage and stimulate business owners to re-evaluate or implement ideas supporting business growth.

REPORT NO: ED042 (cont.)

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# 2021 Hume City Small Business Grants Program

## INFORMATION BOOKLET





# Hume City Small Business Grants



## Are you a small business owner that wants to lead innovation, invest back into your business, create employment and develop a sustainable business culture?

If you have an idea and seeking financial support, then we encourage you to apply for a Hume City Small Business Grant.

Small businesses make a large contribution to the local economy and add to the vibrancy and energy of Hume, which is why Hume City Council is pleased to be offering Business Support Grants and give businesses a much needed boost!

Hume City Small Business Grants will support businesses that aspire to Council's strategic directives of: "A well-educated and employed community" and "Create conditions which support business growth and create local jobs for Hume residents". If you have an idea that will create employment and contribute to building a strong local economy, then we want to hear from you!

## What are we looking for?

Hume City is keen to support small businesses who are seeking to:

- create new employment opportunities
- support local employment growth and
- further expand their business and build on their already successful business model and growth potential.

## About the Program

Recognising the importance of supporting small businesses Hume City Council is offering \$500,000 to be allocated for this Grants Program. It should be noted that the Program is not an emergency support program and the maximum amount that a business can receive is \$20,000.

The funding criteria has been developed to provide flexibility to the many businesses across Hume. Council encourages Home Based Businesses and Sole Traders to apply.





### **How to apply**

To give your application every opportunity, Council recommends that you view the Grant Application Workshop before preparing your application.

Once you have viewed the Application Workshop, visit the Hume City Council Business Support website – [www.hume.vic.gov.au](http://www.hume.vic.gov.au) – for the links to apply via the SmartyGrants Portal.

Smarty Grants will allow you to save your application along the way and return to it when you have the completed documentation. There is no closing date for applications. The Hume City Small Business Grant Program will finish when the full grant amount of \$500,000 is expended.

### **When submitted**

Once you submitted your application you will receive an email acknowledging receipt of your application from SmartyGrants. Please keep this reference number handy in case you need to refer to it in future.

A council officer will be in touch if further information is required.

### **Supporting documentation required**

To give your idea or project the best possible chance of success, you will need to provide the following as part of your submission:

1. an Executive Summary of your business' project/idea
2. a Project Plan
3. project quotes
4. any relevant licences or permits
5. financial reports.

You will need to demonstrate how your business will accomplish one or more of the following goals and outcomes:

- build entrepreneurship, innovation and business capacity
- improve business efficiency
- enhance business reputation
- create and support local employment.

### **What will be funded?**

A wide range of projects and programs are eligible for a Hume City Small Business Grant. Listed below are a few examples of projects that will be funded:

- research in innovative product development or service design
- capital works, for example business fit out
- digital strategy, marketing and website development
- recruitment and training
- energy efficient/specialised equipment and/or software support
- export related activities
- outdoor dining furniture and shades
- dining canopy improvements
- façade improvements including installing green infrastructure.



## Eligibility

Businesses must fulfil the following conditions to be for funding:

- be located within Hume City Council
- hold a current Australian Business Number (ABN)
- have 20 or fewer full time equivalent employees (excludes casuals)
- demonstrate solid growth or market potential
- hold all appropriate permits and licences; this will include but is not restricted to – building and planning permits, liquor licence, health, bankruptcy, and any other statutory permits or licences that are required for the business to be legal
- Council rates must be fully paid and up to date, or a payment plan in place
- hold current public liability insurance and provide evidence of insurance when applying
- not be in breach of any state/territory or local government law or regulation

Home Based Businesses and Sole Traders are encouraged to apply.

## Ineligibility

The Hume City Small Business Grants Program will not support applicants that:

- are political organisations or are deemed to have a political purpose
- are government departments of agencies, foundations or grant making bodies
- are charities and have a primary focus of fundraising
- own or operate electronic gaming machines (EGM) or receive funding or in-kind support from EGM venues
- denigrate, exclude or offend parts of the community.

If the applicant has received a COVID-19 Hume City Small and Medium Business Quick Response Grant, they are not eligible for this grant program. Applicants will be invited to apply for Hume City Small Business Grants after 1 July, 2021.

## Grant Program

<b>Total Grant Pool</b>	\$500,000
<b>Maximum amount businesses can receive</b>	\$20,000

## Please note

- The Grant Program will not fund everyday expenses or general bills, for example rent, rates, land taxes, wages, insurance or utilities.
- During the application process the applicant will be requested to furnish evidence, that they meet all legislative requirements. Prior to the referral of submissions to the Assessment Panel, Council Officers will also undertake separate checks.
- Applicants who do not meet the requirements, or do not provide the relevant documentation, will not be considered.
- All grants must be acquitted as specified in the Letter of Agreement.

## Further questions?

If you experience any technical difficulties with your online application, cannot apply online or have any further questions contact:

**Economic Development Team**  
E: [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)

## Terms and Conditions

Applicants are required to comply with the following terms and conditions:

- successful applicants will be required to sign a Letter of Agreement and submit an Acquittal Report evidencing the invoices and receipts for the approved funding and demonstrate how the grant helped support the business
- only one application per business can be submitted
- payment terms from Hume City Council to the successful application is 30 days from the date of invoice, subject to the receipt of a signed Letter of Agreement, tax invoice and other requested information. This may include revised budgets and project details
- Hume City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs
- unsuccessful applicants are eligible to re-apply for future funding rounds in accordance with grant guidelines
- all applicants will be notified of the result of their application
- the applicant names, project names and funding amounts of successful applicants will be publicly available, including but not restricted to publication on Council's website, media releases and other Council publications
- any canvassing or lobbying of Councillors, Council officers or members of the Assessment Panel is strictly prohibited and will result in applications deemed ineligible
- the grant program will not accept applications whereby the product or service has been purchased before the applicant has been advised of the outcome of their application
- applicants must disclose if they employ current employees, immediate family members or contractors of Hume City Council
- grants must be acquitted as specified in the Letter of Agreement
- Hume City Council reserves the right to request further information when considering applications
- any application that is ineligible or does not meet the eligibility criteria will be rejected
- Hume City Council reserves the right to part-fund applications
- funding decisions are final.

If you require further information or have any questions please email [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)







**HUME CITY SMALL BUSINESS GRANTS PROGRAM  
TERMS OF REFERENCE**

<b>Governance Context</b>	<ul style="list-style-type: none"> <li>• Council delegates responsibility for assessing applications submitted under the Hume City Small Business Grants Program</li> <li>• This document outlines the operation and scope of the Assessment Panel</li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• To assess and award funds to business applicants based on merit, and without prejudice, ensuring Hume City Council’s grants distribution is equitable, efficient and transparent.</li> </ul>
<b>Membership Terms</b>	<ul style="list-style-type: none"> <li>• The Assessment Panel is for the duration of 12 months</li> <li>• Members for Councillor panels are nominated by Council at an Ordinary Meeting each year (date to be determined)</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 Panel Members will complete a Confidentiality Form and a Conflict of Interest Form (where required) as part of the assessment process</li> <li>• All listed Members are expected to score applications</li> <li>• Secretariat roles sit outside membership of the Panel</li> </ul>
<b>Reference Documents</b>	<ul style="list-style-type: none"> <li>• Information Kit and Guidelines to Hume City Small Business Grants Program</li> <li>• Conflict of Interest Policy</li> <li>• Application Guidelines</li> <li>• SmartyGrants User Guide</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Economic Development will provide administrative support (by a Business Engagement Officer unless otherwise specified)</li> </ul>

**Assessment Panel:**

<b>1. Name</b>	<b>Hume City Small Business Grants Program</b>
<b>2. Scope</b>	The Hume City Small Business Grants Program is open all year round, or until funds are expended.
<b>3. Role of Secretariat</b>	<ul style="list-style-type: none"> <li>• Secretariat conducts pre-eligibility checks and provides the Assessment Panel a list of applications ready for assessment.</li> <li>• This list is to be provided at the end of April, July and October (depending on the funding availability).</li> <li>• Secretariat will inform successful and unsuccessful applicants of grant outcome based on recommendations by the Assessment Panel.</li> </ul>
<b>4. Membership and chairperson</b>	<ul style="list-style-type: none"> <li>• Manager Economic Development (Chair)</li> <li>• Three nominated Councillors – Hume City Council</li> </ul>
<b>5. Role of Members</b>	<ul style="list-style-type: none"> <li>• Review and assess the list of applications provided by Secretariat. This will occur 3 times a year being April, July and October.</li> <li>• All members undertake the assessment process to recommend which grant applications are successful or unsuccessful.</li> <li>• Assessment Panel to allocate an amount of funding to the successful applications.</li> <li>• Chair to inform Secretariat that applications have been assessed by Panel.</li> </ul>
<b>6. Conflict of Interest / Alternative Members</b>	<p>In the event of a conflict of interest:</p> <ul style="list-style-type: none"> <li>• the conflict would be recorded.</li> <li>• a Councillor will replace any declared conflict of interest Councillor.</li> <li>• Coordinator Business Engagement and Development will replace the Manager Economic Development.</li> </ul>
<b>7. Meeting frequency, location and duration</b>	<ul style="list-style-type: none"> <li>• Assessment Panel operates largely remotely.</li> <li>• Pre-eligibility and assessment are undertaken independently via SmartyGrants.</li> <li>• Assessment Panel may be asked to meet on an ad-hoc basis. This may be conducted either in person or remotely, to discuss any major variances in assessment of applications and amounts recommended (refer to Item 9 below).</li> <li>• If meeting, sessions should be 2 hours maximum, however may be lengthened based on agenda items proposed.</li> <li>• Meetings maybe held in-person or remotely.</li> </ul>

<p><b>8. Accountability</b></p>	<ul style="list-style-type: none"> <li>• The Chair of Assessment Panel to provide a list of successful applications and the amount of funding granted, to the Director Planning and Development.</li> <li>• The Director Planning and Development has the delegated authority for the distribution of the funds.</li> <li>• The Director Planning and Development to provide the Chief Executive Officer updates regarding successful applications as required.</li> </ul>
<p><b>9. Assessment considerations</b></p>	<ul style="list-style-type: none"> <li>• If assessors’ scores differ by more than 25%, the assessors may choose to meet and discuss the application to reach an agreed score.</li> <li>• If an agreement cannot be reached, the Chair will assess the application and provide a final score.</li> </ul>
<p><b>10. Reporting requirements</b></p>	<ul style="list-style-type: none"> <li>• Reports on funding decisions is provided to Council three times a year, at a Strategy and Policy meeting.</li> </ul>

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<b>REPORT NO:</b>	HE122
<b>REPORT TITLE:</b>	Adoption of the Fencing of Council Reserves Policy
<b>SOURCE:</b>	Bruce Fordham, Manager Leisure Centres and Sport
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC14/299
<b>POLICY:</b>	Fencing of Council Reserves Policy
<b>STRATEGIC OBJECTIVE:</b>	2.1 Foster a community which is active and healthy.
<b>ATTACHMENTS:</b>	1. <i>Fencing of Council Reserves Policy</i> 2. <i>Public Exhibition Submissions</i>

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**1. SUMMARY OF REPORT:**

- 1.1 The review of the Fencing of Council Reserves Policy (Policy) (Attachment 1) has been finalised following the public exhibition period and is now presented to Council for adoption.
- 1.2 The Policy was on public exhibition for a period of eight weeks to seek feedback from stakeholders and the community. A total of 6 organisations and provided feedback to Council.
- 1.3 Some minor amendments have been made to the Policy as a result of the public exhibition period to improve the clarity and outcomes of this Policy.
- 1.4 The Policy has been prepared to guide Council's continued and future planning, advocacy, and investment in fencing at sports sites across Hume City.

**2. RECOMMENDATION:**

**That Council revoke the previous Hume City Council Fencing of Council Reserves Policy adopted 9 February 2015 and adopt the attached Hume City Council Fencing of Public Reserves Policy.**

**3. LEGISLATIVE POWERS:**

There are no legislative issues relating to the draft Plan.

**4. FINANCIAL IMPLICATIONS:**

Any works that may arise out of this Policy will be considered on a case by case basis in either the operating budget or capital works program.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

The recommendations of the Policy will include design considerations of the environmental requirements for all works. The planning will include seeking outcomes to reduce or minimize Council's carbon emissions and subsequent impact on climate change.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no impacts on climate change adaption as a result of this report.

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

There are no impacts on the Charter of Hume Rights as a result of this report.

REPORT NO: HE122 (cont.)

8. COMMUNITY CONSULTATION:

- 8.1 The Policy was prepared following extensive community engagement with a range of stakeholders including Council Officers, Hume sports clubs and associations and State sporting associations.
- 8.2 Consultation activities included:
- 8.2.1 Online Survey
  - 8.2.2 Advice re the review of the Policy was sent to Hume sports clubs and State sporting associations
- 8.3 The Policy has been informed by other Council planning processes including:
- 8.3.1 Hume Leisure Strategy 2013-2018
  - 8.3.2 Hume Horizons 2040
  - 8.3.3 Hume City Council Plan 2017-2021
  - 8.3.4 Hume Disability Action Plan
  - 8.3.5 Hume Growth Corridor Integrated Grow Area Plan
  - 8.3.6 The Public Health & Wellbeing Plan 2017-2021
  - 8.3.7 Hume Social Justice Charter 2014
  - 8.3.8 Hume Multicultural Action Plan 2014-2018
- 8.4 The Policy was on public exhibition on the Participate Hume platform of the Council website for 8 weeks between the period 18 January to 12 March 2021.
- 8.5 Invitations were sent to 180 individuals representing Hume sporting clubs and associations, and State Sporting Associations inviting feedback.
- 8.6 Statistics for the Participate Hume page include:

**Consultation outcomes**

Table 1 – Type of spring group and number of invitations sent	
Type of group	No. invited to submit
Hume Sporting Associations, Clubs and facility user groups	97
State Sporting Associations and Leagues	16
<b>Total Individual Invitations sent</b>	<b>113</b>

Engagement as a result of consultation		
Level of engagement	No.	Explanation
Aware	46	Visited the site or project but did not take any further action (e.g. click on something) Note: can include multiple visits from the same person
Informed	12	An informed visitor has taken the 'next step' from being aware and clicked on something.
Engaged	5	Used the submission tool on the platform

- 8.7 A total of six submissions were received, five using the submission tool on the Participate Hume page and one by email.
- 8.8 Feedback has been considered and where appropriate considered in the Policy.

**REPORT NO: HE122 (cont.)**

**9. DISCUSSION:**

- 9.1 The review of this Policy includes the set out of requirements around a range of fencing options that may be required at various active sports sites.
- 9.2 The Policy provides advice and direction to sporting clubs on the process for consideration of any change in fencing requirements that may be identified by clubs and associations and also provides guidance on the type of fencing required for new sport site development.
- 9.3 There has been a minor change in the Policy that includes the following:
  - 9.3.1 Inclusion of Greenvale Recreation Reserve as a Regional Facility based on this site being the home of the Premier League Greenvale Kangaroos Cricket Club (3.1.1)
  - 9.3.2 Consultation outcomes for follow up:
    - (a) Consideration of high fencing to be considered at Boardman Reserve No 2.
    - (b) Replacement of Spring Street Reserve fence to be considered in a future budget.
    - (c) Consideration of high fencing to be considered at Gladstone Park Reserve.

**10. CONCLUSION:**

The provision of a Fencing Policy in relation to Active Sporting Reserves is required to guide the provision of a range of sports fencing options at various locations across the city.

**REPORT NO: HE122 (cont.)**

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# FENCING OF COUNCIL RESERVES POLICY

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<b>Policy Reference No.</b>	POL/166
<b>File No.</b>	HCC05/598
<b>Strategic Objective</b>	4.2 Create community pride through a well-designed and maintained City
<b>Adopted by Council</b>	9 February 2015
<b>Re-Adopted</b>	May 2021 (pending)
<b>Date for Review</b>	March 2026
<b>Responsible Officer</b>	Manager Leisure Centres & Sport
<b>Department</b>	Leisure Centres & Sport

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**FENCING OF COUNCIL RESERVES POLICY**

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**1 POLICY STATEMENT**

- 1.1 Council as owner/manager of public open space will determine the appropriateness of fencing Council reserves containing sportsgrounds based on the following:
- 1.1.1 for the purpose of major sporting events to ensure members of the community have appropriate access to the open space network.
  - 1.1.2 for the purpose of around the ground fencing of the reserve for new or replaced fencing
  - 1.1.3 for the purpose of providing a 'picket fence' around the ground fencing
  - 1.1.4 for the purpose of providing high ball protection fencing at a sports reserve
- 1.2 Regional Active Recreation Reserves hosting a sporting club will be deemed appropriate to provide permanent perimeter spectator controlled fencing (generally 1.8m) if it is leased and generally occupied by one club.

**2 PURPOSE**

Provide guidance on the erection of fencing at Council owned or controlled active recreation reserves. This Policy creates a hierarchy of fencing that is relevant to Council sporting reserves.

**3 SCOPE**

- 3.1 Reserve Perimeter fencing of Active Recreation Reserves (either permanent or temporary) for the purpose of major sporting events will be determined based on the hierarchy of Active Recreation Reserves, whether the site is leased, and/or the function of the reserve facilities.
- 3.1.1 Given the nature and function of Regional Active Recreation Reserves such as Highgate Recreation Reserve (Craigieburn); Sprint Athletics Centre (Craigieburn) and John Ilhan Memorial Reserve (Westmeadows): permanent fencing (1.8m) will be considered. The Greenvale Recreation Reserve which is home to the Greenvale/Kangaroos Cricket Club (Premier League) is considered a Regional Active Recreation site but due to the lack of demand for spectator fencing for this sport permanent (1.8m) fencing is not required.
  - 3.1.2 District Active Recreation Reserves such as Clarke Oval (Sunbury), Aston Recreation Reserve, Arena Recreation Reserve and Jacana Recreation Reserve (Jacana): permanent fencing will not be permitted, however clubs with seasonal agreements to use a Council reserve may request to temporarily fence the reserve, this could include use for sports finals over a number of weekends, an event such as a show or event.
  - 3.1.3 Sub District Active Recreation Reserves such as D.S. Aitken Reserve (Craigieburn) and Anderson Reserve (Broadmeadows): permanent fencing will not be permitted; however consideration will be given to temporary fencing upon request from a seasonal club. This includes all other sporting reserves.
- 3.2 Provision of boundary fencing of sports grounds will be provided by Council to all sports fields.
- 3.2.1 where feasible they will be constructed to keep balls inside the field of play so as they do not cause a hazard to other users or passive spectators at a particular site. This includes fencing with a wire insert to assist to deliver this outcome.

<b>Policy Reference No:</b>	POL/166	<b>Responsible Officer:</b>	Manager Leisure Centres & Sport
<b>Date of Re/Adoption:</b>	May 2021 (pending)	<b>Department:</b>	Leisure Centres & Sport
<b>Review Date:</b>	March 2026		

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**FENCING OF COUNCIL RESERVES POLICY**

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- 3.3 Provision of a picket fence as a boundary fence for Regional, District and Sub District sports fields:
  - 3.3.1 Consideration will be given to the provision of a boundary picket fence subject to the following issues:
    - a) Fit for purpose to the surrounding area
    - b) Type of sport being played at the sports field
    - c) Is a Regional or District sports field
    - d) Application being made by the tenant club with a clear purpose for this type of fencing
  - 3.4 Provision of high ball protection fencing at Regional, District and Sub District Sports fields:
    - 3.4.1 Where the location of the sporting field is in close proximity to existing infrastructure (including buildings, local residents, playspaces and roads) the provision of high ball protection fencing will be considered. A ball trajectory study may be required to confirm the distance from the sporting field.
    - 3.4.2 A risk assessment will first be required to be conducted to consider, items such as distance from the sports fields, identified ball strikes and or reports of concerns from residents.

**4 OBJECTIVE**

To preserve community access to a variety of open spaces.

- 4.1 Identify a hierarchy of fencing that is provided to Hume sports fields, which includes asset/community protection where appropriate and or required.
- 4.2 The community may be restricted from accessing public open space for the purpose of major sporting events no more than three days prior to and three days following the conclusion of the event. The community must be provided reasonable notice where temporary fencing has been approved.

**5 POLICY IMPLEMENTATION**

- 5.1 Hume based seasonal clubs tenanting Active Recreation Reserves owned or controlled by Council may apply to Council to erect temporary fencing for major sporting events during the year.
- 5.2 Sporting clubs will be able to apply to Council to erect temporary fencing for major sporting events at active recreation reserves (e.g. finals) but all costs will be the responsibility of the club.
- 5.3 Council is responsible for the provision of Sports Ground boundary fencing for its fields and ovals. This policy provides guidance around they type of fencing that is provided.
  - 5.3.1 Sports ground boundary fencing provided:

**6 Standard sports oval perimeter fencing:**

- 6.1 Standard sports field fencing
  - 6.1.1 1100 high 2 rail black PVC coated heavy duty (3.15mm) chainmesh fencing.

<b>Policy Reference No:</b>	POL/166	<b>Responsible Officer:</b>	Manager Leisure Centres & Sport
<b>Date of Re/Adoption:</b>	May 2021 (pending)	<b>Department:</b>	Leisure Centres & Sport
<b>Review Date:</b>	March 2026		

## FENCING OF COUNCIL RESERVES POLICY

- 6.1.2 Also included as required 1m wide pedestrian gate
- 6.1.3 Also included 1 pair (3.5m wide) maintenance vehicle gates.
- 6.2 Steel picket fencing:
  - 6.2.1 900mm height white steel picket fencing
- 6.3 High ball fencing:
  - 6.3.1 A building permit is required for this type of fencing due to height and scale of the fencing, typically this would require the following (but can change in height and length based on a specific site);
  - 6.3.2 generally a 5.0-metre-high chain mesh fence centred across a 'goal to goal' line or at a location adjacent to a sports field to protect assets or community.
  - 6.3.3 The fence shall be 3.15mm heavy gauge black PVC coated chain mesh complete with black powder coated, medium wall thickness (DN 40) 48.3mm (OD) X 3.2mm top, mid and bottom rails & medium wall thickness (DN 80) 88.9mm (OD) x 4.0mm uprights set at nominal 3125mm centres. Qty - 9 -& medium wall thickness (DN 80) 88.9mm (OD) x 4.0mm back bracing posts & back bracing posts set in concrete a maximum 500 out from fence line & back bracing shall be fixed to upright posts at bottom, centre & full height above ground level & generally, in accordance with AS 1725-2010 Chain Link Fabric Fencing.
  - 6.3.4 The fence shall be a minimum 25 metres in length.
  - 6.3.5 All posts, rails and back posts shall be supplied in medium wall thickness pre-galvanised material.
  - 6.3.6 Posts shall be set in 300mm diameter concrete a minimum 1200mm into natural soils. All vertical posts shall have caps securely filled.
- 6.4 Council will review reserve classifications with the development of new venues, giving consideration to sports and wider community open space needs as well as working with peak sporting bodies and leagues to identify the need and opportunity to develop further fenced regional active facilities as the municipality grows.

## 7 DEFINITIONS AND ABBREVIATIONS

- 7.1 **Public open space** – All parks, gardens, reserves and other parcels of land accessible to the public, managed by Council or other public authorities, and used for passive, active, formal and/or informal recreation.
- 7.2 **Active Recreation Reserve** – Open space designed and used for the purpose of playing sport.
- 7.3 **Regional Active Recreation Reserves** - provide for high levels of competition, such as Football Federation of Victoria's State League, or AFL Victoria Football League or State League Under 18 competition. Infrastructure at these venues are developed to the highest level of provision and provide for a range of users including a principal tenant, clubs who may train elsewhere and league/associations representative fixtures or competition. A regional facility would generally attract people from the whole municipality or beyond.
- 7.4 **District Active Recreation Reserves** – generally provide for local competitions for a range of functions/sports. In some cases District Active Recreation Reserves provide for a higher

Policy Reference No:	POL/166	Responsible Officer:	Manager Leisure Centres & Sport
Date of Re/Adoption:	May 2021 (pending)	Department:	Leisure Centres & Sport
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## FENCING OF COUNCIL RESERVES POLICY

standard of competition, but the sports' requirements do not warrant a higher level of infrastructure e.g. Cricket Victoria's Premier Cricket competition. A District Active Reserve catchment covers a catchment of 3,000 households.

- 7.5 **Sub District Active Recreation Reserves** – are usually reserves located in sub district open spaces and covers a catchment of three neighbourhoods. Generally, sub district reserves provide one sports playing field.
- 7.6 **Hierarchy of open space** – The levels of provision of open space ranging from neighbourhood (or local) to state significance.
- 7.7 **Seasonal clubs** – are clubs who have an agreement with Council to use a reserve for a season (1 April – 30 September or 1 October – 31 March)
- 7.8 **Leased venues** –provides the right to exclusively possess property for an initial 10-year term.
- 7.9 **Sportsgrounds** – reserves where organised outdoor sport is played, such as athletics, hockey, baseball, Australian Rules Football and cricket.
- 7.10 **Major sporting event/carnivals** – an organised sporting event which is not part of the standard weekly competitions/events e.g. finals, carnivals, not for profit shows.
- 7.11 **Fence** – for the purposes of this policy, fence or fencing refers to a permanent fencing, erected around a reserve for the purpose of management of ball sports, also included is high ball fencing to protect infrastructure or community.
- 7.12 **Temporary fencing** – is generally 1.8m to 1.9m high fencing temporarily erected to control access for a limited time and removed within 3 days once it has served its purpose.

### 8 RELATED DOCUMENTS

- 8.1 Hume City Council Leisure Strategy 2013-2018
- 8.2 Hume City Council Open Space Strategy 2010-2015

<b>Date Adopted</b>	9 February 2015
<b>Date Re-Adopted</b>	May 2021 (pending)
<b>Review Date</b>	March 2026

<b>Policy Reference No:</b>	POL/166	<b>Responsible Officer:</b>	Manager Leisure Centres & Sport
<b>Date of Re/Adoption:</b>	May 2021 (pending)	<b>Department:</b>	Leisure Centres & Sport
<b>Review Date:</b>	March 2026		

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Submission Comments	Consideration of Comments	Action
<p>Need to look at putting a fence up behind the South end of the Boardman oval no 2 ground would be great.</p>	<p>This proposal is currently under consideration as a part of works being carried out at the reserve</p>	<p>Will be considered in existing works program at the site.</p>
<p>This will be great for the Leo Dineen Reserve. Our fence is not safe and has past over 25 years of age. It is also damaged in certain areas of the fence</p>	<p>Will be referred to the fencing program for consideration.</p>	<p>Will be included in future budget.</p>
<p>We agree with the sentiments put forward and would like to add feedback associated with our long-standing tenancy at Gladstone Park Reserve in Gladstone Park. Our club has recently benefited from perimeter fencing of our two soccer pitches which remain open at the Southern end of the reserve due to logistics of being a soccer and cricket ground. We however still have a need for additional goal storage pens and also high protection fencing on the second pitch at the northern end of the reserve due to the close proximity of housing. Overall, we are continuing to work with Hume Council to progress these issues.</p>	<p>Comments noted and further review of the need for high fencing will be considered.</p>	<p>Review of the need for a high ball fence on the second pitch.</p>

<p>NRL Victoria are supportive of this policy and is complementary to our activities.</p> <p>Only suggestion is ensuring provision for emergency vehicle access - whether this is same as maintenance access or not, but emergency vehicle access requires ability for gate to be opened unhindered - i.e. can easily be unlocked for this purpose, but sufficient protective to prevent easy access for vandal driving. If same access as maintenance access might be worth including emergency vehicle access at this point of the policy.</p>	<p>Comments noted.</p>	
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<p>I make this submission on behalf of the;</p> <p>Greenvale Football Club- fielding about 24 teams and we believe the highest performing Football Club in Hume for over a decade.</p> <p>Greenvale Kangaroos Cricket Club – A Cricket Victoria Premier Men's Club – the highest level of Club Cricket in Victoria and fielding about 26-28 teams this year.</p> <p>Greenvale Sports Club – about 1700 – 2000 members.</p> <p>I attach a copy of the submission I made dated 31 October 2014 when this policy was last considered. It is still valid – in fact, more so given the development.</p>		
<p>I make the following comments and submissions:</p> <ol style="list-style-type: none"><li>1. When the fourth oval pavilion, the third oval and the Indoor Training centre are built in 2022-23, the Greenvale Recreation Reserve (GRR) will be the biggest football and cricket facility in Hume.</li><li>2. Overall, it will have the best cricket training facilities of any Club in Australia. It hosts more rep games than any other facility in Melbourne. It has been earmarked for "futures games"- i.e. the second X1s of the States.</li><li>3. It is increasingly being used for many of the EDFL finals and grand Finals-I</li></ol>		

<p>think we had over 20 at the end of 2019. These are days when admission fees are charged by the EDFL Our Reserve, in 2 years will have the Capacity to host 20 Grand Finals a day- currently only 15.</p> <p>4. The GRR is currently fenced around its entire perimeter</p> <p>5. The proposed policy is a bit self-serving in that it simply entrenches the current status quo in relation to perimeter fencing- no more to spend.</p> <p>6. The classification of the GRR in the same bracket as Jacana is hard to comprehend.</p> <p>7. No Club, including ours, is realistically going to fence our Reserve on a temporary basis.</p>	<p>As a result of investigation in the preparation of the Policy there is no requirement to provide an additional funding program.</p> <p>The classification of ovals across the city is based on activity and level of play, the number of fields etc. In relation to Greenvale the football club plays in the same league as the Jacana FC. The one differential is that Greenvale has a Premier League Cricket Club based at the site. This is not impacted by the need for spectator fencing due to the limited number of cricket supporters attending games.</p> <p>Noted. Temporary fencing has been erected at other sites in the city when finals and or events have been held.</p> <p>The height of the fence is consistent with current picket fencing that has been provided at other sites.</p> <p>Noted.</p> <p>The existing farm style fence is consistent with the nature of the area and the "rural" feel of the site</p>	<p>The classification of the Greenvale Recreation Reserve will be amended to reflect a Regional Active Open Space site based on the site having four ovals and home to the Greenvale Kangaroos Cricket Club.</p>
<p>8. The proposed height of the white picket fences is too low. Given that football will be played in the same ovals, there need to be the flexibility to make them 1-1.1m high.</p> <p>9. The GRR does not need to be fenced to a height of 1.8m around its entire perimeter.</p> <p>10. We say that the Reserve needs higher fencing along the northern side of the tennis club and then south from the corner to the southern end of the #3 Oval. The new higher fence would have exactly the same gate spaces</p>		

<p>etc as the existing fence. Entry the GRR would NOT change at all- except on the days that the gates would be locked for Football finals. I stress that access to the main part of the GRR would not alter except for a few days in September. None of the rest of the fencing (80% of it) around the GRR would need to be altered.</p> <p>11. The height would only need to be about 1.5m</p> <p>12. The GRR has reach this point but it is so large- and unique with its 4 oval sand pavilions and other cricket infrastructure that the attendees will just keep increasing. The crowds will get bigger and bigger at finals tome.</p> <p>13. I suggest that the GRR be reclassified as a Regional/Premier Facility</p> <p>14. Alternatively, if it is to remain a District facility, (how it can be ranked with the Jacana Reserve is puzzling) that Council be given the discretion to install permanent perimeter fencing in the suggested places with impinging on the overall accessibility to the GRR on "non big event" days.</p>	<p>Noted.</p> <p>Noted.</p>	
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<b>REPORT NO:</b>	CC131
<b>REPORT TITLE:</b>	Community Grants Program Update
<b>SOURCE:</b>	Narda Shanley, Community Development Officer
<b>DIVISION:</b>	Community Services
<b>FILE NO:</b>	HCC20/209
<b>POLICY:</b>	Social Justice Charter 2014
<b>STRATEGIC OBJECTIVE:</b>	3.1 Foster socially connected and supported communities.
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>2021 Successful Applications</i></li><li>2. <i>COVID Grants Analysis</i></li><li>3. <i>2021 Community Grants Program Analysis</i></li></ol>

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**1. SUMMARY OF REPORT:**

1.1 The following report presents:

- Community Project Grants Round 2 applicants and recommended groups for funding (Attachment One, Table One)
- A summary of the grants awarded for the Year-Round categories of the 2021 Annual Community Grants Program from 1 July 2020 – 12 March 2021 (Attachment One, Table Two).
- An update analysis regarding the 2021 COVID-19 Community Grants Program (Attachment Two) and feedback and analysis on the 2021 Community Grant Program review (Attachment Three).
- Nominates Councillors for the 2022 Community Grant Program assessment panels.
- The program timelines and financial allocations for the 2022 Annual Community Grants Program (incl. Annual and Year-Round grant categories).

**2. RECOMMENDATION:**

**That Council:**

- 2.1 endorses funding allocation to the successful 2021 Community Project Grants Round Two applicants as listed in Attachment One, Table One.**
- 2.2 notes the grants awarded under delegation in the Year-Round categories of the Community Grants Program from 1 July 2020 – 12 March 2021 listed in Attachment One, Table Two.**
- 2.3 notes updated analysis of the COVID-19 Community Grants Program listed in Attachment Two.**
- 2.4 notes 2021 Community Grant Program review including stakeholder and participant survey results in Attachment Three.**
- 2.5 nominates Cr Sam Misho, Cr Jarrod Bell and Cr Carly Moore to assess grant applications for the Year-Round categories of the 2022 Community Grants Program.**
- 2.6 authorises the Director Community Services the ability to award and approve grants and distribute funds for the Year-Round categories of the 2022 Community Grants program.**
- 2.7 nominates Cr Jack Medcraft, Cr Jim Overend and Cr Karen Sherry to assess grant applications for the Annual categories of the 2022 Community Grants Program.**

REPORT NO: CC131 (cont.)

- 2.8 notes that the 2022 Annual Community Grant Program will open for applications from 21 May 2021 until 25 June 2021.
- 2.9 notes that in the event of a Conflict of Interest or absenteeism the Mayor will temporarily replace a Councillor as a member of either assessment panels.

3. LEGISLATIVE POWERS:

- 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.

4. FINANCIAL IMPLICATIONS:

- 4.1 There are no additional financial implications resulting from this report, all Community Grants programs, including the COVID-19 Community Grants Program, have been resourced within approved allocations.

- 4.2 A financial summary of each program is shown below:

**2021 Community Grants Program**

- 4.3 Council's adopted 2020/21 budget provided an allocation of \$472,400 for the Annual Community Grants Program.

- 4.4 Expenditure to date:

<b>Starting Allocation</b>	<b>\$472,400</b>
Annual Grants Categories (including pre-commitments)	\$259,369
Year-Round Categories	\$3,538
Project Grant Round Two (to be endorsed in this meeting)	\$29,780
<i>Funds remaining</i>	<i>\$179,713</i>

- 4.5 The remaining \$179,713 will be reallocated for distribution via Year-Round grants until 30 June 2021.

**COVID-19 Community Grants Program**

- 4.6 Council allocated \$450,000 to the COVID 19 Community Grant Program with \$369,834 distributed, resulting in \$80,166 unallocated.

**2022 Community Grants Program**

- 4.7 Council's draft 2021/22 budget provides an allocation of \$429,700 for the Annual Community Grants Program. The total Community Grants program allocation for 2021/22 is \$479,700, including Year-Round categories (refer Table 1).

**Table 1 – Proposed Grant Category distribution**

2022 Category	Allocation
<b>Annual</b>	
2022 New Partnership	\$110,359
Pre-committed 2021 Partnership Grants	\$39,641
Project (two rounds)	\$100,000
Participation	\$104,700
Operational	\$50,000
2022 Specialist Partnership Grants	\$25,000
<b>Subtotal</b>	<b>\$429,700</b>
<b>Year-Round</b>	

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2022 Category	Allocation
Quick Response	\$10,000
Defibrillator	\$10,000
Individual	\$5,000
3064 Community Support Fund	\$25,000
<b>Subtotal</b>	<b>\$50,000</b>
<b>Total</b>	<b>\$479,700</b>

4.8 The 3064 Community Support Fund and Specialist Partnership Grant (Gambling) categories are funded by Highlands Hotel, Craigieburn community contributions for a total of \$50,000 per annum and adhere to a Victorian Commission for Gambling and Liquor Regulation decision.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

5.1 Programs dedicated to environmental sustainability are a target of the Community Grants program. Assessors will be informed of Council policies and frameworks related to environmental sustainability.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

6.1 Programs that address climate change adaptation will be included within the broader approach of encouraging programs dedicated to environmental sustainability (see 5.1).

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

7.1 Human rights have been taken into consideration in the design and delivery of the community grants program. The rights that have been considered are:

7.1.1 right to recognition and equality before the law (section 8);

7.1.2 protection of privacy and reputation (section 13); and

7.1.3 cultural rights (section 19).

7.2 The above rights have been considered and applied through the following methods:

7.2.1 assessment process for all grant applicants is applied in the same way, with applicants being assessed on information provided only.

7.2.2 declarations of interest are declared in advance and assessors reassigned as necessary to avoid discrimination.

7.2.3 data collected is in line with the privacy information act.

7.3 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.

7.4 the community grants program is also underpinned by the Hume City Council Social Justice Charter (2014).

**8. COMMUNITY CONSULTATION:**

8.1 The 2022 Annual Community Grants program was informed by the 2021 review consultation process which included survey feedback from previous community grant recipients (Attachment Three).

**9. DISCUSSION:**

9.1 COVID -19 restrictions had a significant impact on the Community Grants Program applicants/recipients of this funding program. While applications for the 2021 program were slightly down on previous years, the introduction of the COVID-19 Community

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Grants Program meant that by August 31, the grants team processed 680 grant applications. For context, last year Council received a total of 189 applications for the entire year. This represents a 260% increase in grant applications processed.

- 9.2 COVID-19 also impacted existing grant recipients, with many requiring extensions and variations due to the impacts of the pandemic lock down restrictions.
- 9.3 The following discussion provides a summary of the outcomes of the 2021 grants programs and review findings that inform the implementation of the 2022 Community Grants Program:
  - 9.4 2021 Community Project Grant Round Two
    - 9.4.1 A second Project Grant round was introduced for the 2021 program. By offering round two, groups are provided an opportunity to pilot new projects, and respond in a timely manner to community needs that may develop throughout the year and fall outside the annual grant timelines.
    - 9.4.2 The round was open from 27 January – 28 February 2021, during which time eight eligible applications were received.
    - 9.4.3 The Council Assessment Panel is recommending six Project Grants be awarded for a total value of \$29,780. Application details and recommend funding allocations are provided in Attachment One, Table One.
  - 9.5 2021 Community Grants Program – Year-Round Category Update
    - 9.5.1 Four, Year-Round categories provide a rapid funding opportunity for groups that experienced an unforeseen funding need that did not fall within the annual grants' timeframes.
    - 9.5.2 During the period 1 July 2020 until 31 March 2021 six applications were received, with two being successful. These were awarded under delegation, totaling \$3,538. Application details and outcomes are provided in Attachment One, Table Two.
  - 9.6 COVID-19 Community Grant Program
    - 9.6.1 COVID 19 Community grants program opened for applications on 17 April 2020. Of the four Program categories, the response to Technology Access and Support Grant was the highest, receiving 528 applications by 12 June, when applications were closed, due to the demand significantly exceeding the funds available.
    - 9.6.2 With such a high uptake of applications, and no previous data to base assumptions on, it was difficult to gauge expected success rates and expenditure. The influx of grants also significantly slowed the assessment process. Analysis of this program is provided in Attachment Two.
  - 9.7 2021 Community Grant Program Annual Review
    - 9.7.1 The Community Grants program is evaluated to identify opportunities for continuous improvement. The 2021 review process included officer analysis of the applications received, a survey of grant applicants and feedback from Officer and Councilor assessment panel members.
    - 9.7.2 Application summary
      - (a) Applications opened on 29 April 2020 and remained open until 3 June 2020.
      - (b) The 2021 program funded 113 groups distributing \$259,369. The number of applications is lower than previous year with the 2020 program generating 141 funded applications with a total distribution of \$398,454.



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- (c) A detailed analysis of applications is provided in 2021 Community Grants Program Analysis - Attachment Three.

9.7.3 Applicants Survey Results

- (a) Applicants were invited to complete a short survey assessing the Community grant process. 60 applicants undertook the survey and with positive feedback.
- (b) Summary of review is available in Community Grants Analysis - Attachment Three.

9.8 2022 Community Grants Program

9.8.1 Applications for the annual grant program will open on 19 May 2021 and close 23 June 2021.

9.8.2 Given the significant changes made to the Community Grants Program over the past two years, the added impacts on community groups from COVID-19, and feedback received in the review process, Officers recommend that there are no significant changes to the 2022 Community Grants Program.

9.8.3 Responding to feedback about access and support offered to community groups, Officers will progress the 2022 Program with a stronger focus on:

- (a) Promotion / raising awareness of funding availability as a way of increasing applications.
- (b) Increased support to community groups delivered throughout the year and including:
  - (i) Provision for two training sessions on Governance and Grant writing
  - (ii) Explanatory videos (with translatable subtitles) to be added to Grants website to support applications.
  - (iii) Revised Guidelines to be more 'user-friendly'.

9.8.4 2022 Councillor Assessment Panels

- (a) In line with the Terms of Reference (2020), Council is to nominate three Councillors annually to form the two Councillor Assessment Panels required to support the grant assessment process. Nominated Councillors assess applications for the:
  - (i) Year-Round Grant categories (1 July 2021 – 30 June 2022)
  - (ii) Annual Grant categories (September 2021 – May 2022)
- (b) It is noted that in the event of a Conflict of Interest or absenteeism the Mayor will temporarily replace a Councillor on either of the assessment panels.

9.8.5 Recommendations for awarding the 2022 Community Grants Program will be submitted to Council for consideration at the October 2021 meeting.

**10. CONCLUSION:**

10.1 The Hume Community Grants Program provides an essential avenue through which Council supports the activities of community groups and larger organisations. Continuous improvement processes help to ensure the program meets the needs of the Hume community.

**REPORT NO: CC131 (cont.)**

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Attachment 1

Table 1- 2021 Community Project Grants Round Two Successful Applicants:

Organisation	Project Description	Amount
<b>STEM Catalyst</b>	Climate Science in School, promoting STEM Education. A Project with multi-fold features an in-depth focus on STEM learning, complemented by interactive webinars, hands-on science.	\$5,000
<b>Neighbourhood Connect</b>	Neighbourhood Connectors - Community building workshops and individual mentoring develops residents' leadership/event management skills, so that they are able to run simple local gatherings and combat social isolation	\$4,990
<b>Northern Blue Light Inc</b>	Embracing Diversity & Social Cohesion at Grassroots Through Cultural Food - New & emerging communities share meals with local Police Officers inside Broadmeadows, Craigieburn Police Stations to enhance police/community relationship.	\$5,000
<b>Some Kind of Squirrel Productions</b>	In My Neighbourhood [Virtual Reality] Community Engagement Campaign - Local launch and community engagement campaign across Hume for In My Neighbourhood [VR] immersive storytelling project, with a focus on building audiences via mobile phones.	\$5,000
<b>Assyrian Church of the East Youth Association Melbourne</b>	Volunteer Tutoring Program - conducting tutoring services for high school youth which will take place on Tuesdays at St Abdisho's Cathedral and provide VCE support	\$4,790
<b>Sahara Victorian Association</b>	To provide support to the Family violence victims, Seniors and to new migrants. Including education programs regarding rights and resources available from the various local, Victorian and Federal government departments.	\$5,000
<b>TOTAL</b>		<b>\$29,780</b>

Table 2 - Year-Round Grants

Grants awarded between 1 July 2020 – 31 March 2021

Defibrillator Grant	Amount
<b>3<sup>rd</sup> Sunbury Scout Group</b>	\$2,000.00
<b>3064 Community Support Fund</b>	
<b>Banksia Gardens Community Services (on behalf of two individuals)</b>	\$1,538.00
<b>Individual Development</b>	
n/a	-
<b>Quick Response</b>	
n/a	-
<b>TOTAL</b>	<b>\$3,538.00</b>

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**ATTACHMENT TWO**

**Analysis of COVID-19 Community Grants Program**

1. Intention of grants

Council endorsed the creation of a Community Grants program as part of its COVID-19 Response package on 14 April 2020.

Four categories were developed:

<p><b>Arts Activation (up to \$3,000 per application).</b> Providing funding for practicing artists in the City of Hume to deliver new artworks (including digital and non-traditional works) or development opportunities during the pandemic.</p>
<p><b>Community Connections and Partnerships (up to \$20,000 per application).</b> For projects that clearly and immediately respond to the COVID-19 restrictions, address social isolation and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.</p>
<p><b>Community Adaptation and Participation (up to \$2,000 per application).</b> Providing support groups and organisations to run creative and innovative activities to engage community members during COVID-19 restrictions, whilst adhering to the stay at home directives and social distancing requirements.</p>
<p><b>Technology Access and Support (up to \$1,000 per application).</b> To support individuals with limited skills or equipment/technology to access education, community connections or employment due to COVID-19 restrictions. This could include funding requests for the purchase of iPads, laptops, internet dongle (or temporary plan upgrade), or purchase of microphone and headset for better quality communications.</p>

These were created to combat the issues that the community were facing, as perceived at the time. Given how quickly the situation was developing at the time of launch, the program has serviced the community well. With hindsight, the category intentions remain valid, but there were lessons for the delivery of the program.

**2. Application process**

Applications opened on 17 April 2020, and were to remain open until 28 August or until funds were exhausted. Applications were rapidly received within days of opening.

*Applications received by category:*

<b>Individual Grants</b>	<b>Applications received</b>	<b>Applications awarded</b>	<b>Funds Distributed</b>
Technology Access & Support	528	175	\$164,290
Arts Activation	11	5	\$13,500
<b>Groups/Organisational Grants</b>			
Community Adaptation & Participation	19	10	\$13,394
Community Connections & Partnership	14	9	\$178,650
<b>TOTALS</b>	<b>572</b>	<b>199</b>	<b>\$369,834</b>

As you can see from the above table, of the four Program categories, the response to Technology Access and Support Grant was the highest. The Technology Access and Support Grant aimed at supporting individuals that did not have access to a device and/or internet. The high response created several impacts on the program. Processing of grants was slower than the predicted three-week turnaround, primarily due to the following factors:

- Most applicants were unfamiliar with grants processes, many applications were ineligible when first submitted. Officers contacted all applicants to request they provide base level of documentation to be eligible. Many applicants required multiple contacts. Of the 528 applications received, 149 were ultimately deemed ineligible.
- Processing of grants was further delayed due to the volume of applications to be assessed by the Year-Round Councillor Assessment Panel (three Councillors and Manager, Community Strengthening all assessed every application).
- Accordingly, forecasting was difficult due to a lack of precedent to assume approval rates, number of unsubmitted applications calculated in the forecasted spend, and the influx of applications that were later deemed ineligible. Final grant distribution was \$369,834.
- Given the inexperience of many applicants, the acquittal process was relatively smooth, with the majority of grants being successfully closed off within 1-2 months of being paid.

### **3. Further observations - Technology Access and Support Grant**

The initial intention of the Technology grant was to support people who may suffer from social isolation or have lost employment due to the pandemic. However, circumstances changed shortly after the launch of the program, with schools turning to online learning. This meant many applicants were parents of school-aged children.

Officers contacted the Department of Education, eventually being provided with information regarding their loan program, which alleviated Council's own need for support, however there is still a genuine need in some cohorts within the community for stronger digital access (the price of maintaining internet service is a significant burden for people with low-incomes).

Council negotiated with ENABLE Social Enterprise, a local organisation that recycle and refurbish digital equipment to supply second hand devices at a low cost. Uptake for this was not as high as Officers hoped, however ENABLE also provided support via the Multicultural Community Support Fund, offering high quality equipment to three community groups through that program.

**Attachment Three****2021 Community Grants Program Analysis****1. Application summary**

- 1.1. The 2021 program funded 113 groups, which was 28 down on the previous year.
- 1.2. Changes to categories for the 2021 program clarified the difference between Operational (including equipment) and Participation grants; resulting in 12 grant applications recategorized which is a significant reduction from the 22 applications recategorized the previous year.
- 1.3. Eight groups were first-time applicants as opposed to 21 the previous year.
- 1.4. Most projects align with two key Council Themes; A Healthy and Safe Community (34%) and A Culturally Vibrant Community (44%), although it's worth noting that 12% of groups chose multiple themes.
- 1.5. 77% have more than one income type, with the majority reporting financial support received through other grants, membership fees and general fundraising activities.
- 1.6. 66 Groups received some form of existing support from Council with 59 groups being grant recipients in 2019 and 2020 programs.
- 1.7. 4 groups had received two grants (an Annual and a Year-Round). 18 groups received more than one form of support (for example, a Grant and a facility discount).
- 1.8. Overall, the success rate for applicants funded for 2021 is 92% compared with 85% for 2020. All successful applicants this year received the full funding request whereas 2020 program resulted in 53% of applicants receiving the full ask.

**2. Survey Results**

- 2.1. Applicants were invited to complete a short survey assessing the Community grant process.
- 2.2. 60 applicants undertook the survey and were overwhelmingly positive. Combined scores strongly agree or disagree resulted in:
- 2.3. 93.5% of 2021 respondents thought it was “clear which grant suited my community group.” This is an improvement on 2020's response of 88.8%.
- 2.4. 91.5% thought the “grant categories were clearly written so we knew which one to select”, up from 87.5% in 2020.
- 2.5. 90.9% found “the written grant guidelines were helpful” in 2021, compared to 82.5% in 2020, showing a strong improvement.
- 2.6. Only 6.5% of respondents thought the support provided by Community Strengthening team members was not helpful. When looking at comments, this may have been because people were unaware that support was available.

**3. COVID-19 Impacts on Annual Community Grant Program**

- 3.1. Between April 15 and 31 August 2020, the Grants team processed 680 grants (572 COVID-19 Grants, 100 Annual Grants and 8 Year-Round applications). For context, last year Council received a total of 189 applications for the entire year. This represents a 260% increase in grant applications processed. The Community Grants Officer was supported with redeployed staff between April and November 2020.
- 3.2. This created a number of impacts and the Grants team received a high number of enquires relating to the challenges of groups applying for 2021 program including:
- 3.3. Timing and submissions – The 2021 grant rounds were open across the first lockdown
- 3.4. The usual Grant Writing Workshops and Information Sessions were unable to take place at short notice; Council organised a Facebook live event, which was one of the first for Council.
- 3.5. 12 people listed as interested or going to the event with 26 participating on the night.
- 3.6. There were over 100 comments and 8 reactions and 23 shares by people
- 3.7. In speaking with Officers, many groups found it difficult to plan for 2021 while they were busy cancelling 2020 activities, and therefore were hesitant to apply. Some groups seemed to confuse the program with more immediate funding.
- 3.8. Officers did investigate extending application timelines, however this was made difficult by Council elections and caretaker period – if applications had stayed open longer, grants would not have been approved until December 2020 at the earliest, meaning contracting etc would not have begun until January 2021, after the funding period was due to start.
- 3.9. Acquittals – As many groups' plans were significantly impacted by restrictions, the 2020 Acquittals process has been more complex than previous years. Officers have negotiated variations and extensions for 17 groups (extension until 31 March) It is worth noting that successful applicants in the 2021 program cannot be paid until 2020 grants are acquitted.
- 3.10. 18 groups have opted to return 2020 funding as they have been unable to deliver their projects (of which, 6 were partial-funding only).



**4. Other Observations**

- 4.1. Affordability and access to venues has been raised as an issue by community groups. The Facilities team are currently reviewing the affordability/costs and exploring actions to increase facility utilisation. A report is due to be presented to Council in June 2021.
  
- 4.2. SmartyGrants remains an English-only system and requires multi-lingual communication tools and training to support greater access.

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<b>REPORT NO:</b>	GE519
<b>REPORT TITLE:</b>	Approved Contracts Report 1 January 2021 - 31 March 2021
<b>SOURCE:</b>	Fadi Srour, Chief Financial Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC04/13
<b>POLICY:</b>	Procurement Policy
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENTS:</b>	Nil

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**1. SUMMARY OF REPORT:**

This report provides Council with a summary of contracts approved by Council and contracts and extensions approved by the Chief Executive Officer (CEO) and Directors under delegated authority for the period 1 January 2021 – 31 March 2021.

**2. RECOMMENDATION:**

**That the report be noted.**

**3. LEGISLATIVE POWERS:**

3.1 Legislative Powers to enter contracts are contained in section 186 of the *Local Government Act 1989*.

3.2 *Local Government Act 2020* – Section 11 – Council is given the power to delegate any of its powers, duties, and functions, other than for stipulated exceptions, under the Act as specified in section 9 of this report.

**4. FINANCIAL IMPLICATIONS:**

All approved contracts listed in this report have been provided for in Council's Annual Budget and for multi-year contracts in the Strategic Resource Plan.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability implications in respect to this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change adaptation considerations in this report.

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

There is no charter of human rights application in respect to this report.

**8. COMMUNITY CONSULTATION:**

Not applicable.

**9. DISCUSSION:**

9.1 Contracts approved under delegated authority by the Chief Executive Officer.

9.1.1 Council has, via an Instrument of Delegation, delegated to the CEO, the power to enter contracts up to a value of \$500,000.

**REPORT NO: GE519 (cont.)**

9.1.2 For the period 1 January 2021 – 31 March 2021, the CEO approved the following contracts up to the value of \$500,000.

<b>Contract No.</b>	<b>Description</b>	<b>Awarded Supplier</b>	<b>Date Approved</b>
30 20 3164	Craigieburn Golf Course Redevelopment	Global Turf Projects Pty Ltd	8/01/2021
30 20 3170	Library Management System (MAV Procurement Contract LMS4323 - Integrated Library Management System)	SirsiDynix Pty Ltd and Public Libraries Victoria	22/01/2021
30 20 3176	Supply and Installation of Perimeter Fence incl. Car Park fence at Aston Active Open Space (AOS), Craigieburn	Prowire Fencing Group Pty Ltd t/as Melbourne Chain Wire Fencing	17/02/2021
30 20 3168	Reginald Court, Broadmeadows - Road Reconstruction	Presta Construction Group Pty Ltd	23/03/2021

9.2 Contracts approved under delegated authority by Directors.

9.2.1 Council's Procurement Policy provides for Directors to authorise contracts up to the value of \$100,000.

9.2.2 For the period 1 January 2021 – 31 March 2021, Directors approved the following contracts up to the value of \$100,000.

<b>Contract No.</b>	<b>Description</b>	<b>Awarded Supplier</b>	<b>Date Approved</b>
30 20 3180	Sportsfield Consultant - Bridges Recreation Reserve, Craigieburn	Hill and Canning Consulting Engineers Pty Ltd t/as SPORTENG	4/01/2021
30 20 3187	Quantity Surveying Services for Bridges Recreation Reserve	Slattery Australia Pty Ltd	13/01/2021
30 20 3172	Concrete and Installation of Synthetic Matting for the Construction of Cricket Nets at Gibb Reserve, Dallas	Sancon Concrete & Civil Constructions Pty Ltd	25/03/2021
30 20 3173	Supply and Installation of Cricket Net Fencing at Gibb Reserve, Dallas	Supreme Wire Fence and Gate (Aust) Pty Ltd	25/03/2021

9.3 Contract extensions approved under delegated authority by Directors.

9.3.1 For the period 1 January 2021 – 31 March 2021, the following contract extensions were approved by Directors for contracts approved by Council which had the approval of contract extensions delegated to Directors for review and approval.

<b>Contract No.</b>	<b>Description</b>	<b>Awarded Supplier</b>	<b>Date Extension Approved</b>
30 17 2772	Provision of Sprayed Bituminous Surfacing for Road Maintenance Works	Primal Surfacing Pty Ltd	4/01/2021
30 16 2625	Provision of Asphalt Surfacing - Road Maintenance Works	Downer EDI Works Pty Ltd	4/01/2021
30 16 2652	Environmental Auditing Service	Environmental Resources Management Australia Pty Ltd	10/02/2021
30 19 2988	Insurance Brokering and Risk Management Services	AON Risk Solutions	11/03/2021
30 17 2750	Provision of Corporate Apparel and Protective Uniforms	Stay Safe Pty Ltd	15/03/2021

**REPORT NO: GE519 (cont.)**

<b>Contract No.</b>	<b>Description</b>	<b>Awarded Supplier</b>	<b>Date Extension Approved</b>
30 17 2750	Provision of Corporate Apparel and Protective Uniforms	Northern Workwear and Safety	15/03/2021
30 17 2750	Provision of Corporate Apparel and Protective Uniforms	Safeman Australia	15/03/2021
30 17 2750	Provision of Corporate Apparel and Protective Uniforms	Jon Monsir Uniforms	15/03/2021

**9.4 Contracts approved by Council.**

9.4.1 Council approved the following contracts over \$500,000 for the period 1 January 2021 – 31 March 2021.

<b>Contract No.</b>	<b>Description</b>	<b>Awarded Supplier</b>	<b>Date Approved</b>
30 20 3169	Wildwood Road South, Wildwood - Road Rehabilitation and Widening	Newearth Constructions Pty Ltd	8/02/2021
30 20 3185	Boardman Reserve Pavilion Upgrades	Harris HMC Interiors (VIC) Pty Ltd	9/03/2021

**10. CONCLUSION:**

This report summarises contracts and extensions approved either by Council or under delegation by the CEO or a Director for the period 1 January 2021 – 31 March 2021. The report ensures transparency of reporting in line with Council's commitment to open and transparent governance.

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<b>REPORT NO:</b>	GE520
<b>REPORT TITLE:</b>	Quarterly Budget Report - March 2021
<b>SOURCE:</b>	Fadi Srour, Chief Financial Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC19/898
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Quarterly Budget Report</i>

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**1. SUMMARY OF REPORT:**

The quarterly budget report provides information to the community and stakeholders on the financial performance and position of Council as at 31 March 2021, as required on a quarterly basis under section 97 – Quarterly budget report of the *Local Government Act, 2020*.

**2. RECOMMENDATION:**

**That the quarterly budget report for the nine months ended 31 March 2021 be received and noted.**

**3. FINANCIAL IMPLICATIONS:**

3.1 The financial statements consist of three main reports:

1. the Income Statement including explanation of material variances
2. the Balance Sheet
3. the Statement of Cash Flows

3.2 Two additional reports have also been included that show the level of payments that Council makes directly to businesses, community groups, individuals and employees within Hume.

3.3 From a governance and accountability perspective, the quarterly budget reports include key financial data with commentary on variance analysis. The reporting of this key financial data on a quarterly and annual basis adds to the commitment Council has made to govern in an open manner and be accountable to residents for the management of resources and funding.

**4. DISCUSSION:**

Key Financial Information

4.1 Income Statement (Attachment 1)

4.1.1 The Income Statement measures how well Council has performed from an operating or recurrent nature. It reports revenue and expenditure from the activities and functions undertaken with the net effect being the resulting surplus figure.

4.1.2 Attachment 1 identifies that Council has generated \$317.61m in revenue and \$207.31m in expenses. This has resulted in a surplus of \$110.3m which is \$14.91m above budget for the nine months ended 31 March 2021. This favourable variance is largely due to staff vacancies in Council which has been partly offset by an increase in agency staff costs which are used to backfill vacant positions.

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4.1.3 Council's Revenue Base

- (a) The majority of Council's revenue is derived from rates and charges. During the financial year ended 30 June 2020, rates income was \$194m. This equated to 41.1% of Council's total revenue of \$471.9m.
- (b) For the nine months ended 31 March 2021, rates revenue was \$155.78m which equates to 49% of total revenue. Therefore, Council continues to be reliant on its rates revenue as a major source of income.

4.1.4 For the nine months ended 31 March 2021, the major items of revenue earned by Council include:

(a) Rates and charges	\$ 155.8m
(b) Contributions - non-monetary	\$ 77.4m
(c) Grants – operating	\$ 41.5m
(d) User fees	\$ 11.4m
(e) Contributions - monetary	\$ 8.3m
(f) Statutory fees	\$ 8.3m

4.1.5 Council's Expense Base

- (a) The majority of Council's expenses relates to employee benefits. During the financial year ended 30 June 2020, employee benefits were \$114.5m. This equated to 41.3% of Council's total expenses of \$277.2m.
- (b) For the nine months ended 31 March 2021, employee benefits were \$88.7m which equates to 42.8% of total expenditure.

4.1.6 For the nine months ended 31 March 2021, the major items of expenditure incurred by Council include:

(a) Employee costs	\$ 88.7m
(b) Materials and services	\$ 61.15m
(c) Depreciation and amortisation	\$ 41.24m

4.2 Balance Sheet (Attachment 2)

4.2.1 The Balance Sheet is a statement at a point in time which shows all the resources controlled by Council and the obligations of Council. The aim of the Balance Sheet is to summarise the information contained in the accounting records relating to assets, liabilities and equity in a clear and intelligible form.

4.2.2 The major item on the Balance Sheet consists of property, infrastructure, plant and equipment. These fixed assets made up 90% of Council's total asset base in 2019/20 (\$3.86b of total assets of \$4.3b). As at 31 March 2021, fixed assets made up 90.1% of Council's total asset base (\$3.9b of total assets of \$4.41b).

4.2.3 The impact of sound financial management can be seen in the ratepayer equity of \$4.32b which reflects the strong financial position of Council. The information contained within the Balance Sheet also demonstrates that liquidity is strong as demonstrated by the favourable cash balance. Council's assets are increasing, which is largely due to developer contributed assets and a substantial capital works program. All these factors have led to favourable key ratios as identified in this report.

4.3 Statement of Cash Flow (Attachment 3)

4.3.1 The Statement of Cash Flows shows what was actually received and paid by Council, not what was owed or what was recorded. This is largely why it is



**REPORT NO: GE520 (cont.)**

different to the Income Statement which shows what income was raised and payments incurred during the same period.

4.3.2 For example, Council may make a purchase of some goods/services today but may not make payment for those goods/services for another 30 days (in accordance with Council's credit terms). However, as the goods/services have already been provided, the accounting standards require that the cost of these goods/services be recorded in the Income Statement as soon as they have been provided.

4.3.3 Another reason for the difference between the surplus figure reported in the Income Statement and the Cash Flow Statement is the Depreciation and Amortisation recorded as expense, \$41.24m at 31 March 2021, (in the Income Statement) with no resulting cash payments.

4.3.4 For the nine months ended 31 March 2021, Council's cash position was \$327.97m which is \$90.5m favourable to budget. This is largely due to commencing the year with a higher than expected cash balance primarily as a result of a larger than expected carried forward in the capital works program, less capital works expenditure in the first half year impacted by COVID-19 stage 4 restrictions and a favourable operating result.

**4.4 Buying Local (Attachment 4)**

4.4.1 The Buying Local report highlights the level of payments made by Council to businesses, community groups and individuals within the municipality. The report includes payments for grants and contributions, materials and services, building and utility costs and contractor and other services. For the nine months ended 31 March 2021, Council made payments to local suppliers totalling \$12.31m. Significantly, the level of local expenditure as a proportion of Council's total expenditure (including capital works) was 14.3% as at 31 March 2021.

4.4.2 It should be noted that the report only includes payments to suppliers whose mailing address is listed within Hume. Therefore, there is the possibility that the level of payments made to local suppliers is in fact, higher.

**4.5 Employees Residing within Hume (Attachment 5)**

4.5.1 The Employees Residing within Hume report highlights the level of salaries paid to employees who reside within Hume as well as the number of employees who reside within Hume.

4.5.2 For the nine months ended 31 March 2021, Council paid salaries to employees residing within Hume totalling \$35.6m, representing 40% of total employee benefits. In addition, for the nine months ended 31 March 2021, there were 969 employees residing within Hume representing 60.9% of total employees.

**4.6 Financial Ratios**

The following financial ratios are required to be included in Council's financial report at year-end. Although their value may be limited as key financial indicators, they do provide information on trends.

REPORT NO: GE520 (cont.)

Ratios	Nine months to 31- Mar-21 2020/21	Nine months to 31-Mar-20 2019/20	Twelve months to 30-Jun-20 2019/20
<p><b><u>Debt Servicing Ratio (Target &lt; 3%)</u></b></p> <p>This ratio measures the extent to which long-term debt is impacting on the annual total income of Council and identifies the capacity of Council to service outstanding debt. The ratio expresses the amount of interest paid as a percentage of Council's total revenue. (The lower the ratio the better).</p>	0.00%	0.00%	0.00%
<p><b><u>Debt Commitment Ratio (Target &lt; 15%)</u></b></p> <p>This ratio identifies Council's debt redemption strategy and expresses the percentage of rate revenue utilised to pay interest and redeem debt principal. (The lower the ratio the better).</p>	0.17%	0.18%	0.18%
<p><b><u>Revenue Ratio (Target 65% - 70%)</u></b></p> <p>This ratio identifies Council's reliance on rates as a source of income. (The lower the ratio the better).</p>	49.05%	46.68%	41.11%
<p><b><u>Debt Exposure Ratio</u></b></p> <p>This ratio identifies Council's exposure to debt and expresses the total indebtedness to total realisable assets. (The lower the ratio the better).</p>	4.90%	4.74%	6.41%
<p><b><u>Working Capital Ratio (Target 100% - 150%)</u></b></p> <p>This ratio identifies Council's ability to meet current liabilities and enables an assessment of Council's liquidity and solvency. The ratio compares the current assets to current liabilities. (The higher the ratio the better).</p>	701.60%	877.69%	496.02%

4.1 Revised budget statement

- 4.1.1 As required under section 97(3) – Quarterly budget report of the Local Government Act, 2020, the Chief Executive Officer is required to include a statement as to whether a revised budget is, or may be, required.
- 4.1.2 As at 31 March 2021 the Chief Executive Officer is of the opinion that no revision to the budget is required. Council will continue to monitor revenue and expenditure to determine if a revision is required.

5. CONCLUSION:

The quarterly budget report has been prepared on an accrual basis and in accordance with accounting practices, including an Income Statement, Balance Sheet and Statement of Cash Flows. Council's financial performance is ahead of expectations.

**Attachment 1**

**INCOME STATEMENT**

For the nine months ended 31 March 2021

		Nine months to 31/03/2021 ACTUAL 2020/21 \$'000	Nine months to 31/03/2021 BUDGET 2020/21 \$'000	Nine months to 31/03/2021 VARIANCE 2020/21 \$'000	Nine months to 31/03/2021 VARIANCE 2020/21 %	Twelve months to 30/06/2020 ACTUAL 2019/20 \$'000
	Ref					
<b>Income</b>						
Rates and charges	1	155,781	153,338	2,443	2%	194,002
Statutory fees and fines	2	8,349	10,712	(2,363)	(22%)	14,285
User fees	3	11,359	16,336	(4,977)	(30%)	23,036
Grants - operating	4	41,470	36,954	4,516	12%	48,605
Property rental		1,866	1,856	10	1%	1,963
Interest and other income	5	2,329	1,790	539	30%	5,235
<b>Total income</b>		<b>221,154</b>	<b>220,986</b>	<b>168</b>	<b>0%</b>	<b>287,126</b>
<b>Expenses</b>						
Employee costs	6	88,695	100,653	11,958	12%	114,495
Materials and services	7	61,147	65,829	4,682	7%	81,877
Utility costs	8	4,685	5,215	530	10%	6,490
Bad and doubtful debts	9	422	-	(422)	(100%)	637
Depreciation and amortisation	10	41,240	39,290	(1,950)	(5%)	51,298
Finance costs		25	29	4	14%	821
Other expenses	11	4,627	5,895	1,268	22%	7,358
<b>Total expenses</b>		<b>200,841</b>	<b>216,911</b>	<b>16,070</b>	<b>7%</b>	<b>262,976</b>
<b>Underlying surplus</b>		<b>20,313</b>	<b>4,075</b>	<b>16,238</b>	<b>398%</b>	<b>24,150</b>
<b>Less</b>						
Capital works expensed		-	-	-	-	3,605
Assets renewed	12	2,885	-	(2,885)	(100%)	6,903
Loss on disposal of financial assets		-	-	-	-	310
Reimbursements to developers for WIK/LIK	13	3,584	5,262	1,678	32%	3,401
<b>Add</b>						
Net gain on disposal of property, plant, equipment and infrastructure	14	5,497	2,625	2,872	109%	56
Net gain on property development		-	-	-	-	26
Fair value adjustments for investment property		-	-	-	-	2,971
Contributions - non-monetary	15	77,414	78,425	(1,011)	(1%)	162,141
Contributions - monetary	16	8,323	7,438	885	12%	15,494
Grants - capital	17	5,226	8,092	(2,866)	(35%)	4,080
<b>Surplus for the year</b>		<b>110,304</b>	<b>95,393</b>	<b>14,911</b>	<b>16%</b>	<b>194,698</b>
<b>Other comprehensive income</b>						
Net asset revaluation increment		29,406	120	29,286	24405%	200,272
<b>Comprehensive result</b>		<b>139,710</b>	<b>95,513</b>	<b>44,197</b>	<b>46%</b>	<b>394,971</b>

**Attachment 1 (cont.)**

**INCOME STATEMENT**

**For the nine months ended 31 March 2021**

**Explanation of material variations (YTD Actual versus YTD Budget)**

<b>Item</b>	<b>Ref</b>	<b>Explanation</b>
Rates and charges	1	\$2.4m favourable to budget predominantly due to favourable supplementary rate revenue.
Statutory fees and fines	2	\$2.4m unfavourable to budget predominantly due to the contraction of activities due to the COVID-19 pandemic; setting discretionary penalties for parking infringements at the minimum for 2020/21 and a slowdown in subdivisional activity, \$660k.
User fees	3	\$5.0m unfavourable to budget predominantly due to the contraction of activities due to the COVID-19 pandemic; Leisure Services, \$2.4m and Community Facilities Hire \$0.5m. Family & Children Services income was also \$2.2m unfavourable mainly due to not raising invoices for term 3 and 4 fees as this was funded by the Department of Education and Training (in form of a subsidy), lost income in the gap fees in Long Day Care (LDC) due to stage 4 restrictions and residual low utilisation resulting from COVID-19.
Grants - operating	4	\$4.5m favourable to budget predominantly due to the additional funding received in Family and Children's Services where a subsidy was received in lieu of user fees, \$2.2m Long Day Care (LDC), \$770k and Home care packages, \$309k, unbudgeted grant income received for outdoor dining project, \$500k, Community revitalisation project \$420k, and 'Culturally and Linguistically Diverse' (CALD) Communities Taskforce, \$350k.
Interest and other income	5	\$0.5m favorable primarily due to a \$1.1m accounting entry relating to the recognition of future employee benefits at their net present value (the accounting standards require the effect of movements in interest rates and inflation rates to be shown as either financing income or financing costs depending on which way they move), offset by lower than expected interest income on term deposits of \$0.6m.
Employee costs	6	\$12.0m favourable to budget predominantly due to staff vacancies (128 EFT) and the COVID-19 impact on the forced shutdown of Council non-essential services. This is partially offset by an unfavourable variance in agency staff of \$3.3m.
Materials and services	7	\$4.7m favourable to budget predominantly due to reduction in contractor expenses in Parks, \$2.2m and Local Laws \$765k as a result of the COVID-19 pandemic. Also contributing are favourable variances in the timing of waste related costs of \$2.4m, supplies and consumables of \$1.5m and fleet maintenance \$0.5m. This is partially offset by an unfavourable variance in agency staff of \$3.3m.
Utility costs	8	\$0.5m favourable to budget predominantly due to not operating Council services and facilities at full capacity as the COVID-19 pandemic caused the temporary shutdown of some services.
Bad and doubtful debts	9	\$0.4m unfavourable to budget including Local Laws \$224k and Statutory Planning and Building infringements \$123k as Council does not budget for bad debts.
Depreciation and amortisation	10	\$2m unfavourable to budget predominantly due to the increase in the value of infrastructure assets from the 2019/20 revaluation resulting in higher depreciation in 2020/21.
Other expenses	11	\$1.3 favourable primarily due to the timing of the COVID-19 Recovery and Reactivation Plan.
Assets renewed	12	\$2.9m unfavourable to budget as Council does not budget for assets renewed through the capital works program.
Reimbursements to developers for WIK/LIK	13	\$1.7m favourable variance relates to the timing of reimbursements to developers funded from Council's Developer Infrastructure Levy reserves. Council has received cash contributions from other developers to fund this reimbursement.
Net gain on disposal of property, plant, equipment and infrastructure	14	\$2.9m favourable to budget predominantly due to the disposal of a major road reserve along Craigieburn Rd to VicRoads as part of the Craigieburn Road duplication.
Contributions - non-monetary	15	\$1m unfavourable to budget predominantly due to the slowdown in subdivisional activity due to COVID-19.
Contributions - monetary	16	\$0.9m favourable to budget predominantly due to unbudgeted developer cash contributions as a result of a delay in finalising 'works-in-kind' agreements in Greenvale Central North and Lockerbie PSP precincts.
Grants - capital	17	\$2.9m unfavourable to budget predominantly due to the timing of a number of grants which will not be received in 2020/21 due to delays in project delivery. Examples include, Eric Boardman Reserve upgrade, Jacksons Creek Regional Park and Merri Creek Regional Park.

**Attachment 2**

**BALANCE SHEET**

As at 31 March 2021

	Nine months to 31/03/2021 ACTUAL 2020/21 \$'000	Nine months to 31/03/2020 ACTUAL 2019/20 \$'000	Twelve months to 30/06/2020 ACTUAL 2019/20 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	222,687	111,976	215,466
Other financial assets	105,278	195,369	110,478
Trade and other receivables	45,717	23,874	33,315
Non-current assets classified as held for sale	890	-	2,778
Other assets	141	164	1,603
<b>Total current assets</b>	<b>374,713</b>	<b>331,382</b>	<b>363,640</b>
<b>Non-current assets</b>			
Trade and other receivables	80	81	81
Property, plant, equipment and infrastructure	3,969,970	3,730,541	3,864,849
Right-of-use assets	613	885	770
Investment property	45,159	45,566	46,622
Intangible assets	16,640	18,163	16,640
Equity Investment	-	310	-
<b>Total non-current assets</b>	<b>4,032,462</b>	<b>3,795,546</b>	<b>3,928,962</b>
<b>Total assets</b>	<b>4,407,175</b>	<b>4,126,928</b>	<b>4,292,602</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	14,848	4,938	37,427
Trust funds and deposits	5,035	1,319	3,060
Provisions	33,267	31,503	32,505
Lease liabilities	259	301	320
<b>Total current liabilities</b>	<b>53,409</b>	<b>38,061</b>	<b>73,312</b>
<b>Non-current liabilities</b>			
Trust funds and deposits	5,297	9,373	9,781
Provisions	32,112	32,146	32,001
Lease liabilities	373	573	464
<b>Total non-current liabilities</b>	<b>37,782</b>	<b>42,093</b>	<b>42,246</b>
<b>Total liabilities</b>	<b>91,191</b>	<b>80,156</b>	<b>115,558</b>
<b>Net assets</b>	<b>4,315,984</b>	<b>4,046,776</b>	<b>4,177,044</b>
<b>Equity</b>			
Accumulated surplus	2,171,743	2,009,024	2,055,292
Asset revaluation reserve	1,994,880	1,898,903	1,965,474
Other reserves	149,361	138,849	156,278
<b>Total equity</b>	<b>4,315,984</b>	<b>4,046,776</b>	<b>4,177,044</b>

**Attachment 3**

**STATEMENT OF CASH FLOWS**

For the nine months ended 31 March 2021

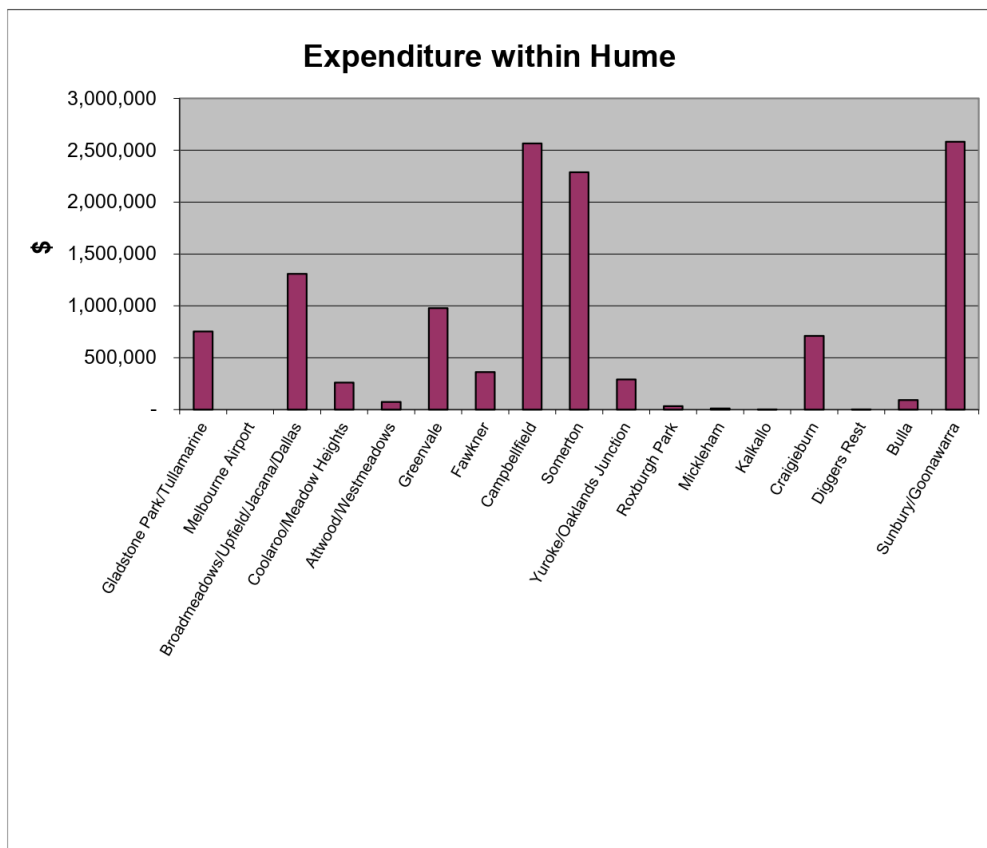
	Nine months to 31/03/2021 ACTUAL 2020/21 \$'000	Nine months to 31/03/2021 BUDGET 2020/21 \$'000	Twelve months to 30/06/2020 ACTUAL 2019/20 \$'000
<b>Cash flows from operating activities</b>			
Rates and charges	141,369	138,926	191,782
Statutory fees and fines	8,138	10,712	13,680
User fees	15,477	20,534	22,309
Grants - operating	41,470	36,954	49,634
Grants - capital	2,934	8,092	8,864
Contributions - monetary	7,759	7,438	14,545
Interest received	1,217	1,543	6,101
Other income	1,932	2,056	2,343
Net trust movement	-	1,069	-
Net GST refund	1,098	-	14,530
DCP equalisation trust	320	812	-
Employee costs	(90,929)	(104,112)	(112,751)
Materials and services	(73,654)	(80,237)	(105,619)
Short-term, low value and variable lease payment	(554)	(705)	(476)
Other payments	(12,342)	(16,918)	(10,257)
DCP equalisation trust payment	(1,759)	(1,415)	-
<b>Net cash provided by operating activities</b>	<b>41,408</b>	<b>23,682</b>	<b>97,901</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant, equipment	(46,940)	(98,726)	(68,045)
Proceeds from sales of property, plant,	7,825	6,920	647
Proceeds from property development	-	-	24
<b>Net cash provided by / (used in) investing activities</b>	<b>(39,115)</b>	<b>(91,806)</b>	<b>(67,374)</b>
<b>Cash flows from financing activities</b>			
Interest paid	(24)	(29)	(39)
Repayment of lease liabilities	(246)	(295)	(303)
<b>Net cash used in financing activities</b>	<b>(271)</b>	<b>(324)</b>	<b>(342)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(271)</b>	<b>(324)</b>	<b>(342)</b>
Cash and cash equivalents at the beginning of the financial year	325,943	305,929	295,758
<b>Cash and cash equivalents at the end</b>	<b>327,965</b>	<b>237,481</b>	<b>325,943</b>

**Attachment 4**

**Buying Local  
 Expenditure by Locality**

As at 31 March 2021

Postcode	Suburb	Amount \$
3043	Gladstone Park/Tullamarine	752,272
3045	Melbourne Airport	-
3047	Broadmeadows/Upfield/Jacana/Dallas	1,308,326
3048	Coolaroo/Meadow Heights	259,409
3049	Attwood/Westmeadows	74,089
3059	Greenvale	977,606
3060	Fawkner	362,473
3061	Campbellfield	2,565,691
3062	Somerton	2,287,603
3063	Yuroke/Oaklands Junction	290,810
3064	Roxburgh Park	32,881
3064	Mickleham	12,031
3064	Kalkallo	449
3064	Craigieburn	710,630
3427	Diggers Rest	972
3428	Bulla	91,423
3429	Sunbury/Goonawarra	2,582,707
<b>Total</b>		<b>12,309,372</b>



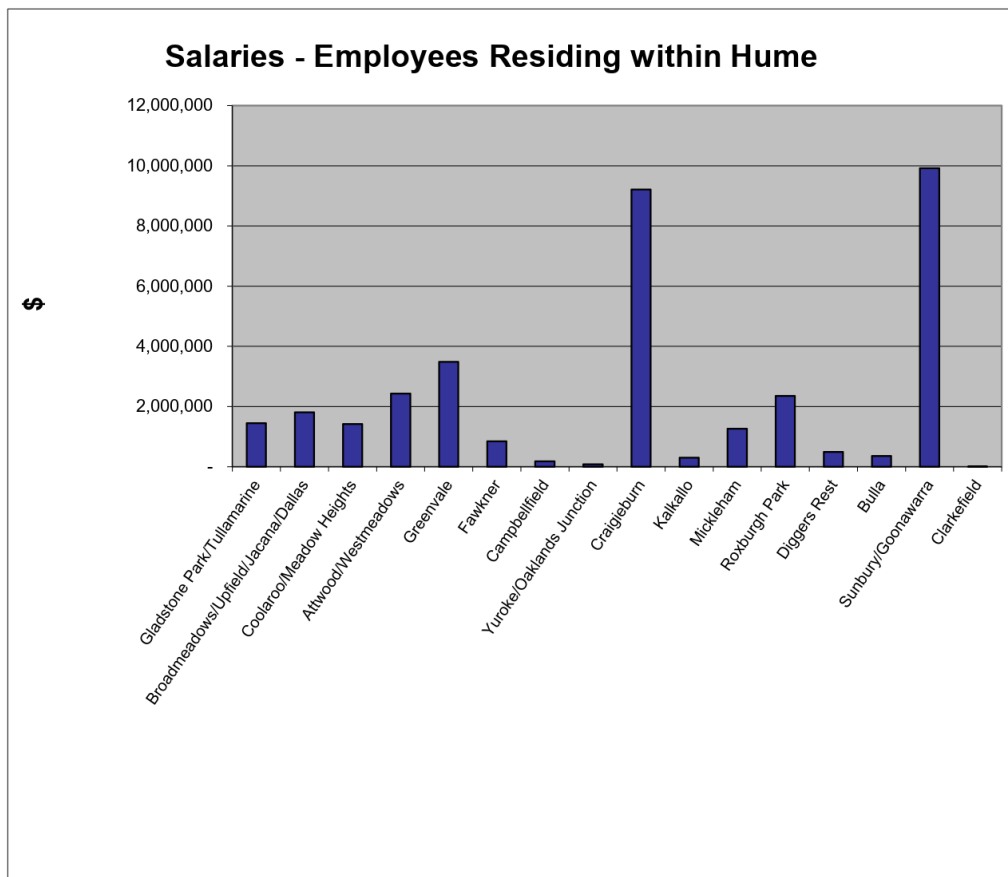
**Attachment 5**

**Employees Residing within Hume**

As at 31 March 2021

Postcode	Suburb	Gross Salaries \$
3043	Gladstone Park/Tullamarine	1,450,601
3047	Broadmeadows/Upfield/Jacana/Dallas	1,806,609
3048	Coolaroo/Meadow Heights	1,422,014
3049	Attwood/Westmeadows	2,432,747
3059	Greenvale	3,489,592
3060	Fawkner	850,069
3061	Campbellfield	178,265
3063	Yuroke/Oaklands Junction	82,732
3064	Craigieburn	9,209,802
3064	Kalkallo	300,857
3064	Mickleham	1,264,406
3064	Roxburgh Park	2,353,642
3427	Diggers Rest	494,394
3428	Bulla	360,121
3429	Sunbury/Goonawarra	9,922,515
3430	Clarkefield	4,448
<b>Total</b>		<b>35,622,814</b>

Total number of employees paid that reside within Hume was 969.





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<b>REPORT NO:</b>	GE521
<b>REPORT TITLE:</b>	Rate Arrears as at 31 March 2021
<b>SOURCE:</b>	Fadi Srour, Chief Financial Officer
<b>DIVISION:</b>	Corporate Services
<b>FILE NO:</b>	HCC05/737
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
<b>ATTACHMENT:</b>	1. <i>Debt Collection Process</i>

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**1. SUMMARY OF REPORT:**

- 1.1 This report provides the current status of rates arrears / (outstanding) as at 31 March 2021.
- 1.2 Up until the COVID-19 Pandemic commenced, a more proactive approach towards the collection of rate arrears had been occurring with all available options of debt recovery being explored.
- 1.3 However, with the onset of the COVID-19 Pandemic, the focus has shifted away from debt recovery with a greater emphasis being placed on debtor management.

**2. RECOMMENDATION:**

**That the Rate Arrears Report as at 31 March 2021 be received and noted.**

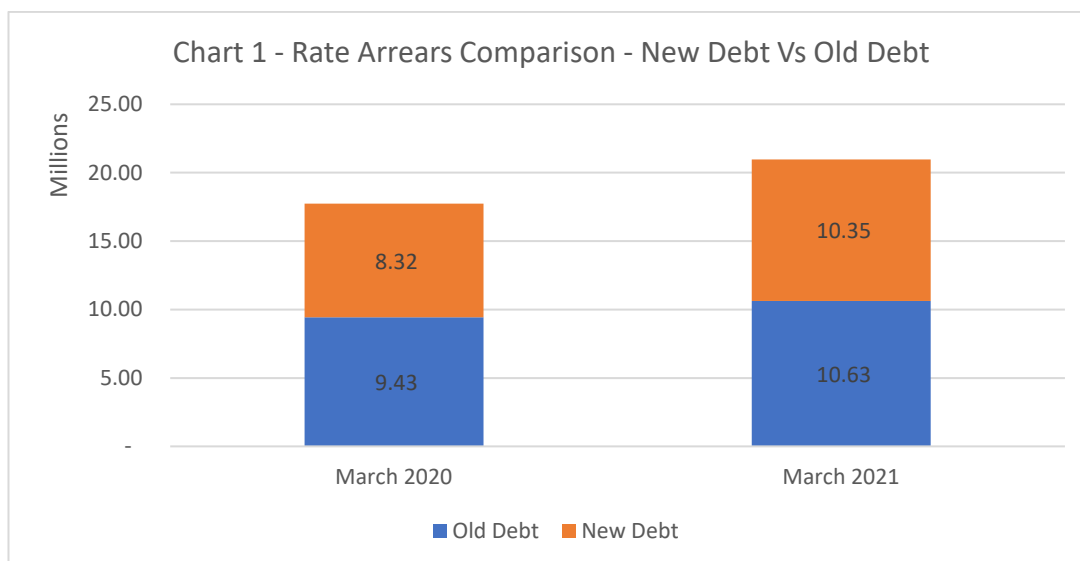
**3. LEGISLATIVE POWERS:**

Rates are raised and payment is required pursuant to the Sections contained in Part 8 of the *Local Government Act 1989* including Section 181 which provides for the sale of rateable properties where rates remain unpaid for more than three years.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 As at 31 March 2021, the total amount of rates outstanding is \$20.98m and is comprised of rates raised in previous years (old debt) of \$10.63m (50.66%) and \$10.35m (49.34%) of rates raised in 2020/21 (new debt).
- 4.2 By way of comparison, as at 31 March 2020, the total amount of rates outstanding was \$17.75m and was comprised of \$9.43m (53.12%) of old debt and \$8.32m (46.88%) of new debt. Refer to Chart 1 below.

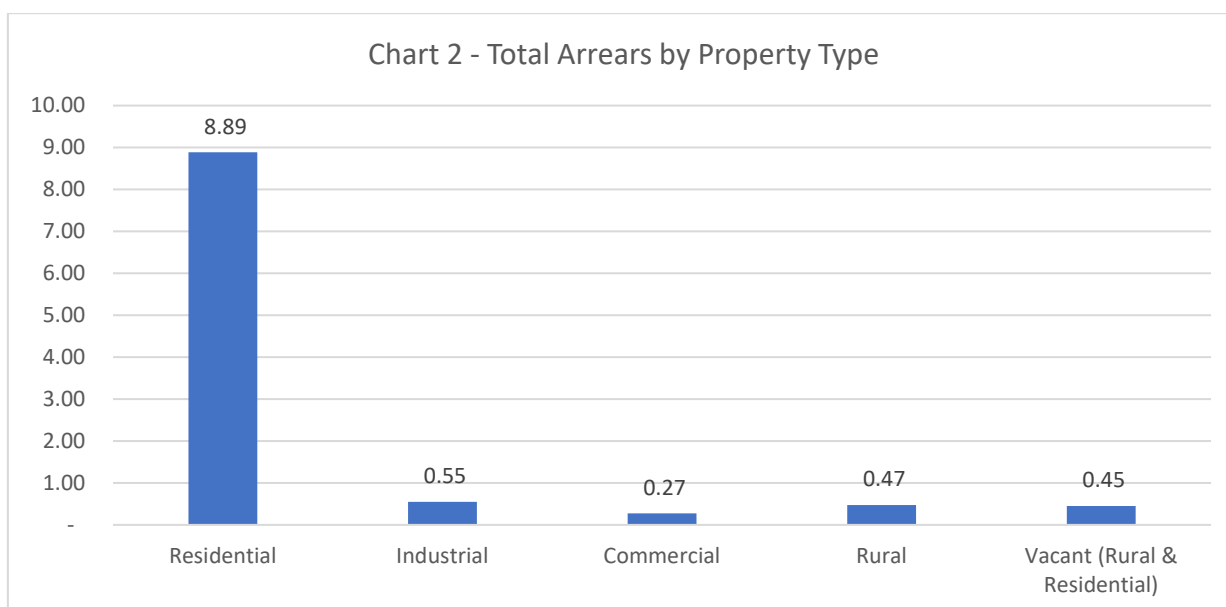
REPORT NO: GE521 (cont.)



4.3 The value of rate arrears as at 31 March 2021 was \$10.63m compared to \$9.43m as at 31 March 2021 (see table 1 below for a more detailed breakdown of the rate arrears).

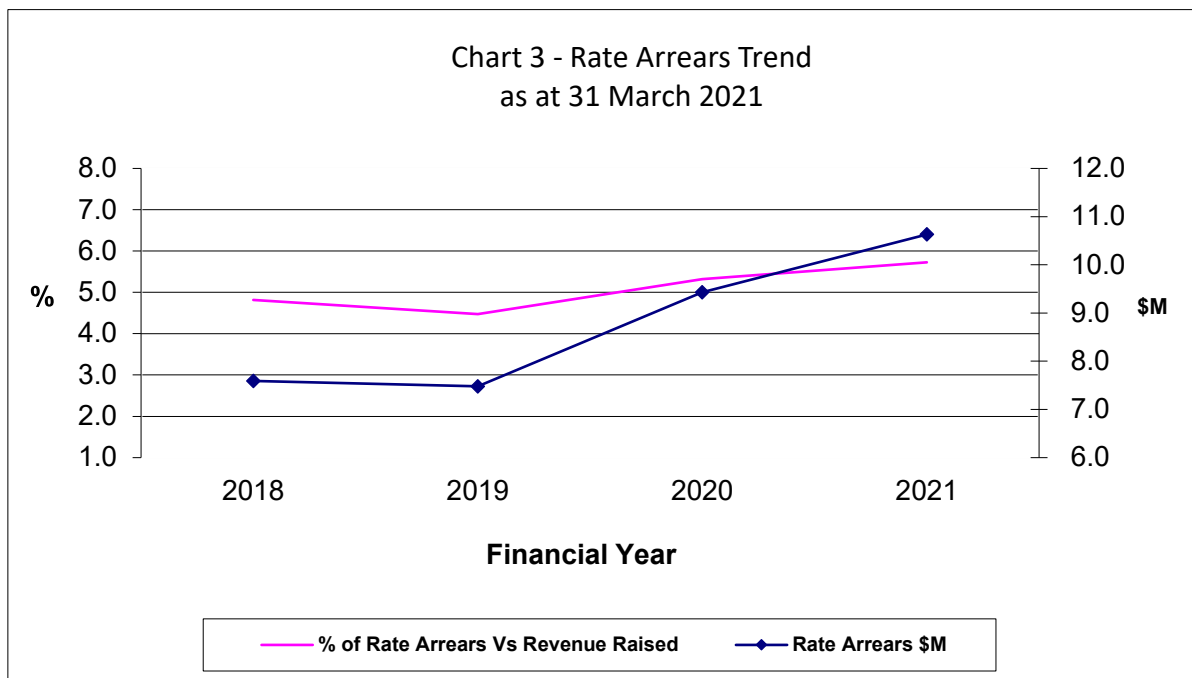
Charge Type	2020/21		2019/20	
	Arrears \$m	% of Total	Arrears \$m	% of Total
General Rates	9.31	87.5	7.97	84.6
Penalty Interest	0.69	6.5	0.85	9.1
Debt Recovery	0.46	4.4	0.43	4.6
Bin Charges	0.17	1.6	0.16	1.7
	10.63	100%	9.43	100%

4.4 Chart 2 – Analysis of the rates arrears by property type. This illustrates the rate arrears by property type.



REPORT NO: GE521 (cont.)

4.5 Chart 3 - The chart below indicates the effect of the COVID-19 Pandemic on the collection of rate arrears compared to previous rating periods as it shows that not only has the value of arrears increased, but so too has the % of rate arrears versus rate revenue raised which was trending lower. A one-time COVID-19 hardship waiver of \$3.1m has been applied to the 2020/21 council rates.



4.6 Of significant impact was the 2,804 COVID-19 arrangement applications received between April 2020 and March 2021, of which 1,273 are still active totalling \$2.69m. Further prominent COVID-19 statistics:

- 4.6.1 A total of 233 applications for financial hardship have been received so far for this quarter.
- 4.6.2 99% of applications were submitted via the website without any contact centre assistance.
- 4.6.3 A total of 26% have opted to defer their rates, 6% adjusted a current arrangement and 68% created a new payment plan.
- 4.6.4 93% of all arrangements end before our recommended end date of 31/05/2021.

4.7 Table 2 and 3 below show that the top five suburbs with active COVID-19 arrangements were Craigieburn (347), Sunbury (153), Mickleham (152), Greenvale (143) and Roxburgh Park (112).

Suburb	No. Arrangements	Total Arrears \$	Average Arrangement \$
Attwood	20	61,832	3,091
Broadmeadows	49	87,322	1,782
Bulla	2	7,036	3,518
Campbellfield	22	117,083	5,321
Coolaroo	14	51,262	3,661
Craigieburn	347	872,185	2,513

REPORT NO: GE521 (cont.)

Dallas	26	32,283	1,241
Diggers Rest	2	30,649	15,324
Fawkner	2	342	171
Gladstone Park	32	53,508	1,672
Greenvale	143	309,757	2,166
Jacana	12	21,207	1,767
Kalkallo	55	66,137	1,202
Meadow Heights	63	128,087	2,033
Mickleham	152	243,032	1,598
Oaklands Junction	3	7,893	2,631
Roxburgh Park	112	220,163	1,965
Somerton	3	14,650	4,883
Sunbury	153	233,133	1,523
Tullamarine	32	63,558	1,986
Westmeadows	24	54,952	2,289
Wildwood	4	14,018	3,504
Yuroke	1	2,710	2,710
	<b>1,273</b>	<b>2,692,808</b>	<b>2,115</b>

Table 3 - COVID-19 Arrangements by Property Type			
Property Type	No. Arrangements	Total Arrears \$	Average Arrangement \$
Residential	1163	1,990,934	1,711
Vacant Land	52	67,338	1,294
Industrial	22	168,280	7,649
Commercial	13	334,881	25,760
Rural House & Land	23	131,374	5,711
	1273	2,692,808	2,115

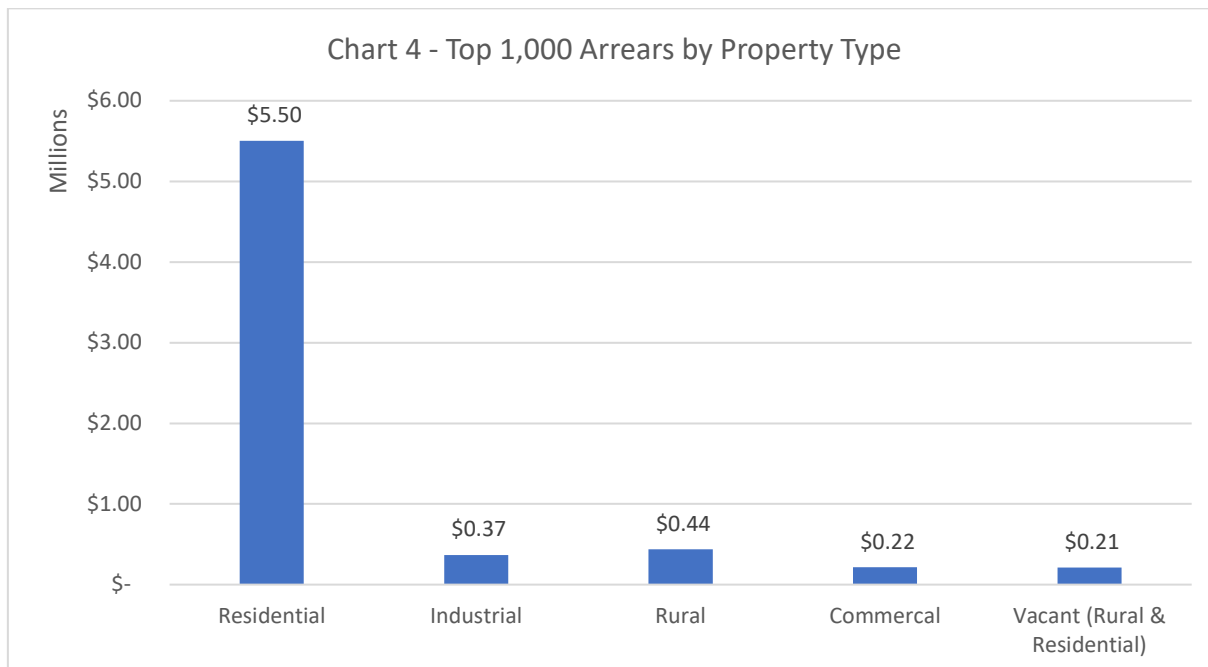
- 4.8 Table 4 and Chart 4 – Analysis of the largest 1,000 debts at 31 December 2020. The largest 1,000 debts represent 32.08% of the total debt and approximately 1% of all rateable properties.

Table 4 – Analysis of Largest 1,000 Debts				
Property Type	Average Capital Improved Value \$	No of Assessments	Average Outstanding \$	Total Outstanding \$
Residential house and land	543,992	886	6,210	5,507,445
Industrial	1,636,525	40	9,161	36,6448
Rural house and land	2,910,571	35	12,465	43,6291
Commercial	7,536,909	11	19,724	21,6966

REPORT NO: GE521 (cont.)

Vacant rural and residential	1,798,750	28	7,603	21,2905
Total		1,000	6,735	6,735,358

*\*this result is not a sum of the values directly above it but rather a simple average of the total outstanding divided by the number of assessments.*



4.9 Previous rate arrears reports have recommended 371 properties to be considered for a rate recovery sale, of these, 307 have since paid in full, 64 properties (\$773,802.72) remain on payment arrangements or have further legal action on hold.

4.10 During the current Pandemic no further action will be taken on those properties previously recommended for sale.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability implications in respect to this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change adaptation implications in respect to this report.

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

The Charter of Human Rights and Responsibility has been considered and the recommendations of this report give no rise to any matters.

**8. COMMUNITY CONSULTATION:**

Not applicable.

**9. DISCUSSION:**

9.1 Reminder final notices and in some cases debt collector letters have been sent to a number of debtors across all categories alerting owners of Council's intention to collect all outstanding balances. These notices also indicate that failure to pay the outstanding balance may result in the commencement of legal proceedings.

9.2 In addition, letters are sent to debtors whose rate arrears are approaching three years alerting them to Council's intention to collect these amounts. This letter also explains to the ratepayer that once rates become outstanding for three years, Council is within its right to sell their property in accordance with Section 181 of the Act.

9.3 Interest is currently not being charged on outstanding debts until after the 30 June 2021.

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- 9.4 There are currently 978 (\$4.25m in arrears) properties with Council's debt collection agency which are at different stages of the debt collection process as follows. Action on these properties is also currently on hold during the Pandemic.

Debt Collection Process – Stage	Number of Properties
Demand Letter	665
Field Call	133
Summons Issued or Served	104
Judgment Entered or Obtained	46
Warrant Issued or Executed	29
Summons for Oral Examination Issued or Complete	1

10. CONCLUSION:

- 10.1 Effective March 2020 Council placed debt collection activities on hold and will not proceed with further collection proceedings until 2021. However, ratepayers are encouraged to enter into payment plans or apply for short term deferments of their rates if they are impacted by COVID-19 or are experiencing financial difficulty.
- 10.2 During the current pandemic the use of electronic communication utilising Webforms have proven pivotal in managing the increased short-term hardship and arrangement applications.
- 10.3 COVID-19 has had a significant impact on Council's ability to collect overdue rates, however by continuing to stay engaged with the community and the initiatives that Council will be undertaking we will continue to ensure that our rate payers are supported during this difficult time.

<b>Debt Collection Process</b>	
<b>Action</b>	<b>Description</b>
Reminder Letter	Issued by the Rates Department and is the first stage of the debt collection process.
Final Demand	Issued by the Rates Department if there is no response to the reminder letter.
Demand Letter	Issued by Australian Receivables Limited (ARL) or Maddocks Lawyers Collections (ML&C) (Debt Collection Agencies) if there is no response to the final demand.
Summons Issued	Complaint is sent to court for issuing
Field Call	A representative of ARL / MLC visits the property outside of office hours in an attempt to make contact with the debtor and make them aware of the situation and request payment or contact with Council.
Rental Demand	If payment or contact has not been made and the property is tenanted, Council may issue a rental demand.
Summons Served	Complaint is served on owners of the property.
Judgment Entered	If payment or contact has not been made, judgement is entered. This will now affect the credit rating of the owner.
Warrant Issued	This is a warrant to seize property. If all above steps have been taken, and no contact or payments have been made, a Sheriff will attend the owner's address and request payment. If the defendant refuses to pay or enter into an arrangement to pay, the Sheriff has the authority to seize certain goods to the value of the demand.
Arrangement	At any of these stages, the ratepayer can ring and organise to pay outstanding Council rates in weekly, fortnightly or monthly instalments. If this arrangement is maintained, further action will not be taken.
Letter to Mortgage	Where a bank has a mortgagee over the property, a letter is sent requesting payment or assistance in settling the debt.
Summons for Oral Examination	Requires a person to attend Court and answer questions about income, assets and debts under oath. An instalment order can be made by the Court to clear the debt.
Section 181 Demand	This section provides for Council with the ability to sell a property at public auction for recovery of rates and charges, certain legal processes must be actioned including but not limited to at least three years unpaid rates, unsuccessful legal action being taken and no current repayment arrangement in place.

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