



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

TUESDAY, 14 JUNE 2022

7.00PM

**HUME GLOBAL LEARNING CENTRE –
CRAIGIEBURN**

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

**Notice of an
ORDINARY COUNCIL MEETING OF THE HUME CITY COUNCIL**
to be held on Tuesday, 14 June 2022
at 7.00PM
at the Hume Global Learning Centre - Craigieburn

To: a: Council	Cr Carly Moore Cr Sam Misho Cr Jarrod Bell Cr Trevor Dance Cr Joseph Haweil Cr Chris Hollow Cr Jodi Jackson Cr Naim Kurt Cr Jack Medcraft Cr Jim Overend Cr Karen Sherry	Mayor Deputy Mayor
b: Officers	Ms Sheena Frost Mr Hector Gaston Ms Fiona Shanks Mr Fadi Srour Mr David Fricke Mr George Osborne	Chief Executive Officer Director City Services & Living Chief People Officer Chief Financial Officer Acting Director Infrastructure and Assets Acting Director City Planning and Places

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 Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City, Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Helen Patsikatheodorou, from the Greek Orthodox community on behalf of the Hume Interfaith Network.

Glory to you who have shown the light.

Glory to God in the highest, and on earth peace, good will to all people.

We praise you, we bless you, we worship you, we glorify you, we give thanks to you for your great glory.

Lord, heavenly King, God the Father Almighty, Lord, the only begotten Son, Jesus Christ, and Holy Spirit.

Lord God, Lamb of God, Son of the Father, you who take away the sin of the world, have mercy upon us, you who take away the sins of the world.

Receive our prayer, you who sit at the right hand of the Father, and have mercy upon us.

*For you only are holy, you are the Lord Jesus Christ, to the glory of God the Father.
Amen*

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**6.1 Summaries of Matters Discussed at Meetings Conducted Under the Auspices of Council - May 2022****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 2 May 2022** – Councillor Briefing Session
 - (b) **Monday 16 May 2022** – Councillor Briefing Session

2. RECOMMENDATION:

- 2.1 **THAT Council notes the Summaries of Matters Discussed at Meetings Conducted Under the Auspices of Council, being for Councillor Briefing Sessions, which were held on Monday 2 May 2022 and Monday 16 May 2022.**



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

MEETING TITLE: COUNCILLOR BRIEFING SESSION

Date of Meeting: 2 May 2022

Time of Meeting: 6:30pm

Place of Meeting: In person Town Hall Broadmeadows Meeting Room 2.01 and Online via Zoom

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

OFFICERS PRESENT	
Ms Sheena Frost	Yes
Mr Hector Gaston	Yes
Ms Fiona Shanks	Yes
Mr Michael Sharp	Yes
Mr Peter Waite	Yes
Mr Fadi Srouf	Yes
Mr Daren Martin	Yes
Mr David Fricke	Yes
Mr Robert Costa	Yes
Mr Andrew Johnson	Yes
Ms Kristen Cherry	Yes
Mr Greg McLaren	Yes
Mr Bruce Fordham	Yes
Ms Katie Byrne	Yes
Guests:	
• Stuart Moseley, CEO – Victorian Planning Authority	Yes
• Tony Marks - VPA	Yes
• Tess Pickering - VPA	Yes

NOTICE OF MEETING

ORDINARY COUNCIL MEETING OF COUNCIL

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
Items for Discussion by exception:				
1	External Presentation: Briefing to Council by the Victorian Planning Authority (VPA) (no documents)			Not Applicable
2	Presentation: Waste and Resource Recovery Strategy			Not Applicable
3	Residential Parking Permit Policy			Not Applicable
4	Quarterly Budget Report – March 2022			Not Applicable
5	Capital Works Report 2021/22 – March 2021 Update			Not Applicable
6	Rates Arrears as at 31 March 2022			Not Applicable
7	Approved Contracts Report 1 January 2022 - 31 March 2022			Not Applicable
8	Draft Jacksons Creek Parklands Plan			Not Applicable
9	2023 Community Grants Program and Annual Review			Not Applicable
10	Hume Entryway Amenity Upgrades			Not Applicable
11	General Business Item (HAW083) Response - Joint Public Liability Insurance Coverage for Non-Profit Hume Groups			Not Applicable
12	Status of General Business Items from Council Meeting of 28 March 2022			Not applicable
Other matters dealt with:				
13	Football Victoria – Budget Proposal Soccer/Cricket			Not applicable
Items not dealt with:				
	Short Term Lease Arrangement at Dallas Shops			Not Applicable
	Updated CEO Employment and Remuneration Policy			Not Applicable

Meeting Closed at: 9:30 PM

RECORDED BY:

Fadi Srour

Acting Director Corporate Services



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

MEETING TITLE: COUNCILLOR BRIEFING SESSION

Date of Meeting: 16 May 2022

Time of Meeting: 6:30pm

Place of Meeting: In person Town Hall Broadmeadows Meeting Room 2.01 and Online via Zoom

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 Carly Moore (Mayor)	Y
Cr Jack Medcraft	Y
Cr Jarrod Bell	Y
Cr Chris Hollow	Y
Cr Jodi Jackson	Y
Cr Naim Kurt	Y
Cr Sam Misho	Y
Cr Joseph Haweil	Y
Cr Jim Overend	Y
Cr Karen Sherry	Y
Cr Trevor Dance	Y

OFFICERS PRESENT	
Ms Sheena Frost	Y
Mr Hector Gaston	Y
Ms Fiona Shanks	Y
Mr Michael Sharp	Y
Mr Peter Waite	Y
Mr Fadi Srouf	Y
Ms Megan Kruger	Y
Ms Kristen Cherry	Y
Mr Andrew Johnson	Y
Mr Joseph Maroun	Y

NOTICE OF MEETING

ORDINARY COUNCIL MEETING OF COUNCIL

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
Items for Discussion by exception:				
1	Council Plan 2021-2025 (2021/22 Actions) Third Quarter Progress Report			Not Applicable
2	MAV Rules Review – Submission Paper			Not Applicable
3	2022 Arts Grants - Allocation to Grant Categories			Not Applicable
4	2022/2023 Event Sponsorship Program – Round 1			Not Applicable
5	Correspondence received from or sent to Government Ministers or Members of Parliament - April 2022			Not Applicable
6	Mr Tony McMahon Naming Request			Not Applicable
7	Opportunities to improve road networks in Cloverton, Kalkallo			Not Applicable
8	Confidential Briefing Note – Proposal to Name a Reserve on Normanby Drive Greenvale the ‘Charlie Grech Reserve’			Security information, being information that if released is likely to endanger the security of Council property or the safety of any person
9	Status of General Business Items from Council Meeting of 11 April 2022			Not Applicable
Other matters dealt with:				
11	Updated CEO Employment and Remuneration Policy			Not Applicable
10	Draft Council Report – Supreme Court Decision C248 <ul style="list-style-type: none"> AMENDMENT C248 Timeline 			Not Applicable
Items not dealt with:				

Meeting Closed at: PM 8.33pm

RECORDED BY:

Fadi Srour

Acting Director Corporate Services

7. CONFIRMATION OF COUNCIL MINUTES

- 7.1 Minutes of the Ordinary Council Meeting of 9 May 2022, the Ordinary Council (Town Planning) Meeting of 23 May 2022, including Confidential Minutes.**

RECOMMENDATION:

THAT the Minutes of the Ordinary Council Meeting of 9 May 2022, the Ordinary Council (Town Planning) Meeting of 23 May 2022, including Confidential Minutes, be confirmed.

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

- 8.1 Minutes of the Audit and Risk Committee Meetings of the Hume City Council held on 27 August 2021, 3 December 2021 and 25 February 2022**

RECOMMENDATION:

THAT the Minutes of the Audit and Risk Committee Meetings of the Hume City Council held on 27 August 2021, 3 December 2021 and 25 February 2022 be noted.

9. PRESENTATIONS

Nil

10. NOTICES OF MOTION

Nil

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.

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13. ITEMS TO BE TABLED**14. PETITIONS AND JOINT LETTERS****15. DEPUTATIONS**

Nil

16. URGENT BUSINESS**17. DELEGATES REPORTS****18. GENERAL BUSINESS****19. 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
COSU203	Contract - Supply and Delivery of Seven (7) Side Loading Garbage Trucks	<p>Item COSU203 is confidential in accordance with Section 3(1)(g(ii)) of the Local Government Act 2020 because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</p> <p>The specified grounds apply because the report contains commercial in confidence information.</p>
COGE322	Contract - Provision of Council's Insurance 2022/2023	<p>Item COGE322 is confidential in accordance with Section 3(1)(a) and (g(ii)) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, and because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</p> <p>The specified grounds apply because the report contains commercial in confidence information.</p>
COGE323	Contract - Construction of Three (3) Indoor Courts at Craigieburn Sports Stadium	<p>Item COGE323 is confidential in accordance with Section 3(1)(g(ii)) of the Local Government Act 2020 because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</p> <p>The specified grounds apply because the report contains commercial in confidence information.</p>

20. CLOSURE OF MEETING

**SHEENA FROST
CHIEF EXECUTIVE OFFICER**

8/06/2022

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REPORT NO:	HE132
REPORT TITLE:	Safeguarding Children and Young People Policy
SOURCE:	Anne Mallia, Manager Family, Youth & Children
DIVISION:	City Services & Living
FILE NO:	HCC10/599
POLICY:	POL/182
STRATEGIC OBJECTIVE:	Strategic Objective 1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
ATTACHMENTS:	<ol style="list-style-type: none">1. <i>Hume City Council Policy Review Feedback</i>2. <i>Draft Safeguarding Children and Young People Policy</i>3. <i>Hume Child Safe Policy Version 2020</i>

1. SUMMARY OF REPORT:

Council's existing Child Safe Policy has been reviewed in line with required legislative changes that will come into effect on 1 July 2022 and has also been re-named to Safeguarding Children and Young People Policy.

2. RECOMMENDATION:

That Council

2.1 Revokes the Child Safe Policy 2020 (Attachment 3).

2.2 Endorses the Safeguarding Children and Young People Policy to coincide with legislative changes that come into effect 1 July 2022. (Attachment 2).

3. LEGISLATIVE POWERS:

3.1 Hume City Council is obligated to comply with the Child Safe Standards as specified under the Child Wellbeing and Safety Act 2005.

3.2 Failure to comply with reporting obligations may incur legislative sanctions.

4. FINANCIAL IMPLICATIONS:

There is no financial impact that should be considered as a result of this report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There is no impact on environmental sustainability that should be considered as a result of this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation issues to be considered.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

7.1 This policy has been developed in accordance with relevant Equal Opportunity Legislation.

REPORT NO: HE132 (cont.)

- 7.2 The Safeguarding and Children and Young People policy has been formulated in consideration of the Victorian Charter of Human Rights and Responsibilities and supports the right to protection from torture and cruel, inhuman, or degrading treatment.
- 7.3 The Policy considers protections for families and children and recognizes Children have the same rights as adults with added protection according to their best interests.

8. COMMUNITY CONSULTATION:

- 8.1 The first iteration of Child Safe Policy adopted in July 2020 was developed in consultation with the Child Safe working group and bench marking occurred with Yarra City, City of Casey and City of Melbourne Council's.
- 8.2 Given the nature of the Policy it is important to ensure iterations are reviewed in response to legislative changes, significant incidents or best practice procedures that have been identified as part of the child safe standards.
- 8.3 The Australian Childhood Foundation (ACF) is a social enterprise that exists to ensure the safety of children and young people in organisations where they spend time. They provide child safe training, consultancy and accreditation services to build the capacity of executives, staff and volunteers to meet state and child safety standards.
- 8.4 ACF was engaged in 2021 to review Councils Child Safe Policy and provided recommendations (**Attachment 1**).
- 8.5 ACF determined that whilst the 'right' areas were included in the policy it was positioned very much from a legislation and compliance perspective and one of a response (reporting) focus.
- 8.6 To support a collective responsibility across Council for keeping children and young people safe, and to support a 'cultural' focus, ACF recommend 3 key changes:
 - 8.6.1 A brand-new format and positioning of the Policy with reporting focus items transferred over to the Child Safe Tool kit (located on HQ accessible to all staff);
 - 8.6.2 Change the title to better reflect Councils operating environment and provision of multiple service contexts to Safeguarding Children and Young People; and
 - 8.6.3 The addition of a Safeguarding Children and Young People Code of Conduct (Appendix B of The Policy).

9. DISCUSSION:

- 9.1 Following the amendment to the Child Wellbeing and Safety Act 2005 (Vic) in June 2021, there have been several changes to the Child Safe Standards, and increased powers for the Commission for Children and Young People (CCYP).
- 9.2 From the 1 July 2022, the seven existing Child Safe Standards will be replaced with a new set of 11 Child Safe Standards.
- 9.3 The new Policy has been revised to incorporate the 11 new standards and renamed to Safeguarding Children and Young People to ensure it adequately reflects its community members and Councils operating context. The policy also includes the addition of a Safeguarding Children and Young People Code of Conduct
- 9.4 The new standards aim to support greater national consistency, reflecting the National Principles for a Child Safe Organisation developed following the Royal Commission into Institutional Responses to Child Sexual Abuse, and include broadening a number of the existing standards, and the introduction of additional organisational responsibilities.

Key changes of the revised standards include:

REPORT NO: HE132 (cont.)

- (i) To involve families and communities in organisations efforts to keep children and young people safe;
 - (ii) For a greater focus on safety for Aboriginal children and young people;
 - (iii) To manage risk of abuse in online environments;
 - (iv) For greater clarity on the governance, systems, and processes to keep children and young people safe.
- 9.5 The CCYP has oversight and enforcement of the Child Safe Standards. Its functions and powers will (from 1 July 2022) include:
 - (a) Providing education, information and advice on the Child Safe Standards;
 - (b) Publishing guidance notes for sector regulators (such as Victorian Registration and Qualifications Authority) to promote consistent enforcement of the Standards;
 - (c) Being a sector regulator itself;
 - (d) Collecting, analysing and publishing data relating to compliance with the Standards; and
 - (e) Working collaborative with sector regulators and promoting information exchange between itself and other sector regulators.
- 9.6 Key Policy Changes relate to:
 - (i) Change of policy name from Child Safe to Safeguarding Children and Young People;
 - (ii) Replacement of the descriptors of 7 standards to the required new 11 standards;
 - (iii) Introduction of appendix B that incorporates a Safeguarding Children and Young People Code of Conduct;
 - (iv) Links to the Child Safe Tool Kit;
 - (v) General formatting and removal of operational processes and templates;
 - (vi) Safeguarding Children and Young People Policy 2022 (**Attachment 2**); and
 - (vii) Child Safe Policy 2020 (**Attachment 3**).

10. CONCLUSION:

- 10.1 Council is required to comply with legislation and must be able to demonstrate compliance with the Child Safe Standards.
- 10.2 The adoption of the Safeguarding Children and Young People Policy relates to Child Safe Standard 2 – Child safety and wellbeing is embedded in organizational leadership, governance and culture.

REPORT NO: HE132 (cont.)

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Safeguarding Children Services



Hume City Council Policy Review

Hume City Council Child Safe Policy

The Australian Childhood Foundation's (ACF) Safeguarding Children Services has conducted a policy review for Hume City Council based on the current and forthcoming *Victorian Child Safe Standards* (*Victorian Standards*) and *National Principles for Child Safe Organisations* (*National Principles*), through a desktop assessment of the Hume City Council **Child Safe Policy (27 July 2020)**.

The reason for using both the current and forthcoming *Victorian Child Safe Standards* and the *National Principles* is firstly that the current *Victorian Standards* provide concrete examples of best practice examples and a guide to Victorian legislative compliance. Secondly, to measure against the *National Principles* and the forthcoming *Victorian Standards* provides a degree of 'future proofing' given that States and Territories have made a commitment to move toward a National model for Child Safe Standards. The forthcoming 2022 *Victorian Standards*, announced in July 2021, demonstrate almost complete alignment with the *National Principles*, please see the Appendix for a detailed comparison of all three categories.

The Hume City Council Child Safe Policy is applicable to standard 1 in the *National Principles* (*Child safety is embedded in institutional leadership, governance, and culture*) and Standard 10, (*Policies and procedures document how the institution is child safe*). The Child Safe Policy is also applicable to Standard 1 in the current *Victorian Child Safe Standards* (*Strategies to embed an organisational culture of child safety, including through effective leadership arrangements*) and Standard 2, (*A child safe policy or statement of commitment to child safety*). As of 1 July 2022, the Child Safe Policy will be applicable to Standard 2 of the *Victorian Child Safe Standards* (*Child safety and wellbeing is embedded in organisational leadership, governance and culture*). The feedback in relation to each of these standards is contained in the table below.

The Policy feedback has further been provided, with consideration for Hume City Council to be able to develop one Child Safe Policy, suitable for use both internally (with staff and volunteers), and externally (for the broader community).

Feedback on the Hume City Council Child Safe Policy is broken into high-level observations on how Hume City Council is meeting the relevant Standard along with specific guidance on how the Policy can be improved to ensure compliance and best practice, i.e., supporting the development of a child safe culture. Overall, the document indicates Hume City Council's strong commitment and thorough approach to safeguarding compliance. However, further strengthening of the document is required.



Safeguarding Children Services



Context

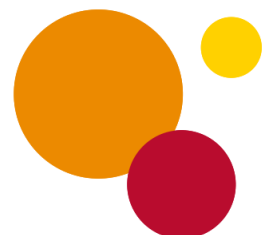
A Child Safe Policy is a clearly communicated commitment to children, families, staff and volunteers that the organisation is child safe. The policy clarifies the organisation's expectations regarding child safe practices and holds staff and the organisation to account. It should reflect the activities of an organisation and relate to each of the other standards. It is the foundation of the child safe culture and guides decision-making on child safety issues that may arise.

The Child Safe Policy appears to be written primarily from a compliance lens. The ACF recommends that the documents' language reflect a stronger alignment with a 'culture of safeguarding' approach that engenders a collective responsibility to keep children and young people safe (see recommended actions for examples). Further, to assist the document audience to understand their obligations under the Child Safe Policy, it is important that the information is provided in a clear, consistent, and succinct manner. To this end the ACF recommends that information regarding the definitions of abuse is consolidated into a succinct table to provide greater consistency and clarity. Whilst the Policy is thorough it is also relatively long and at times somewhat repetitive. Individuals need to be able to pick up the document and quickly read and understand their responsibilities. In support of this, critical information should appear upfront, with further supporting information to follow. The document would also be strengthened with a greater emphasis on adherence to the Policy e.g., language that requires the reader to understand and comply with the requirements of the Policy. Further recommendations are made in the table below.

Format

Further in support of the above, ACF recommends re-formatting the Policy, to improve the overall presentation and flow of information.

A sample policy template has been provided, which Hume City Council can utilise should they wish to.





Safeguarding Children Services

Summarised Intent of Standards	ACF Observations	ACF Recommended Actions – Child Safe Policy
<p>Victoria current Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements</p> <p>Victoria current Standard 2: A child safe policy or statement of commitment to child safety</p> <p>Victoria forthcoming Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture</p> <p>National Principle 1: Child safety is embedded in institutional leadership, governance, and culture</p> <p>National Principle 10: Policies and procedures document how the institution is child safe</p> <p>The organisation has Governance arrangements to facilitate implementation of the child safety and wellbeing policy at all levels.</p>	<p>The Governance structure is demonstrated in a Responsibilities Table. Not all governance roles are included in the table.</p>	<ul style="list-style-type: none"> - Outline more clearly the organisation's approach to the governance of safeguarding, including how the roles interact with each other. This could be elaborated on in Section 7 Roles and Responsibilities. - Include the role of Councillors and Safeguarding Children and Young People Committee (or equivalent) to fully demonstrate the governance structure. - Review the Responsibilities Table to ensure the safeguarding monitoring and review responsibilities are included in each role where appropriate. - To further supporting the strategic commitment and the key role of governance in Safeguarding, the policy should state the approval and endorsement of the Board / Council committee (and the date of this occurring)
<p>Ensure there is a Child Safety Policy that documents the organisations clear commitment to preventing</p>	<p>Overview</p> <p>Overall, the Hume City Council Child Safe Policy appears to be written from a legislative perspective rather</p>	<ul style="list-style-type: none"> - To further support a culture of safeguarding the language throughout the Child Safe Policy should consistently reflect a whole of Council commitment to child

Hume City Council Child Safe Policy Review August 2021

3



Safeguarding Children Services

Summarised Intent of Standards	ACF Observations	ACF Recommended Actions – Child Safe Policy
child abuse, and includes the framework / approach for doing so.	<p>than 'statement of commitment' from Hume City Council' position.</p> <p>The Child Safe Policy is underpinned by the UN Convention on the Rights of the Child and the National Principles and the Hume City Council 0-24 Framework</p> <p>Safeguarding encompasses children and young people under the age 18 years. The policy should reflect this throughout. The policy should also refer to both abuse and neglect consistently.</p> <p>The Child Safe Policy requires that Councillors, employees, volunteers, and contractors understand and follow child safe principles and expectations for appropriate behaviour toward, and in the company of children.</p> <p>The document is repetitive in parts and elements are overstated e.g.</p>	<p>safety e.g. "Our organisation is ..." or "We expect all at Hume City Council to ..." Rather than "the legislation states...."</p> <ul style="list-style-type: none"> - The policy refers to relevant UNCRC, National Principles and 0-24 Framework statements, but does not explicitly state that Hume City Council is committed to the rights of children and young people to feel safe and be safe when participating in Hume City Council activities. Include a statement to this effect. - Expand the language to children <i>and young people</i> consistently throughout the document and consistently include <i>neglect</i> whenever referring to abuse e.g., <i>abuse and neglect</i>. - Include students and partner organisations in the scope of personnel. - Try to make the document as consistent and straightforward as possible, removing unnecessary duplication.



Safeguarding Children Services

Summarised Intent of Standards	ACF Observations	ACF Recommended Actions – Child Safe Policy
	<p>The Child Safe Policy includes definitions of abuse, including sexual abuse, physical abuse, emotional or psychological abuse neglect, family violence and grooming.</p> <p>Though it is important to provide clarity regarding the definitions of each abuse, the definitions provided are overly comprehensive and may overwhelm the reader.</p> <p>The definitions also occur in 5 places and change from section to section.</p> <p>Scope</p> <p>The Child Safe Policy Scope section includes all Hume City Council staff councillors, volunteers, students, and contractors/consultants.</p> <p>The language for who is in/out of scope is inconsistent throughout the document e.g., just staff, all Council personnel, or volunteers and staff (no Councillors or contractors/consultants).</p>	<ul style="list-style-type: none"> - Consolidate the legislation information into a reader friendly table. - Move the table comparing the Victorian Child Safe Standards and National Principles to an appendix (NB The Victorian Standards will have to be updated to incorporate changes effective 1 July 2022). - Consolidate the abuse definitions into one summary section at the front of the document and then provide a Definitions of Abuse Table as an appendix. Ensure that definitions are consistent throughout. - Consistently include a child or young person witnessing family violence in the family violence definition (this is currently in some areas and not others). - When providing categories of abuse, as a minimum (as per legislation) you need to include sexual abuse, physical abuse, emotional or psychological abuse, neglect and witnessing family violence. - In addition to identifying the distinct roles in scope insert a collective noun to describe the various roles throughout the document e.g., 'all personnel' or 'all members of Hume City Council' throughout the document. Ensure that the definition of personnel is applied consistently.



Safeguarding Children Services

Summarised Intent of Standards	ACF Observations	ACF Recommended Actions – Child Safe Policy
	<p>The Policy scope does not define scope of environments.</p> <p>Bullying and Cyber bullying is included in the final definitions section (appendix B) but not referred to in the body of the document.</p> <p>The Policy should clearly state a commitment to equity and diversity and respecting the rights of children to participate in decision making.</p> <p>A policy framework approach is captured to a degree in the Policy, mainly under Section 9.</p> <p>Relationship to Code of Conduct It is noted that the Child Safe Policy (under Section 9.2) refers to the Code of Conduct. Related Documents (Section 11)</p>	<ul style="list-style-type: none"> - Include a statement regarding environments in scope e.g., physical, and online environments. - Decide if Bullying and Cyber bullying will be in scope and apply consistently. - Add a paragraph relating to diversity and inclusion including all vulnerable cohorts. At a minimum ensure appropriate attention is paid to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI) children and those unable to live at home. - Acknowledge the rights of children and young people to participate in decision making. - This section can be further strengthened and should feature far earlier in the document, as it supports the broader 'cultural commitment', rather than being seen as 'supporting' the legislation. - Strengthen the Child Safe Policy by demonstrating a stronger link to the Code of Conduct e.g., must be read in conjunction with; and breaches of the Child Safe Policy are considered a breach of the Code of Conduct.



Safeguarding Children Services

Summarised Intent of Standards	ACF Observations	ACF Recommended Actions – Child Safe Policy
	<p>refer to Councillor Code of Conduct, staff Code of Conduct and Volunteer Policy</p> <p>Reporting The reporting section in the Child Safe Policy should be unambiguous regarding who and when reports must be made. The Child Safe Policy does not refer to a complaint handling process.</p>	<ul style="list-style-type: none"> - Following finalisation of the Child Safe Policy, recommend a review of these documents to ensure they consistently align with the updated Child Safe Policy. - Strengthen this section in the Child Safe Policy by making a statement that 'requires all personnel to report any abuse committed by personnel within our organisation or by others.' - Add in the reporting section a statement to the effect that complaints relating to child safety are taken seriously and then referencing the policy or procedure that outlines the complaints process. - Consider whether the statement "all incident reports will be treated with confidentiality" is reasonable given that in some incidence's reports may be forwarded to external parties.
The organisation must ensure that the child safe policy is made public and can be easily accessible by staff, volunteers, and the wider community.	<p>It is positive that Hume City Council has a Child Safe Commitment page on their website; however, it is not easily accessible.</p> <p>The child safe commitment page does not include a link to the Hume City Council Child Safe Policy (ACF acknowledges that this is an area of improvement Hume City Council has requested ACF to support with).</p>	<ul style="list-style-type: none"> - In addition to the Child Safe Commitment summary (page) on the Council website, publish the Child Safe Policy (in full) prominently on the Hume City Council website, when complete (ACF will support to develop one version of the Policy that is appropriate for both internal and external promotion). - Provide a copy of the Child Safe Policy to all personnel. Provide access to the policy through the variety of channels that are already used to communicate with staff and volunteers.



Safeguarding Children Services

Appendix 1 – Victorian Child Safe Standards: A Comparison with the National Principles

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
Standard 1 – Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.	Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture. 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up. 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels. 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people. 2.6 Staff and volunteers understand their obligations on information sharing and record keeping.	Principle 1 – Child safety and wellbeing is embedded in organisational leadership, governance and culture. 1.1 The organisation makes a public commitment to child safety. 1.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and the bottom up. 1.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels. 1.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities. 1.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people. 1.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.



Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
Standard 2 – A child safe policy or statement of commitment to child safety.	Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture. 2.1 The organisation makes a public commitment to child safety.	<p>Principle 10 – Policies and procedures document how the organisation is safe for children and young people.</p> <p>10.1 Policies and procedures address all national child safe principles.</p> <p>10.2 Policies and procedures are documented and easy to understand.</p> <p>10.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>10.4 Leaders champion and model compliance with policies and procedures</p> <p>10.5 Staff and volunteers understand and implement policies and procedures.</p>





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Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
Standard 3 – A Code of Conduct that establishes clear expectations for appropriate behaviour with children.	<p>Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p> <p>2.4 Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p> <p>Standard 11 – Policies and procedures document how the organisation is safe for children and young people.</p> <p>In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:</p> <p>11.1 Policies and procedures address all Child Safe Standards.</p> <p>11.2 Policies and procedures are documented and easy to understand.</p> <p>11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>11.4 Leaders champion and model compliance with policies and procedures.</p> <p>11.5 Staff and volunteers understand and implement policies and procedures.</p>	<p>Principle 10 – Policies and procedures document how the organisation is safe for children and young people.</p> <p>10.1 Policies and procedures address all national child safe principles.</p> <p>10.2 Policies and procedures are documented and easy to understand.</p> <p>10.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>10.4 Leaders champion and model compliance with policies and procedures.</p> <p>10.5 Staff and volunteers understand and implement policies and procedures.</p>





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<p>Standard 4 – Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing employees.</p>	<p>Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:</p> <p>6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p> <p>6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.</p> <p>6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>6.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>	<p>Principle 5 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>5.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p> <p>5.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.</p> <p>5.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>5.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>
<p>Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p>In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:</p>	<p>Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p>	<p>Principle 7 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p>7.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.</p>



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Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
	<p>8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.</p> <p>8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p> <p>8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>	<p>7.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p> <p>7.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>7.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>





Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
<p>Standard 5 – Processes for responding to and reporting suspected child abuse.</p>	<p>Standard 7 – Processes for complaints and concerns are child focused.</p> <p>In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:</p> <p>7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p> <p>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p> <p>7.3 Complaints are taken seriously and responded to promptly and thoroughly.</p> <p>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.</p> <p>7.5 Reporting, privacy and employment law obligations are met.</p>	<p>Principle 6 – Processes to respond to complaints and concerns are child focused.</p> <p>6.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p> <p>6.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p> <p>6.3 Complaints are taken seriously and responded to promptly and thoroughly.</p> <p>6.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.</p> <p>6.5 Reporting, privacy and employment law obligations are met.</p>



Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
Standard 6 – Strategies to identify and reduce or remove risks of child abuse.	<p>Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:</p> <p>9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p> <p>9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.</p> <p>9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.</p> <p>9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>	<p>Principle 8 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>8.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p> <p>8.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.</p> <p>8.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.</p> <p>8.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>





Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
<p>Standard 7 – Strategies to promote the participation and empowerment of children.</p>	<p>Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</p> <p>In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:</p> <p>3.1 Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p> <p>3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</p>	<p>Principle 2 – Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>2.1 Children and young people are informed about all of their rights, including to safety, information, and participation.</p> <p>2.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>2.3 Where relevant to the setting or context, children may be offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>2.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns.</p>



Safeguarding Children Services

<p>Three cross-cutting principles:</p> <p>Principle 1 – Promoting the cultural safety of Aboriginal children</p> <p>Principle 2 – Promoting the cultural safety of culturally and/or linguistically diverse children</p> <p>Principle 3 – Promoting the safety of children with a disability.</p>	<p>Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p> <p>In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure:</p> <p>1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.</p> <p>1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.</p> <p>1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.</p> <p>1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.</p> <p>1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.</p>	<p>Principle 4 – Equity is upheld, and diverse needs respected in policy and practice.</p> <p>4.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>4.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>4.3 The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p>
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Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
	<p>Standard 5 – Equity is upheld, and diverse needs respected in policy and practice.</p> <p>In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:</p> <p>5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p> <p>5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>	



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Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
No direct equivalent.	<p>Standard 4 – Families and communities are informed and involved in promoting child safety and wellbeing. In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:</p> <p>4.1 Families participate in decisions affecting their child.</p> <p>4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>4.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>4.4 Families, carers and the community are informed about the organisation's operations and governance.</p>	<p>Principle 3 – Families and communities are informed and involved in promoting child safety and wellbeing.</p> <p>3.1 Families participate in decisions affecting their child.</p> <p>3.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>3.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>3.4 Families, carers and the community are informed about the organisation's operations and governance.</p>





Safeguarding Children Services

Current Victorian Child Safe Standards	Forthcoming Victorian Child Safe Standards	National Principles for Child Safe Organisations
No direct equivalent.	<p>Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved.</p> <p>In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:</p> <p>10.1 The organisation regularly reviews, evaluates and improves child safe practices.</p> <p>10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.</p> <p>10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.</p>	<p>Principle 9 – Implementation of the national child safe standards is regularly reviewed and improved.</p> <p>9.1 The organisation regularly reviews, evaluates and improves child safe practices.</p> <p>9.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures so as to inform continuous improvement.</p> <p>9.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.</p>



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Safeguarding Children and Young People Policy

Policy Reference No.	POL/284
File No.	HCC20/375
Strategic Objective	2.2: Strengthen community safety and respectful behaviour
Adopted by Council	27 July 2020 –
Re-Adopted	
Date Reviewed	February 2022
Responsible Officer	Manager, Family Youth and Children's Services
Division	Community Services

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

1. POLICY STATEMENT

- 1.1** Hume City Council has a zero-tolerance approach to child abuse and demonstrates a commitment to child safety from its leaders, staff, volunteers and contractors. The aim of the policy is to protect the children in our care and prevent abuse from occurring. It is welcoming of all children, young people and families irrespective of culture, background, ability, sexual orientation, gender identity, or sex/intersex status. A child safe environment takes a preventative, proactive and participatory stance on child protection issues.
- 1.2** Hume City Council is committed to ensuring the safety of children and young people. All children and young people who access services provided by Council (including anyone acting on behalf of HCC) have the right to feel and to be safe. The wellbeing of the children and young people in our care will always be our priority and we have a zero-tolerance approach to child abuse. We aim to create a child safe and child-friendly environments where children and young people feel safe and can fully participate.
- 1.3** Hume City Council is committed to the principles of cultural safety and inclusion of children and young people who are Aboriginal, from refugee or migrant backgrounds, who are same sex attracted or gender diverse, and/or have a disability, and we recognise that these principles support the safety of all children. A child safe environment takes a preventative, proactive and participatory stance on child protection issues. (Appendix A: Glossary of Terms and Legislative requirements)

2. PURPOSE

- 2.1** Hume City Council has zero-tolerance towards abuse and neglect of children and young people. We are committed to the rights of all children and young people to feel safe and be safe when participating in our organisations, activities, services and programs.
- 2.2** The purpose of this policy is to outline the responsibilities, procedures and practices required by all staff within Hume City Council in relation to keeping children and young people free from abuse and neglect.
- 2.3** This policy supports our international obligations under the United Nations Convention on the Rights of the Child, the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and is aligned with the Australian Human Rights Commission National Principles for Child Safe Organisations.
- 2.4** As such, our policies and procedures reflect child safe legislation and promote best practice and care for the children and young people within our organisation.

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2.5 The Policy is underpinned by the 11 Victorian Child Safe Standards

2.5.1 Compliance with the eleven standards requires Council to create and maintain a child safe organisation by having:

- (i) Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued;
- (ii) Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture;
- (iii) Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously;
- (iv) Standard 4: Families and communities are informed, and involved in promoting child safety and wellbeing;
- (v) Standard 5: Equity is upheld, and diverse needs respected in policy and practice
- (vi) Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice;
- (vii) Standard 7: Processes for complaints and concerns are child focused;
- (viii) Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training;
- (ix) Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed;
- (x) Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved; and
- (xi) Standard 11: Policies and procedures document how the organisation is safe for children and young people.

2.6 We take seriously our responsibility to deliver a variety of services that are caring, nurturing and safe. We are committed to acting in advancing the safety and wellbeing of children and young people and ensuring compliance with all requirements set out in this policy.

2.7 This policy is to be read in conjunction with the Safeguarding Children and Young People Code of Conduct. (Appendix B) In accordance with this policy, allegations of child abuse will be fully investigated within the organisation's legislative scope and handled with confidentiality and discretion, whilst taking the safety and best interest of the child into account.

3. SCOPE

3.1 The Safeguarding Children and Young People Policy applies to all staff, including casual staff, Councillors, volunteers, contractors and student placements involved with Hume City Council.

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- 3.2** This policy applies in all our council facilities and without fail wherever children and young people are participating in Hume City Councils activities, programs, services and open spaces.

4. OBJECTIVE

- 4.1** Safeguarding children and young people is a shared responsibility at Hume. It is the responsibility of all at Hume City Council from Executive to employees, volunteers, student placements and contractors to:

- 4.1.1** protect children and young people from all forms of abuse and neglect;
- 4.1.2** be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service; and
- 4.1.3** create and maintain a child safe culture that is understood, endorsed, and put into action by all the individuals who work for, volunteer, support or access our programs and services.

- 4.2** All staff within council, regardless of their role or level of responsibility, will act to protect children and young people from such harm by:

- 4.2.1** adopting appropriate safeguarding practice and behaviour set within our policy and procedural guidelines, when carrying out their roles;
- 4.2.2** report any abuse and neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police;
- 4.2.3** report abuse regardless of whether that abuse is being perpetrated by staff within our organisation, or by those outside our organisation including those from the child's family, extended family, their family's extended network or strangers; and
- 4.2.4** Support the development of a safe and inclusive community, and promote respect for diverse values, abilities, beliefs, cultural practices and ways of living.

- 4.3** Council will ensure that the distribution of our services and resources is a transparent and socially inclusive process that delivers equitable outcomes.

- 4.4** As an organisation that promotes Child Safety, Council seeks to include the voices of children and young people in our organisational activities and actively seek to understand what makes them feel safe. Council recognises that all children and young people have the fundamental right to develop, reach their full potential, feel safe and supported in the community in which they live. Children and young people have the right to equitable access to services and supportive environments regardless of their gender identity, sexual orientation, race, ethnicity, religion or ability.

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5. POLICY IMPLEMENTATION

- 5.1** Hume City Council's Safeguarding Children and Young People's Policy is governed by the Senior Leadership Team. Child Safety is everyone's responsibility. The Team ensures robust systems are in place which support staff and service users to report safeguarding concerns and facilitate effective risk-based and informed decisions that ensure accountability to children and young people.
- 5.2** The Team is responsible for defining roles and responsibilities associated with providing oversight, management, and implementation of the Policy and associated tools in Council's commitment to safeguarding children and young people.
- 5.3** Risk management recognises the potential hazards to children and young people associated within Council's service delivery and considers online and physical or psychological environments, and any vulnerable or diverse circumstances of children or young people utilising our services.
- 5.4** Reporting processes, procedures and comprehensive support information is detailed in the **Child Safe Tool Kit** [Child Safe Toolkit 1.1.pdf](#). The Tool kit is updated with current operational guidelines and policy details and accessible to all council staff. The Policy and Tool Kit support staff in meeting all legislated mandatory reporting requirements and implications relating to their role.

6. LEGISLATIVE ROLES AND RESPONSIBILITIES

- 6.1** Protecting children is everyone's responsibility. All Council staff have a responsibility to understand their specific role to ensure that the wellbeing and safety of all children is at the forefront of all they do.
- 6.2** There are four Victorian Laws pertaining to child safety.
- (i) **Failure to disclose child sexual abuse** law demands that all adults in Victoria who form a reasonable belief that a sexual offence against a child has been committed have a legal obligation to report the information to the police. Individuals who fail to comply with this obligation under the Crimes Act 1958 (VIC) may be subject to a penalty of three years imprisonment.
 - (ii) **Failure to protect a child from sexual abuse** law applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk but did not act to protect the child.
 - (iii) **Grooming for sexual conduct with a child** offence occurs where an adult communicates by words, conduct, online or face to face, with a child or person who has care, supervision or authority for a child with the intention of facilitating the child's

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engagement in or involvement in a sexual offence (as per section 49B Crimes Act 1958).

- (iv) **Mandatory Reporting** describes the legal obligation of certain professionals to report to the Victorian Child Protection Service (Department Families, Fairness and Housing) if they form reasonable belief that a child has suffered , or is likely to suffer significant harm as a result of physical injury or sexual abuse or lack of parent capacity to protect the child from harm.

Section 182 (1) of the *Children, Youth and Families Act 2005* (as amended in 2011) lists the following people as mandated to report child abuse:

- Registered Medical Practitioner
- Registered Nurse
- Midwife
- Registered Psychologist
- Registered teacher/ educator/ early childhood worker
- School Principal
- School Counsellors
- Out of Home Care Workers
- Youth Justice workers
- The head of an organisation (CEO) as described under the Reportable Conduct Scheme

Role	Responsibility
CEO and Executive Leadership and Management Team	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this Policy. • Ensure all staff understand their obligations in accordance with this Policy and any relevant policy and procedural documentation. • Ensure this Policy is implemented and adhered to amongst staff. • Ensure the development and implementation of required internal policy/ procedures and guidelines are in place to support safeguarding children and young people practices in accordance with the expectations of this Policy. • Ensure adequate resources are allocated to allow effective implementation of this Policy. • Ensure to fully support Staff with any decision to initiate action to protect a child from abuse and neglect. • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any Staff involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person. • Proactively share resources and experience in the development of child safe initiatives as they are identified. • Develop opportunities for regular discussion and review at all levels to support a culture of continuous improvement and accountability of keeping children and young people safe from abuse and neglect.

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	<ul style="list-style-type: none"> • Ensure that all staff are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.
Human Resources	<ul style="list-style-type: none"> • Provide information relating to the Child Safe policies and practices via training/induction material to new and existing staff. • Make child safety resources available to managers, team leaders and coordinators for dissemination. • Ensure that all employees complete the compulsory e-learning Child Safe Standards training. • Conduct recruitment practices, pre-employment screening and Police-Working with Children Check processes in line with Council's recruitment and selection guideline requirements for child related work. • Manage Council's disciplinary procedures. Oversee any investigations into suspected staff misconduct and provide advice in relation to disciplinary procedures as they apply to the Child Safe Standards and Child Safe Policy. • Support staff to build resilience and cope with child abuse incidences, for example through resilience training, Employee Assistance Program (EAP) counselling service. • Reflect a culture of child safety in all corporate training activities. • Support the Child Safety Officer with confidential staff matters.
All staff and volunteers	<ul style="list-style-type: none"> • Ensure all staff have completed mandatory training • Planning staff tasks and delegation of work to staff with appropriate training as Working with Children checks. • Provide guidance to staff if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Policy.
Child Safe Champions	<ul style="list-style-type: none"> • Act as a point of contact for child safety concerns or allegations of abuse external to Council, from a Council Officer undertaking their role within the Hume community. • Offer information, referral and/or support to the child, the parents/caregivers, the person who reports and the allegation. • Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required). • Confirm relevant authorities have been notified i.e. Department of Health and Human Services (DHHS) Child

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	<p>Protection for all issues of abuse, Police for imminent risk and sexual abuse, and the CCYP for reports of allegations of child abuse and misconduct towards children.</p> <ul style="list-style-type: none"> Engage the assistance of expert advice as required. Retain the completed reporting according to Council's privacy policy and procedures.
Those responsible for mandatory reporting under the <i>Children, Youth and Families Act 2005</i>	<ul style="list-style-type: none"> Act in accordance with Children, Youth and Families Act 2005 in relation to reporting child abuse.
All Councillors, Employees, Volunteers and Contractors	<ul style="list-style-type: none"> Receive and act on reports of child safety concerns or allegations of abuse within and external to Council, provide support to the staff involved, maintain confidentiality as far as practicable and forward the concerns to the Child Safety Officer. Advocate and promote child rights, empowering and engaging children and young people in support of this Policy. Complete the compulsory Child Safe Standards e-learning training module within 30 days of it being allocated. Conduct work according to the requirements of the Safeguarding Children and Young People Policy, Child Safe Reporting Procedure and Safe Guarding Children and Young People Code of Conduct. Report all concerns regarding child safety or harm. This applies to any incidents, disclosures, suspicions or breaches of the HCC Code of Conduct that may be encountered within Council and whilst undertaking their role in the wider Hume community. Understand the legislation and legal obligations to report. Obtain and maintain a valid Working with Children Check as required for their role. Where a child is in immediate danger, call 000. Maintain a full understanding of the commitments and expectations of this Policy, as well as all other policy relevant to safeguarding children and young people. Ensure compliance with this Policy, fully implementing and adhering to the commitments and expectations To undertake any induction and training anticipated in this Policy, in relation to policy and procedures relevant to safeguarding children and young people. To support a culture of openness, continued improvement and accountability to children and young people by

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	<p>engaging in regular review and discussion of organisational policies and practices and providing feedback to support improvement</p> <ul style="list-style-type: none"> • To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Policy. • To adopt appropriate safeguarding practice and behaviour • To take action to protect children and young people from all forms of abuse and neglect. • To report any abuse committed by staff within our organisation or by others. • To assist in creating and maintaining a child safe culture and a culture of inclusion and safety.
Communications and Events	<ul style="list-style-type: none"> • Promote Hume City Council as an organisation that upholds the Child Safe Standards. • Ensure relevant events and public activities include messaging about Child Safe Standards and have procedures in place to mitigate risk of predatory behaviour and increase child safety

7. RELATED DOCUMENTS

7.1 This policy shall be read in conjunction with the following Legislation, Council policies and procedures:

- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Equal Opportunity Act 2010
- Hume City Council Enterprise Agreement No.8 2022-2025
- Hume Council Employee Handbook
- Council's Staff Conflict of Interest Policy
- Council's Disciplinary Policy Corporate Uniform Policy Council's Information
- Privacy and Health Records Policy
- Council's EEO Policy Occupational Health and Safety Policy
- Policy for the Use of the Internet
- Procedure for Use of E-mail
- Code of Conduct for Councillors
- Council's Smoke Free Workplace Policy
- Hume City Council Social Justice Charter 2007.
- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001 Equal Opportunity Act 2010 (Vic) Occupational Health & Safety Act 2004
- The Charter of Human Rights and Responsibilities 2006 (Vic)

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- Hume Council Code of Conduct
- Hume City Council Safeguarding Children and Young people Code of Conduct
- Hume Child Safe Tool kit and supporting documents
- Hume City Council Child Safety and Child Protection Incident Report
- Hume City Council Disciplinary Procedure
- Equal Opportunity and Respect in the Workplace Policy

8. POLICY COMPLIANCE

- 8.1 In 2015, the Victorian Government removed all limitation periods that apply to civil actions for damages founded on child abuse by amending the Limitations of Actions Act 1958. This means that Victorian public sector offices cannot destroy any records which are likely to be needed for civil action legal proceedings, for at least the life of the child and possibly longer. Affected records will be managed and retained in accordance with Public Record Office Victoria (PROV) standards and with Council's *Records* Management Policy POL/CORP214.
- 8.2 The Child Safe Standards are governed by the Child Wellbeing and Safety Act 2005 (the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 amended the Child Safety and Wellbeing Act 2005) and the Children, Youth and Families Act 2005. Any non-compliance with the Child Safe Standards may lead to a penalty or imprisonment as prescribed within these Acts.
- 8.3 The Child Safe Standards and Reportable Conduct Scheme outlines the process to disclose, and report suspected or alleged cases of child abuse. Disclosure is required in circumstances in which a reasonable belief exists that a sexual offence has been committed against a child. Failure to report or protect a child from abuse is a criminal offence.
- 8.4 Where a breach in policy is identified, Council will respond without delay. A breach in policy will result in disciplinary action, up to and including, termination of engagement with Council. Serious breaches of this policy and related procedure may be reported to Police and/or other authorities.

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APPENDIX A

GLOSSARY OF TERMS AND LEGISLATIVE REQUIREMENTS

Key Term	Definition
Child or Young person	A person under the age of eighteen years.
Child Safety	A range of timely and appropriate measures to protect a child from abuse.
Child Safe Organisation	A child safe organisation is one that takes deliberate steps to protect children from abuse and is embedded in an organisation's culture and policies.
Staff	All who work for the organisation whether in a paid or unpaid capacity, including; employees, casual employees, , Contractors, Students, partner organisations.
Volunteer	An unpaid person who has been engaged by Hume City Council to perform activities that support Council's community building objectives e.g. committee involvement, support of community events, festivals, programs and facilities.
Contractor or Consultant	An individual engaged to provide goods, and or services or works on behalf of Council.
Contracted Organisations	Any type of business entity (which may include all their employees and subcontractors) contracted by Hume City Council to provide services in accordance with the contract terms.
Duty of Care	The obligation of Council employees, contractors and volunteers to take reasonable steps to protect children in their care from the risks of injury, abuse and harm that are reasonably foreseeable.
Critical Incident	An actual or alleged event or situation that creates a significant risk of harm to the physical or mental health, safety or wellbeing of an individual.
Cultural Safety of Aboriginal Children	Aboriginal or Torres Strait Islander children are given the opportunity to be connected to culture and provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, their spirituality and belief systems. It is more than just the absence of racism or discrimination, and more than cultural awareness and sensitivity. It includes identification of practices that may lead to Aboriginal and Torres Strait Islander children feeling unsafe.

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Cultural safety for children from culturally and/or linguistically diverse backgrounds	<p>A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parent's identification on a similar basis.</p> <p>An environment which is spiritually, socially, emotionally and physically safe for children; where there is no assault, challenge or denial of their cultural or linguistic identity, of who they are and what they need. It includes seeking identification of practices that may lead to children from CALD backgrounds feeling unsafe.</p>
Risk management	<p>In the context of creating safe environments for children and young people, risk management consists of assessing and taking steps to minimise the risks of harm to children and young people because of the action of an employee, volunteer, contractor or another child or young person. Risk management includes planning the work of the organisation to reduce or minimise situations where children and young people may be abused.</p>
Failure to Disclose	<p>A failure to act on the legal obligation upon all adults to report to Victoria Police where they form a reasonable belief that a sexual offence has been committed by an adult (18 years and over) against a child under the age of 16 (16 being the legal age of consent).</p> <p>Failure to Disclose is a criminal offence. A person found guilty is subject to a custodial sentence.</p>
Failure to Protect	<p>The offence provides that a person who by reason of the position he or she occupies within a relevant organisation, has the power or responsibility to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence committed by a person of or over the age of 18 years who is associated with the relevant organisation; and knows that there is a substantial risk that the person will commit a sexual offence against a relevant child – must not negligently fail to reduce or remove that risk.</p> <p>Failure to Protect is a criminal offence. A person found guilty is subject to a custodial sentence.</p>
Grooming Legislation	<p>The act of communication, including online communication, with a child under the age of 16 (or their parents or person who has care, supervision or authority of the child) with the intent of committing child sexual abuse. This includes predatory conduct undertaken to prepare a child for sexual abuse at a later time with the groomer (aged 18 years old or over) or another adult.</p> <p>Grooming is a criminal offence. A person found guilty of grooming is subject to a custodial sentence.</p>

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Online environment	Anywhere online that allows digital communication, such as: social networks, text messages and messaging apps, email and private messaging, online chats, comments on live streaming sites and voice chat in games.
Reasonable Belief or Belief on reasonable grounds	<p>A reasonable belief or a belief on reasonable grounds is not the same as having proof but is more than mere rumour or speculation. A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds. A person forms a reasonable belief that a child needs protection, or their safety or wellbeing is at risk, when:</p> <ul style="list-style-type: none"> • They are more likely to accept rather than reject their suspicion; and • The belief is formed through disclosures, observations or other information of which they have become aware. <p>To form a reasonable belief or a belief on reasonable grounds, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of, and details of, the allegation, and whether there are any other related matters known regarding the alleged perpetrator.</p>
Victorian Child Safe Standards	<p>In 2015, the Child Wellbeing and Safety Act 2005 was amended to include Child Safe Standards. The standards are designed to drive cultural change and embed practice of protecting children into the everyday thinking of an organisation.</p> <p>There are seven Victorian Child Safe Standards currently however as of July 2022 Victorian organisations will be required to comply with eleven Standards.</p>
Commission for Children and Young People (CCYP)	<p>An independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people.</p> <p>CCYP ensures the rights of all children and young people are recognised, respected and defended through:</p> <ul style="list-style-type: none"> • independent scrutiny and oversight of services for children and young people, particularly those in the out-of-home- care, child protection • youth justice systems advocacy • supporting and regulating organisations that work with children and young people to prevent abuse and make sure these organisations have child safe practices.
Reportable Conduct Scheme	The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The Scheme is designed to ensure that the CCYP will be aware

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	<p>of every allegation of misconduct involving children in relevant organisations that exercise care, supervision and authority over children.</p> <p>This includes:</p> <ul style="list-style-type: none"> • supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses; and • independently overseeing, monitoring and making appropriate recommendations to improve organisational responses.
National Principles for Child Safe Organisations (National Principles)	<p>The National Principles are designed to build capacity and deliver child safety and wellbeing in organisations, families and communities and prevent future harm. The Principles have been endorsed by all Commonwealth, state and territory governments.</p> <p>https://childdsafe.humanrights.gov.au/national-principles</p>
The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission).	<p>An independent inquiry established in 2013 by the Australian Government to examine and report upon responses by institutions to instances and allegations of child sexual abuse in educational institutions, religious groups, sporting organisations, state institutions and youth organisations. The findings provide recommendations to the Government on how to improve laws, policies, structures and practices to prevent such harm from re-occurring.</p> <p>https://www.childabuseroyalcommission.gov.au/</p>
United Nations Convention on the Rights of the Child	<p>Is an international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities.</p> <p>https://www.ohchr.org/en/professionalinterest/pages/crc.aspx</p>

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APPENDIX B



SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

Statement of Commitment

Hume City Council has a zero tolerance for child abuse. Council will actively listen to and support children to be strong, confident and self-determined citizens. Council will provide a safe working environment that values child safety, diversity and inclusion for all children aged 0 – 18 and adheres to the Victorian Child Safe Standards and related legislation.

Council acknowledges the cultural safety, participation and empowerment of all children; especially children from Aboriginal or culturally and/or linguistically diverse backgrounds and those with a disability. All allegations of abuse and safety concerns received by Council will be acted upon in accordance with relevant policies and procedures.

Council requires that Councillors, employees, volunteers and contractors understand and follow child safe principles and expectations for appropriate behaviour towards, and in the company of children at all times. The Code of Conduct applies to all Council officers, including employees, contractors, students on placement and volunteers aged 16 years and over. It includes sexual misconduct, committed against, with or in the presence of, a child, physical violence committed against, with or in the presence of, a child, any behaviour that causes significant emotional or psychological harm to a child or significant neglect of a child.

Purpose

The Child Safety Code of Conduct:

- Sets clear expectations about behaviour towards and in the presence of children.
- Clearly defines acceptable and unacceptable behaviour in the presence of children.
- Supports staff to identify and raise behavioural / conduct issues with confidence and support.
- You should read these Practice and Behaviour Guidelines in conjunction with:
 - the specific requirements of your role as defined in your 'position description' statement
 - our relevant policy and procedure documents, including our:
 - 'Safeguarding Children and Young People' Policy

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	Author: Manager Family Youth and Children	Review Date: July 2023



- all applicable laws, including in relation to privacy, confidentiality, information sharing and record keeping
- general community expectations in relation to appropriate behaviour between adults and children.

Related policy and other documents

- Crimes Act 1958
- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Equal Opportunity Act 2010 Hume City Council Enterprise Agreement No.8 2022-2025
- Hume Council Employee Handbook
- Council's Staff Conflict of Interest Policy
- Council's Disciplinary Policy Corporate Uniform Policy Council's Information Privacy and Health Records Policy
- Council's EEO Policy Occupational Health and Safety Policy
- Policy for the Use of the Internet
- Procedure for Use of E-mail
- Code of Conduct for Councillors
- Council's Smoke Free Workplace Policy
- Hume City Council Social Justice Charter 2007.
- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001 Equal Opportunity Act 2010 (Vic) Occupational Health & Safety Act 2004
- The Charter of Human Rights and Responsibilities 2006 (Vic)
- Hume Council Safeguarding Children and Young People Policy (2022)

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- Hume City Council Child Safety and Child Protection Incident Report
- Hume City Council Disciplinary Procedure
- Equal Opportunity and Respect in the Workplace Policy
- Hume Child Safe Tool kit and supporting documents

Standards and Obligations

This Safeguarding Children and Young People Code of Conduct (Code) must be read in conjunction with Council's Safeguarding Children and Young People Policy which outlines Council's legislative and moral obligation to ensure that children and young people involved in Council programs and services are safe from harm and abuse.

Breaches of this Code may result in disciplinary action, which depending on the type of misconduct, may include suspension while matters are investigated, and/or dismissal. In addition to any internal proceedings and reporting, all incidents will be reported to the Commission for Children and Young People and any breaches of law will be reported to the police.

Staff will, wherever possible, encourage children to provide input into, and participate in all relevant organisational activities, especially in relation to issues that are important and relevant to them, and will ensure that children and young people participating in Council programs or services are aware of Council's expectation in relation to acceptable behaviour so that a positive experience can be provided for all participants.

It is important for all staff to know the expectations around keeping children safe. The policy can be found on HQ under Child Safety.

On reading this Code of Conduct you are required to sign and acknowledge that you have read and understood your obligations.

The Code may not cover all situations and a staff member who is uncertain about a role or responsibility surrounding a particular circumstance should contact their manager or the Human Resources Department for clarification

Staff will:

- uphold the rights of children (**any person under the age of 18 years**) who come into contact with the council and make sure they are heard on matters relevant to their safety.

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- provide a welcoming, inclusive and safe environment that supports and values the ideas and opinions of children and treats them with respect regardless of their race, colour, gender identity, sex, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status
- actively promote and consider the cultural safety and inclusion of all children
- empower children by providing an environment where they can actively participate and 'have a say', especially on issues that are important to them
- listen and respond to the views and concerns of children, including where it relates to concerns that they feel unsafe
- abide by the council's commitment and obligation to be a child safe organisation
- identify and mitigate risks to the safety and wellbeing of children
- take all reasonable steps to protect children from abuse
- challenge unacceptable behaviour and report all allegations or suspicions of abuse to through HQ Child Safety Reporting portal or contact Hume's Child Safe Officer
- report any concerns, allegations, disclosures or observations of child abuse in line with Hume's policies and processes, Mandatory Reporting and Reportable Conduct reporting requirements
- report all child safety concerns through HQ Child Safety Reporting portal or contact Hume's Child Safe Officer
- work with children in an open and transparent way. For example, by ensuring that where appropriate, interactions with children can be observed by other adults
- respect the privacy of children and their families and only disclose information to people in accordance with legislation
- observe professional boundaries with children at all times
- disclose any information of charges, convictions of abuse and all other offence history in accordance with the councils Criminal Record Check policy.

Staff will not:

- act or engage in activities or provide additional support or care outside the confines of their duties (as specified in their position description) when delivering a Council program or service.
- condone or participate in behaviour that is illegal, unsafe or abusive to children
- ignore or disregard any concerns, suspicions, or disclosures of child abuse.

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- exaggerate or trivialise allegations or issues relating to child abuse or the safety and wellbeing of children
- discriminate against children based on their age, gender identity, sex, race, cultural or sexual orientation.
- develop inappropriate relationships with children, including relationships that show favouritism.
- display violent or inappropriate behaviour towards a children
- initiate unnecessary physical contact with children or exhibit behaviours with children which may be construed as inappropriate
- put children at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- conduct a sexual relationship with a child or indulge in any form of sexual contact with a child
- engage in open discussions of a mature nature in the presence of children
- use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child
- discriminate against any child, because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- use any computer, mobile phone, or video and digital camera to exploit or harass children or expose them to offensive or sexualised content.
- exchange personal contact details with a child such as phone number, social networking sites or email address, unless authorised by a direct Manager.
- have unauthorised contact with a child or their family outside of the council including online, on social media or by phone.
- use, possess or be under the influence of illegal drugs

Consequences of breaching the Safeguarding Children and Young People Code of Conduct

All staff of the council who breach this Code of Conduct may be subject to disciplinary procedures in accordance with the relevant industrial instrument and/or relevant terms of engagement.

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Hume has zero tolerance for child abuse and will take all allegations of reportable conduct and safety concerns very seriously, ensuring such conduct is dealt with in accordance with council policies, procedures, and the law.

Breach of the Code of Conduct

All staff are obliged to report any breaches of this Code of Conduct to their manager or appropriate person. In instances where a reportable allegation has been made, the matter will be managed in accordance with the department's Reportable Conduct Policy and may be subject to referral to Victoria Police.

If a staff member thinks that this Code of Conduct has been breached by another staff member, they will:

- act in the best interest of the child or young person
- act promptly to ensure that the child or young person is safe
- promptly follow Hume City Councils reporting procedures.

I have read and understood this Safeguarding Children and Young People Code of Conduct.

I understand the importance of keeping children safe and my obligations to speak up if I have a concern.

If you have any questions, please don't hesitate to speak to a member of the Child Safe Working group or visit the Child Safe page on HQ.

Name	
Signature	
Date	
Role	

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CHILD SAFE POLICY

Policy Reference No.	POL/284
File No.	HCC20/375
Strategic Objective	2.2 Strengthen community safety and respectful behaviour.
Adopted by Council	27 July 2020
Date for Review	August 2021
Responsible Officer	Manager, Family Youth and Children's Services
Division	Community Services

CHILD SAFE POLICY

PREAMBLE

Some of the contents of this policy are graphic or describe violence and abuse. They have been included to give best practice and legal descriptions of child abuse to assist with identifying and reporting child abuse. This may be triggering or distressing for the reader.

If required, support is available from your supervisor, Human Resources (tel: 9205 2478 or hmsupport@hume.vic.gov.au) or Employee Assistance Program (tel: 1800 099 444 or online <https://work.caraniche.com.au/make-a-booking/>)

1 BACKGROUND

- 1.1 In 2012 and 2013, the Victorian Parliament's Family and Community Development Committee inquired into the handling of child abuse allegations by religious and other non-government organisations.
- 1.2 The Committee's report, *Betrayal of Trust* found that there was need for independent scrutiny of organisations' systems and processes to prevent and respond to allegations of child abuse.
- 1.3 This resulted in the Victorian Government implementing:
 - 1.3.1 Criminal law reform (three new laws relating to failure to disclose, failure to protect and grooming)
 - 1.3.2 Civil law reform (the removal of the time limit on legal action)
 - 1.3.3 Mandatory Child Safe Organisations (Child Safe Standards and Reportable Conduct Scheme).
- 1.4 The Committee also recommended that the Victorian Government authorise an independent body – the Commission for Children and Young People (CCYP) to:
 - Oversee and monitor the handling of allegations of child abuse
 - Undertake independent investigations
 - Scrutinise and audit systems and processes for handling allegations
 - Monitor and report on trends
 - Build skills and knowledge within organisations to ensure they can competently handle allegations of suspected child abuse
- 1.5 New legislation was passed to amend the *Child Wellbeing and Safety Act 2005* to introduce compulsory Child Safe Standards. Victorian organisations that provide services to children are now required to comply with the Child Safe Standards to help protect children from harm. Hume City Council commenced compliance from 1 January 2016.

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CHILD SAFE POLICY

2 PURPOSE AND POLICY CONTEXT

- 2.1** Through this policy, Hume City Council establishes a zero tolerance approach to child abuse and demonstrates a commitment to child safety from its leaders, staff, volunteers and contractors. The aim of the policy is to protect the children in our care and prevent abuse from occurring. It is welcoming of all children, young people and families irrespective of culture, background, ability, sexual orientation, gender identity, or sex/intersex status. A child safe environment takes a preventative, proactive and participatory stance on child protection issues. (**Appendix A: Glossary of Terms**)
- 2.2** In accordance with this policy, allegations of child abuse will be fully investigated within the organisation's legislative scope and handled with confidentiality and discretion, whilst taking the safety and best interest of the child into account.
- 2.3** This policy details Hume City Council's approach to creating a child safe organisation that is consistent with the [Child Safe Standards](#), [National Principles for Child Safe Organisations](#) (The National Principles: **Appendix F**) and the [Reportable Conduct Scheme](#), by having:

Elements of Child Safe Organisation	Victorian Child Safe Standards	National Principles
An organisational culture of Child Safety	Standard 1: Strategies that embed an organisational culture of child safety, including through effective leadership arrangements. Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.	Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
Child Safe Policies and Procedures	Standard 2: A child safe policy or statement of commitment to child safety.	Principle 10: Policies and procedures document how the organisation is safe for children and young people.
Children's Participation and Empowerment	Standard 7: Strategies to promote the participation and empowerment of children. (Appendix F)	Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
Community Engagement and Child Safe Information		Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.
Social Justice Platform	Protect the cultural safety of Aboriginal, culturally and/or	Principle 4:

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	linguistically diverse, and children with a disability	Equity is upheld and diverse needs respected in policy and practice.
Elements of Child Safe Organisation	Victorian Child Safe Standards	National Principles
Human Resources Practices	Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.	Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Child Safe Reporting Strategies	Standard 5: Processes for responding to and reporting suspected child abuse.	Principle 6: Processes to respond to complaints and concerns are child focused.
Skilled Workforce and Recruitment Practices	Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.	Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
Risk Reduction Strategies and a Culture that Supports all Persons (including children) to report Risks of Harm to Children	Standard 6: Strategies to identify and reduce or remove risk of child abuse.	Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
Continuous Improvement		Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.

2.4 As per the legislation, compliance with the Child Safe Standards must also:

- Protect the cultural safety of Aboriginal children
- Protect the cultural safety of children from culturally and/or linguistically diverse backgrounds
- Protect the safety of children with a disability

2.5 This policy outlines how the individual and organisation is held accountable under the Reportable Conduct Scheme. There are five types of reportable conduct:

2.5.1 Sexual offences committed against, with or in the presence of a child

2.5.2 Sexual misconduct committed against, with or in the presence of a child

2.5.3 Physical violence against, with or in the presence of a child

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2.5.4 Any behaviour that causes significant emotional or psychological harm to a child

2.5.5 Significant neglect of a child

2.6 This policy is to be read and implemented in conjunction with Council's Child Safe Reporting Procedure (**Appendix C**).

2.7 Underpinning this policy are the [United Nations Convention on the Rights of the Child](#) (UNCRC) (**Appendix E**) and the [National Principles for Child Safe Organisations](#) (The National Principles) (**Appendix F**) and the Hume 0 – 24 Framework.

2.7.1 UNCRC recognises that children have a right to be protected from physical and mental harm and neglect and be able to enjoy the full range of human rights – civil, cultural, economic, political and social rights.

2.7.2 The National Principles aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and wellbeing.

2.7.3 The 0 – 24 Framework identifies that a good life is experienced when children and young people in Hume feel secure, cared for and safe, have access to life's necessities, experience good health and wellbeing, engage in learning and are connected to their community.

3 SCOPE

3.1 This policy applies to all Hume City Council staff, councillors, volunteers, students and contractors/consultants.

4 STATEMENT OF COMMITMENT TO CHILD SAFETY

4.1 Hume City Council is a child safe organisation with zero tolerance for child abuse. Council actively listens to and supports children to be strong, confident and self-determined citizens. Council provides a safe working environment that values child safety, diversity and inclusion for all children aged 0 – 18 and adheres to the Victorian Child Safe Standards and related legislation.

Council acknowledges the cultural safety, participation and empowerment of all children; especially children from Aboriginal or culturally and/or linguistically diverse backgrounds and those with a disability.

All allegations of abuse and safety concerns received by Council will be acted upon in accordance with relevant policies and procedures.

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Council requires that Councillors, employees, volunteers and contractors understand and follow child safe principles and expectations for appropriate behaviour towards, and in the company of children.

5 RECOGNISING CHILD ABUSE

5.1 The legislation defines child abuse under four categories (physical, sexual, emotional, neglect) plus the criminal offence of grooming. Child abuse also includes experiencing or exposure to family violence

a) Physical Abuse – occurs when a child suffers or is likely to suffer significant harm from a non-accidental physical injury or injuries inflicted by another person.

Physical abuse can occur when:

- A person intentionally or recklessly uses physical force against, with or in the presence of a child without their consent, which causes, or could cause, the child harm.
- Someone intentionally or recklessly causes a child to believe that physical force is about to be used against them without their consent.

Physical abuse can include:

- Hitting
- Punching
- Kicking
- Pushing
- Throwing something that strikes a child
- Behaviour, words or gestures that causes a child to believe that they are about to suffer physical abuse

b) Sexual Abuse – occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to their age and development.

Child sexual abuse can include:

- Fondling
- Masturbation
- Penetration
- Voyeurism
- Exhibitionism/flashing
- Exposure to exploitation through pornography or prostitution
- Grooming behaviour
- Inappropriate conversations or a sexual nature

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- c) **Emotional and Psychological Abuse** – occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence.

It can include:

- Derogatory name calling and put downs
- Persistent and deliberate coldness from a person to the extent where the behaviour of the child is disturbed, or their emotional development is at serious risk of being impaired

- d) **Neglect** – refers to the continued failure to provide a child with the necessities of life as well as failing to meet a child's physical, emotional, social, educational and safety needs.

It can include failure to provide:

- Food/nutrition
- Clothing
- Shelter/housing
- Hygiene practices
- Medical attention/health care
- Adequate supervision to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised

- e) **Grooming** – is an offence which targets communication by an adult, including online communication, with a child or their parents with the intent of committing child sexual abuse.

- f) **Family Violence** – is behaviour by a person towards a family member that may include:

- Physical violence or threats of violence
- Verbal abuse, including threats
- Financial, religious and social abuse
- Harm or threats of harm to pets or property

5.2 Detailed definitions and indicators of abuse are further outlined in Appendix B – Definitions of Abuse.

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6 LEGISLATIVE RESPONSIBILITIES

6.1 There are four Victorian laws pertaining to child safety. These are applicable to Council and the community.

- a) **Failure to disclose child sexual abuse** law demands that all adults in Victoria who form a reasonable belief that a sexual offence against a child has been committed have a legal obligation to report the information to the police. Individuals who fail to comply with this obligation under the *Crimes Act 1958 (Vic)* may be subject to a penalty of 3 years imprisonment.
- b) **Failure to protect a child from sexual abuse** law applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk but did not act to protect the child.
- c) **Grooming for sexual conduct with a child** offence occurs where an adult communicates, by words or conduct, online or face-to-face, with a child or with a person who has care, supervision or authority for a child, with the intention of facilitating the child's engagement in or involvement in a sexual offence (as per *Section 49B Crimes Act 1958*).
- d) **Mandatory reporting** describes the legal obligation of certain professionals to report to the Victorian Child Protection Service (Department of Health & Human Services) if they form a reasonable belief that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse or lack of parent capacity to protect the child from harm.

Section 182 (1) of the Children, Youth and Families Act 2005 (as amended in 2011) lists the following people as mandated to report child abuse:

- Registered Medical Practitioner
- Registered Nurse
- Midwife
- Registered psychologists
- Registered teacher/educator/early childhood worker (under the Education and Training Reform Act 2006)
- School principal
- Police officer
- School counsellors
- Out of home care workers
- Youth justice workers
- The head of an organisation (CEO) affected by the Reportable Conduct Scheme

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Staff who are mandated to report child abuse will have this identified as part of their employment conditions. However, it is expected that all staff will make a report if they believe a child is in need of protection, regardless of whether they are a mandated reporter or not.

Mandated Reporters should call ChildFIRST on 1300 786 433 or Police on 000.

7 KEY ROLES AND RESPONSIBILITIES

7.1 Protecting children is everyone's responsibility. All Council personnel have a responsibility to understand their specific role to ensure that the wellbeing and safety of all children is at the forefront of all they do. Key roles and responsibilities are outlined as follows:

Key Role	Key Responsibilities
CEO and Executive Management Team	<ul style="list-style-type: none"> Demonstrate leadership in child safe practices. Plan organisational resources and requirements for implementation of the Child Safe Standards, Reportable Conduct Scheme and National Principles
Managers and Coordinators	<ul style="list-style-type: none"> Receive and act on reports of child safety concerns or allegations of abuse within and external to Council, provide support to the personnel involved, maintain confidentiality as far as practicable and forward the concerns to the Child Safety Officer. Ensure all staff have completed compulsory training. Planning staff tasks and delegation of work to staff with appropriate training as Working with Children checks.
Human Resources	<ul style="list-style-type: none"> Provide information relating to the Child Safe policies and practices via training/induction material to new and existing staff. Make child safety resources available to managers, team leaders and coordinators for dissemination. Ensure that all employees complete the compulsory e-learning Child Safe Standards training. Conduct recruitment practices, pre-employment screening and Police-Working with Children Check processes in line with Council's recruitment and selection guideline requirements for child related work. Manage Council's disciplinary procedures. Oversee any investigations into suspected staff misconduct and provide advice in relation to disciplinary procedures as they apply to the Child Safe Standards and Child Safe Policy. Support staff to build resilience and cope with child abuse incidences, for example through resilience training, Employee Assistance Program (EAP) counselling service.

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	<ul style="list-style-type: none"> • Reflect a culture of child safety in all corporate training activities. • Support the Child Safety Officer with confidential staff matters.
Child Safety Officer	<ul style="list-style-type: none"> • Act as the first point of contact for child safety concerns or allegations of abuse external to Council, from a Council Officer undertaking their role within the Hume community. • Offer information, referral and/or support to the child, the parents/caregivers, the person who reports and the accused person. • Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required). • Decide, in accordance with legal requirements and duty of care, whether the matter will be reported to the Police or Child Protection and lodge a report as soon as possible (if required). • Confirm relevant authorities have been notified i.e. Department of Health and Human Services (DHHS) Child Protection for all issues of abuse, Police for imminent risk and sexual abuse, and the CCYP for reports of allegations of child abuse and misconduct towards children. • Oversee the implementation of Policy and Reporting Procedure. • Engage the assistance of expert advice as required. Retain the completed reporting according to Council's privacy policy and procedures.
Those responsible for mandatory reporting under the <i>Children, Youth and Families Act 2005</i>	<ul style="list-style-type: none"> • Act in accordance with Children, Youth and Families Act 2005 in relation to reporting child abuse. • Inform Child Safety Officer of any mandatory reporting activities.
All Councillors, Employees, Volunteers and Contractors	<ul style="list-style-type: none"> • Complete the compulsory Child Safe Standards e-learning training module within 30 days of it being allocated. • Conduct work according to the requirements of the Child Safe Policy, Child Safe Reporting Procedure and Code of Conduct. • Report all concerns regarding child safety or harm to the Child Safety Officer. This applies to any incidents, disclosures, suspicions or breaches of the HCC Code of Conduct that may be encountered within Council and whilst undertaking their role in the wider Hume community. • Understand the legislation and legal obligations to report. • Obtain and maintain a valid Working with Children Check as required for their role. • Where a child is in immediate danger, call 000.

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Communications and Events	<ul style="list-style-type: none"> Promote Hume City Council as an organisation that upholds the Child Safe Standards. Ensure relevant events and public activities include messaging about Child Safe Standards and have procedures in place to mitigate risk of predatory behaviour and increase child safety.
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8 CHILD SAFE REPORTING PROCESS

8.1 To ensure a consistent, organisation-wide response to protecting children, a reporting process has been developed. See **Appendix C - Child Safe Reporting Procedure**.

8.2 All Councillors, employees, volunteers and contractors must be familiar with the reporting procedure and follow all steps when:

- They witness an incident of abuse
- They receive a disclosure of abuse
- They form a reasonable belief that a child has, or is at risk of being abused
- A breach of the Hume City Council Code of Conduct relating to child safety has occurred

8.3 All allegations of abuse, disclosures or safety concerns must be documented. All incident reports will be treated as confidential (**Appendix D**).

If a child is in immediate danger, please call 000.

If you require assistance or support, please contact a senior member of the Child Safe Working Group.

Manager, Family, Youth and Children's Services: 9205 2873

Manager, Human Resources: 9205 2226

Manager, Leisure Centres and Sport: 9205 2563

9 SUPPORTING PROCESSES

To create the optimum working environment where risks are minimised, Council ensures all personnel participate in induction, training and education processes on a regular basis, receive regular supervision and participate in an annual performance review and development including:

9.1 Recruitment: our commitment to child safety is demonstrated by the careful selection of people that we work with, both through employment and in the provision of services to Council. This takes place through the promotion of Council as a child safe organisation, robust reference checking, interviews and (where appropriate) psychometric testing and Working with Children Card and criminal history screening

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9.2 Code of Conduct: Council has developed a Code of Conduct that provides guidance to staff, Councillors, volunteers, students and contractors engaging with our organisation, including particular guidance on engaging with children and young people.

9.3 Training and Ongoing Education: training and education is important to ensure that everyone understands that child safety is everyone's responsibility within our organisation. All staff will be made aware of their obligations and expectations of working in a Child Safe Organisation via Council's Code of Conduct, new employee induction, completing the online Child Safety e-learning modules and training sessions.

At minimum training topics will include Child Safe Policy, Reporting policies and procedures, Reportable Conduct Scheme, Code of Conduct, child safe culture, identifying the indicators of abuse, offender behaviour, how to respond to disclosures, complaints, and legislation.

9.4 Ongoing Support: Council also seeks to provide supervision and support to all staff, Councillors, and volunteers with a focus on child safeguarding relevant to their position within council. Performance appraisals include a focus on child safety including knowledge and understanding of this policy and related procedures. We seek to ensure child safety is a discussion point on all meeting agendas and that new and refresher information is shared regularly.

9.5 Retention of Records: all records will be retained in accordance with Council's record keeping requirements under the Public Records Act 1973 and privacy requirements under the Privacy & Data Protection Act 2014 and Council's Privacy Policy. Council works to maintain records related incidents or alleged incidents related to child abuse for a minimum of 45 years, as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse

9.6 Child Safe Reporting Procedure: Council's procedure for notifying organisational leaders of child abuse is applicable to all Council staff, councillors, volunteers, students and contractors and must be followed in the event of a child's safety being at risk.

9.7 Reportable Conduct Scheme: Council's CEO is primarily responsible for the organisation's compliance with the Reportable Conduct Scheme. The Scheme requires the head of an organisation (or nominated delegate) to notify the CCYP of a reportable allegation within three business days, as well as oversee the investigation of the allegation and provide the findings to the CCYP. It is an offence to fail to notify and update the CCYP about reportable allegations.

9.8 Empowerment and Participation: Council seeks to create an environment that supports children and young people to participate in the child safety process, have their voices heard and have confidence that Council will always act on their concerns. Council takes responsibility to make children aware of their rights and to provide them with accessible and age-appropriate child safety information. Council makes child safety information available to families and the wider community and seeks their input wherever possible.

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9.9 Risk Management: Council takes a proactive approach to identifying, responding to and monitoring child safety in the face to face and online environments. We use this approach to inform our strategy, policy, procedures, risk assessments and event planning. All online platforms to engage with children and young people must seek parental/ guardian permissions for children under 18 years of age. Online programs can only be used through Hume Council accounts and ICT approved platforms.

10 POLICY REVIEW

10.1 This policy will be reviewed annually; following a critical incident; and in response to any legislative changes. Council will seek input from staff, volunteers, Councillors, parents, carers, children and young people and other stakeholders during the review process.

11 RELATED DOCUMENTS

11.1 This policy shall be read and implemented in conjunction with the following Council policies and procedures:

- Child Safe Reporting Procedure
- Councillor Code of Conduct
- Staff Code of Conduct
- Hume City Council Employee Handbook
- Volunteer Policy
- Privacy Policy
- Risk Management Policy
- Recruitment and Selection guidelines
- Grievance and Discipline procedures
- Social Justice Charter
- Aboriginal and Torres Strait Islander Recognition Policy
- Hume 0 – 24 Framework
- Hume City Council Reconciliation Action Plan
- Hume Community Safety Action Plan
- Hume City Council Multicultural Framework
- Hume Health and Wellbeing Plan

11.2 Further information regarding legislation, related policy and information can be located in **(Appendix G)**

12 RECORDS

12.1 In 2015, the Victorian Government removed all limitation periods that apply to civil actions for damages founded on child abuse by amending the Limitations of Actions Act 1958. This means that Victorian public sector offices cannot destroy any records which are likely to be needed for civil action legal proceedings, for at least the life of the child and possibly longer. Affected records will be managed and retained in accordance with Public Record Office Victoria (PROV) standards and with Council's Records Management Policy POL/CORP214.

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13 POLICY NON COMPLIANCE

- 13.1** The Child Safe Standards are governed by the Child Wellbeing and Safety Act 2005 (the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 amended the Child Safety and Wellbeing Act 2005) and the Children, Youth and Families Act 2005. Any non-compliance with the Child Safe Standards may lead to a penalty or imprisonment as prescribed within these Acts.
- 13.2** The Child Safe Standards and Reportable Conduct Scheme outlines the process to disclose and report suspected or alleged cases of child abuse. Disclosure is required in circumstances in which a reasonable belief exists that a sexual offence has been committed against a child. Failure to report or protect a child from abuse is a criminal offence.
- 13.3** Where a breach in policy is identified, Council will respond without delay. A breach in policy will result in disciplinary action, up to and including, termination of engagement with Council. Serious breaches of this policy and related procedure may be reported to Police and/or other authorities.

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APPENDIX A

GLOSSARY

Key Term	Definition
Child/Children	Any person up to the age of 18 years.
Child Safety	A range of timely and appropriate measures to protect a child from abuse.
Child Safe Organisation	In the context of the Child Safe Standards, a child safe organisation is one that takes deliberate steps to protect children from abuse and is embedded in an organisation's culture and policies.
Child Safety Officer	Dedicated council officer responsible for receiving and processing child safety concerns and reports received from the organisation.
Abuse	An act or acts which endangers a child's health, wellbeing and/or development. Abuse can happen once or multiple times including: <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Cumulative harm • Exposure to family violence • Neglect • Grooming • Multi-dimensional harm
Aboriginal and Torres Strait Islander Child/Children	A person under the age of 18 who identifies as Aboriginal and/or Torres Strait Islander.
Code of Conduct	A statement of the way Council staff will conduct business with all stakeholders. It establishes a common understanding of the values and guiding behaviours to be applied in everyday work activities and provides a link between Council's Values, policies and procedures and the <i>Local Government Act 1989</i> .
Council	Hume City Council being a municipal Council under the <i>Local Government Act 1989</i> .
Councillor	Individuals holding the office of a member of Hume City Council.
Council Officer	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Child Related Work	Work within one or more of the occupational fields defined in the Working with Children Act 2005 where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work.
Children from Culturally and/or linguistically diverse backgrounds	A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parent's identification on a similar basis.

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Children with a Disability	Use of the term 'disability' is consistent with the Disability Act 2006. A disability incorporates any physical, sensory, neurological disability acquired brain injury intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.
Child Safe Standards	In 2015, the Child Wellbeing and Safety Act 2005 was amended to include Child Safe Standards. The standards are designed to drive cultural change and embed practice of protecting children into the everyday thinking of an organisation.
Commission for Children and Young People (CCYP)	<p>An independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people.</p> <p>CCYP ensures the rights of all children and young people are recognised, respected and defended through:</p> <ul style="list-style-type: none"> • independent scrutiny and oversight of services for children and young people, particularly those in the out-of-home- care, child protection and youth justice systems advocacy • supporting and regulating organisations that work with children and young people to prevent abuse and make sure these organisations have child safe practices.
Contractor (including consultant)	An individual engaged to provide goods, services or works on behalf of Council.
Contracted Organisations	Any type of business entity (which may include all their employees and subcontractors) contracted by Hume City Council to provide services in accordance with the contract terms.
Critical Incident	An actual or alleged event or situation that creates a significant risk of harm to the physical or mental health, safety or wellbeing of an individual.
Cultural Safety of Aboriginal Children	<p>Aboriginal or Torres Strait Islander children are given the opportunity to be connected to culture and provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, their spirituality and belief systems.</p> <p>It is more than just the absence of racism or discrimination, and more than cultural awareness and sensitivity. It includes identification of practices that may lead to Aboriginal and Torres Strait Islander children feeling unsafe.</p>
Cultural safety for children from culturally and/or linguistically diverse backgrounds	An environment which is spiritually, socially, emotionally and physically safe for children; where there is no assault, challenge or denial of their cultural or linguistic identity, of who they are and what they need. It includes seeking identification of practices that may lead to children from CALD backgrounds feeling unsafe.
Duty of Care	The obligation of Council employees, contractors and volunteers to take reasonable steps to protect children in their care from the risks of injury, abuse and harm that are reasonably foreseeable.

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Employee	An individual directly employed by Council - including but not limited to agency appointments, and those staff on short- and long-term employment agreements.		
Family Violence	Behaviour by a person towards a family member that: <ul style="list-style-type: none">• is physically or sexually abusive• is emotionally or psychologically abusive• is economically abusive• threatens• coerces• causes a child to hear or witness, or otherwise be exposed to the effects of family violence• in any other way controls or dominates the family member and causes them to feel fear for their own or another person's safety or wellbeing.		
Failure to Disclose	A failure to act on the legal obligation upon all adults to report to Victoria Police where they form a reasonable belief that a sexual offence has been committed by an adult (18 years and over) against a child under the age of 16 (16 being the legal age of consent). Failure to Disclose is a criminal offence. A person found guilty is subject to a custodial sentence.		
Failure to Protect	The offence provides that a person who by reason of the position he or she occupies within a relevant organisation, has the power or responsibility to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence committed by a person of or over the age of 18 years who is associated with the relevant organisation; and knows that there is a substantial risk that the person will commit a sexual offence against a relevant child – must not negligently fail to reduce or remove that risk. Failure to Protect is a criminal offence. A person found guilty is subject to a custodial sentence.		
Gender Identity	The way in which a person understands, identifies or expresses their masculine or feminine characteristics within a particular sociocultural context.		
Grooming	The act of communication, including online communication, with a child under the age of 16 (or their parents or person who has care, supervision or authority of the child) with the intent of committing child sexual abuse. This includes predatory conduct undertaken to prepare a child for sexual abuse at a later time with the groomer (aged 18 years old or over) or another adult. Grooming is a criminal offence. A person found guilty of grooming is subject to a custodial sentence.		
Mandatory Reporting	The legal obligation under the Children Youth and Families Act 2005, of certain professionals to report when a child needs protection. Mandatory reporters include: <ul style="list-style-type: none">• Doctors• Nurses• Midwives• Registered psychologists• School Principals• Police• Teachers (including early childhood workers)		
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	<ul style="list-style-type: none"> School counsellors Out of home care workers Youth justice workers
Reasonable Belief or a Belief on reasonable grounds	<p>A reasonable belief or a belief on reasonable grounds is not the same as having proof but is more than mere rumour or speculation. A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds. A person forms a reasonable belief that a child needs protection, or their safety or wellbeing is at risk, when:</p> <ul style="list-style-type: none"> They are more likely to accept rather than reject their suspicion; and The belief is formed through disclosures, observations or other information of which they have become aware. <p>To form a reasonable belief or a belief on reasonable grounds, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of, and details of, the allegation, and whether there are any other related matters known regarding the alleged perpetrator.</p>
Reportable Conduct Scheme	<p>The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The Scheme is designed to ensure that the CCYP will be aware of every allegation of misconduct involving children in relevant organisations that exercise care, supervision and authority over children.</p> <p>This includes:</p> <ul style="list-style-type: none"> supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses; and independently overseeing, monitoring and making appropriate recommendations to improve organisational responses.
Sex (in the context of sexual activity)	Activities associated with sexual intercourse, sexual stimulation, arousal or gratification.
Sex (in the context of gender)	Refers to a person's biological characteristics. A person's sex is usually described as either male or female. The designation of a person as either male or female on the basis of their biological characteristics takes into account their chromosomes, genitals, hormones and neurobiology. Some people have both male and female characteristics, or neither male nor female characteristics.
Sexual Orientation	Describes a person's romantic and/or sexual attraction.
Volunteer NB: This does not include student placements from secondary school work experience programs	<p>An unpaid person who has been engaged by Hume City Council to perform activities that support Council's community building objectives e.g. committee involvement, support of community events, festivals, programs and facilities. There are a number of volunteer categories: ongoing, program-based, event-based, short-term and committee-based.</p>

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APPENDIX B

DEFINITIONS OF ABUSE

Children and young people who suffer abuse may be afraid to tell anybody about it. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs.

Common Indicators of Abuse

- Regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- Showing an inexplicable fear of particular places or making excuses to avoid particular people
- Knowledge of ‘adult issues’ for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- Angry outbursts or behaving aggressively towards other children, adults, animals or toys
- Becoming withdrawn or appearing anxious, clingy or depressed
- Self-harming or thoughts about suicide
- Changes in eating habits or developing eating disorders
- Regularly experiencing nightmares or sleep problems
- Regularly wetting the bed or soiling their clothes
- In older children, risky behaviour such as substance misuse or criminal activity
- Running away or regularly going missing from home or care
- Not receiving adequate medical attention after injuries

Physical Abuse:

Physical abuse occurs when a child suffers, or is likely to suffer, significant harm from a non-accidental physical injury or injuries inflicted by another person.

Physical abuse can occur when:

- a person intentionally or recklessly uses physical force against, with or in the presence of a child without their consent, which causes, or could cause, the child harm.
- someone intentionally or recklessly causes a child to believe that physical force is about to be used against them without their consent.

Physical abuse can include:

- | | | |
|---|---|--|
| • Hitting | • Shaking | • Scratching |
| • Punching | • Throwing | • Family Violence |
| • Pinching | • Pushing | • Burning |
| • Twisting Limbs | • Choking | • Kicking |
| • Slapping | • Biting | • Poisoning/Significant over medicating |
| • Factitious Disorder by proxy (feigning illness) | • Otherwise causing physical harm to a child/young person | • Behaviour, words or gestures that causes a child to believe that they are about to suffer physical abuse |

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The following may indicate physical abuse has occurred:

Physical	Behavioural
Bruises in unlikely places (face, back, ears, hands, buttocks, upper thighs and soft parts of the body)	Inconsistent or absent explanation of bruises
Any bruising on a baby	Unusual fear of physical contact with adults
Pressure marks/bruises/welts that show the shape of the object used to make them - e.g. fingerprints on the face, chest or back, handprints, buckles, iron, teeth	Disclosure of an injury inflicted by someone else, or inconsistent/unlikely explanation or inability to remember the cause of the injury
Weal, ligature or bite marks	Caution around parent, guardian, caregiver
Skull fracture, subdural bleeding, multiple fractures of different ages	Reluctance to go home or a particular place
Suspicious burns from water, oil or flames	Habitual absences without explanation
Burns that show the shape of the object used to make them – e.g. iron, grill, cigarette	No reaction/little emotion displayed when hurt or threatened
Cuts, grazes, scrapes to the mouth, lips, gums, eyes, external genital area	Wearing clothes unsuitable for weather conditions to hide injuries
Bald patches where hair has been pulled out	Overtly compliant, shy, withdrawn, passive and uncommunicative
Multiple injuries (consistent - old and new)	Fear of dark/confined spaces
Internal injuries (child complains of sore tummy, ribs, hurts to sit down)	Unusually nervous, hyperactive, aggressive, disruptive and destructive to self/others/property
Drug or alcohol misuse, attempted suicide or self-harm (especially in older children/adolescents)	

Sexual Abuse:

Sexual abuse occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to their age and development.

Behaviour that could amount to sexual abuse spans a broad range of behaviours from sexual misconduct to a sexual offence. Sexual misconduct is another type of abuse and includes a variety of sexualised behaviours with or towards children.

This could include inappropriate conversations of a sexual nature, comments that express a desire to act in a sexual manner, or in some cases, behaviour that crosses a professional boundary such as having or seeking to establish an inappropriate or overly familiar relationship with a child.

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Sexual abuse can include:

- Fondling
- Masturbation
- Penetration/Rape
- Voyeurism
- Exhibitionism/Flashing
- Inappropriate conversations of a sexual nature
- Exposure to or exploitation through pornography or prostitution
- Persuading or forcing a child to send or post sexually explicit images of themselves (sexting)
- Making a child take their clothes off, touch someone else's genitals or masturbate
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- Having sexual conversations with a child by text or online
- Meeting a child following online sexual grooming with the intent of abusing them

The following may indicate sexual abuse has occurred:

Physical	Behavioural
Genital injuries or bleeding, inflammation, infection in the genital area	Disclosure of sexual abuse or attempted abuse
Injury to areas of body such as breasts, buttocks, upper thighs, ankles	Inappropriate sexual behaviour or explicit drawings/story telling based on the child's age
Sexually transmitted (STI) or urinary tract infections	Attempting sexual contact with others or explicit play with toys/animals
Persistent soiling or bed wetting, discomfort using the toilet	Excessive masturbation which does not respond to boundaries or discipline
Anal or vaginal soreness or itching	Obsessive and compulsive washing
Discomfort when walking or sitting down	Wary of physical contact with others
An unusual discharge	Unusually fearful of having their nappy changed
Pregnancy	<ul style="list-style-type: none"> • Sleep disturbance • Sudden decline in academic performance • Poor memory and concentration • Poor self-care/hygiene • Promiscuous, affection seeking behaviour

A full list of the relevant sexual offences is set out in Clause 1 of Schedule 1 to the *Sentencing Act 1991*.

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Emotional and Psychological Abuse

Emotional and/or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed, or their emotional development is at serious risk of being impaired.

The infliction of emotional or psychological harm is one of the most common forms of child abuse. This may involve conveying to a child that they are worthless, unloved, inadequate or rejected, or causing a child to frequently feel frightened or in danger. Emotional or psychological abuse often diminishes a child's sense of identity, dignity and self-worth, and the impact can be chronic and debilitating.

Emotional abuse can include:

- Constant criticism
- Rejection
- Coldness
- Ignoring
- Humiliating
- Corrupting and exploiting
- Never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes
- Not allowing children to have friends or develop socially
- Trying to control a child's life and not recognising their individuality
- Shouting
- Name calling
- Belittling
- Insulting
- Manipulating
- Punishing normal behaviour
- Exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse
- Pushing a child too hard or not recognising their limitations
- Mocking
- Excessive teasing
- Deliberately scaring
- Threats/intimidation
- Isolating
- Withholding praise, love and affection
- Constantly blaming or scapegoating a child for things which are not their fault
- Making children perform degrading acts

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The following may indicate emotional abuse has occurred:

Physical	Behavioural
Speech disorders, language delay, stuttering, selective mutism	Avoiding home (particularly if the abuser is in the family home)
Delays in emotional, mental or physical development	Running away or continually staying at friend's houses
Failure to thrive (without an organic cause)	Fear of the dark, not wanting to go to bed, bedwetting or nightmares
Child talks about violence at home	Lying or stealing
	Lack of trust in adults
	Secretive, demanding or disruptive behaviour
	Poor self-image/self-esteem, poor academic performance, poor peer relationships
	Extremely demanding, aggressive, attention seeking, anti-social, destructive
	Overtly compliant, passive and undemanding
	Being overly affectionate to adults they do not know very well
	Unexplained mood swings, triggered by certain words/events/activities
	Poor self-image, low self-esteem, poor social skills
	Fear of failure, overly high standards, excessive neatness
	Violent drawings or writing
	Lack of positive social contact with peers
	Behaviours that are not age appropriate – overtly adult or overtly infantile

Neglect

Neglect refers to the continued failure to provide a child with the basic necessities of life as well as failing to meet a child's physical, emotional, social, educational and safety needs, such as food/nutrition, clothing, shelter/housing, hygiene, medical attention/health care or adequate supervision, to the extent that the child's health, safety and/or development is, or likely to be, jeopardised.

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Neglect can include:

- Failure to thrive
- Sallow or sickly appearance
- Untreated medical conditions
- Developmental delays
- Abnormally high appetite, stealing or hoarding food
- Prone to illness
- Smelly or dirty appearance

The following may indicate neglect has occurred:

Physical	Behavioural
Appears dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions	Children may come to school/programs/centres without lunch money, equipment, necessary supplies or try to beg for or steal food, school supplies, money
Failure to thrive or who have untreated injuries, health or dental problems	Children who have taken on the role of carer for other family members
Poor language, communication or social skills for their stage of development	Poor, irregular or non-attendance at school, centres, programs, services
Lives in an unsuitable home environment, (e.g.; the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence)	Staying at program, service or safe place long hours, refusing/reluctant to leave or go back home
Constantly tired, listless, no energy or enjoyment of life	Aggressive, self-destructive or irritable behaviour or reactions
Lack of basic health and hygiene routines (e.g.; sleep times, teeth brushing, taking medication, menstrual care etc)	Little positive interaction with parent, carer, guardian
Inadequate shelter, exposed to unsafe or unsanitary conditions	Gorging food when it is available, or inability to eat when extremely hungry
	Indiscriminate acts of affection
	Excessive friendliness towards strangers
	Children who are left alone or unsupervised

Grooming

Grooming is an offence which targets communication by an adult, including online communication, with a child or their parents with the intent of committing child sexual abuse.

Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

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Many perpetrators of sexual offences against children purposely create relationships with victims, their families or carers in order to create a situation where abuse could occur. For this reason, parents, carers or other family members who have been targeted by perpetrators in order to gain access to a child are also victims.

Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may only involve establishing a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time.

The sexual conduct must constitute an indictable sexual offence. This includes offences such as sexual penetration of a child, indecent assault and indecent act in the presence of a child. It does not include summary offences, such as up skirting and indecent behaviour in public.

The maximum penalty is 10 years imprisonment.

Family Violence:

Family violence is behaviour by a person towards a family member. Children's exposure to domestic abuse between parents and carers is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. The developmental and behavioural impact of witnessing domestic abuse is similar to experiencing direct abuse. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Family Violence can include:

- Verbal abuse, threats
- Financial abuse
- Coercion
- Harm or threats of harm to pets or property
- Emotional abuse
- Religious abuse
- Intimidation
- Physical violence or threats of violence
- Sexual abuse
- Social/cultural abuse
- Psychological abuse

The following may indicate family violence has occurred:

Physical		Behavioural	
Speech disorders		Wariness or distrust of adults	
Delays in physical developments		Overly compliant, shy, withdrawn, passive and uncommunicative	
Failure to thrive		Antisocial, destructive behaviour	
Bruises, cuts, welts on facial area and other parts of the body		Extremely demanding, attention-seeking, aggression	
Pressure marks/bruises/welts that show the shape of the object used to make them - e.g. fingerprints on the face, chest or back, handprints, buckles, iron, teeth, lighter		Demonstrated fear of parent, carer, guardian, sibling, family member and/or fear of going home	
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	Low tolerance for frustration
	Depression or anxiety

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else. It happens over a lengthy period of time and can harm a child both physically and emotionally. Bullying can happen anywhere – at school, in community centres/services/programs, at home in the workplace or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Changes in mood, behaviour and physical appearance can all be warning signs of being bullied, however, some children may not display any warning signs at all. If an adult is bullying a child, this is also abuse.

Bullying can include:

- Verbal abuse, threats
- Name calling
- Controlling or manipulating
- Exclusion, ignoring or isolating someone
- Physical assaults, such as hitting and pushing
- Racial, sexual or homophobic bullying
- Undermining, by constant criticism or spreading rumours
- Making silent, hoax or abusive calls
- Emotional abuse, such as threatening, intimidating or humiliate someone
- Non verbal abuse, such as hand signs or glaring
- Physical violence or threats of physical violence

Cyberbullying can include:

- Sending threatening or abuse text messages
- Encouraging children or young people to self-harm
- Voting for or against someone in an abusive poll
- Creating and sharing embarrassing images or videos
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child or young person
- 'Trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name

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The following may indicate bullying has occurred:

Physical	Behavioural
Ask for extra pocket money or food	Become aggressive and unreasonable
Missing or damaged belongings or clothes	Start to get into fights
Show a change in their ability or willingness to speak up in class/work	Be alone often or excluded from friendship groups at school, work, sports clubs, social activities
Becomes a frequent target for teasing, mimicking or ridicule.	Have falling school grades
Change their sleeping or eating patterns	Refuse to talk about what is wrong
Has unexplained bruises, cuts and scratches	Not wanting to go to school, work, sports or attend social activities
Has stomach aches or unexplained pain	Have trouble getting out of bed
Arrives home hungry or dishevelled	Appear insecure or frightened
Unexplained bruises, cuts, scratches, particularly those appearing after contact with particular students at school or co-workers/social groups	Change their method or route to school or work or become frightened of walking to school or work
	Frequent tears, anger, mood swings and anxiety
	Shows an unwillingness to discuss, or secrecy about, their online communication

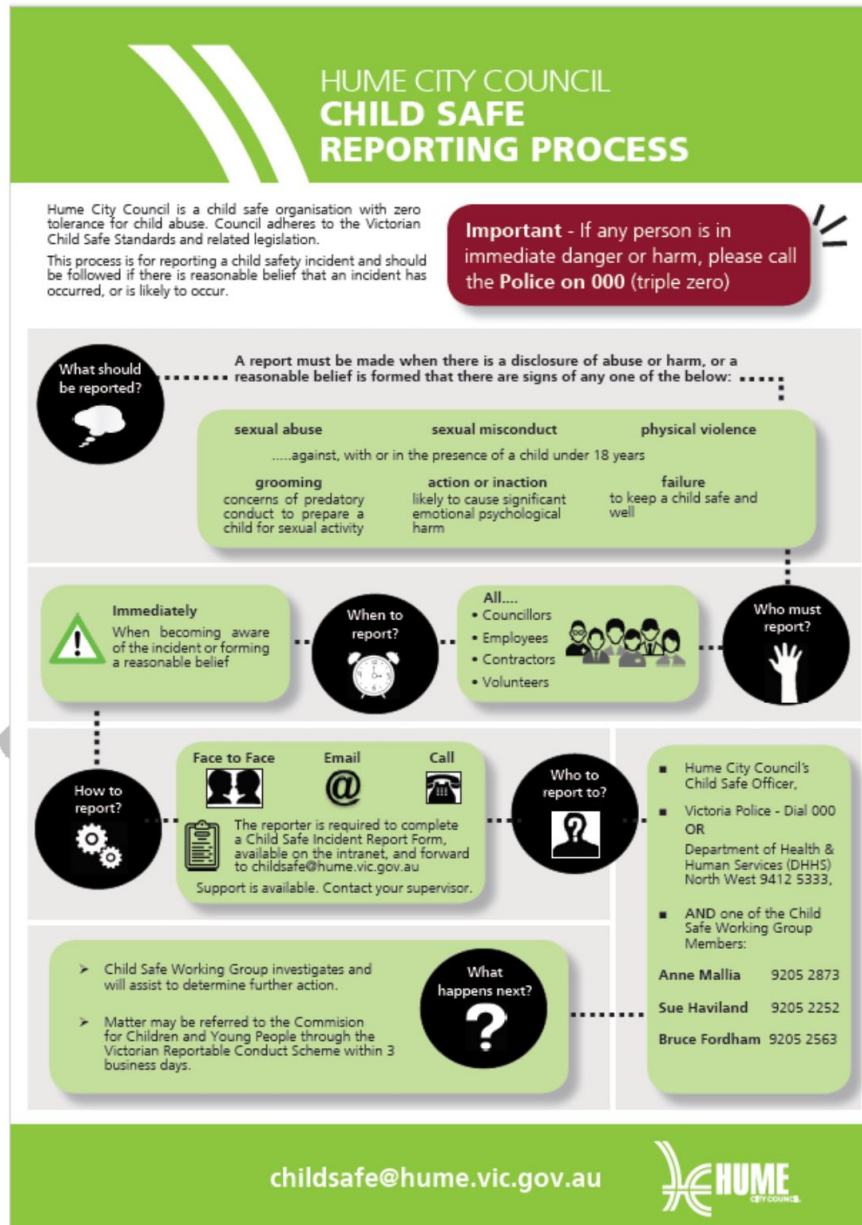
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APPENDIX C

CHILD SAFE REPORTING PROCEDURE

<http://humequarters/Key%20Documents/Child%20Safe%20Reporting%20Process.pdf>



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APPENDIX D

CHILD SAFE INCIDENT REPORT FORM

This form can be downloaded from HQ at:

<http://humequarters/Key%20Documents/Child%20Safety%20Incident%20Report.docx>

This report form can be used by staff members, volunteers, members of the public, or a child or their family if they disclose an allegation of abuse or safety concern in our organisation. All incident reports will be treated as confidential.

This form notes the relevant details of an official notification that may be required (under Part 5A) by the Reportable Conduct Scheme of the Child Wellbeing and Safety Act 2005.

A paper or electronic version of this notification may be provided to Council's Child Safety Officer, sent to childsafes@hume.vic.gov.au. Alternately an individual may report the incident by via telephone, or in person to one of the following Council Officers:

Anne Mallia 9205 2873 Sue Havilland 9205 2252 Bruce Fordham 9205 2563

If you believe a child is at immediate risk of abuse, please phone 000.

1. Status of the Person filling out this form: (Mark with an 'X' as applicable)

Council Staff	<input type="checkbox"/>	
Parent/Carer	<input type="checkbox"/>	
Child	<input type="checkbox"/>	
Volunteer	<input type="checkbox"/>	
Contractor	<input type="checkbox"/>	
Other	<input type="checkbox"/>	If "Other" please describe below

Do you wish to remain anonymous? Yes ☐ No ☐

2. Please categorise the incident:

Physical violence	<input type="checkbox"/>	
Sexual Abuse or Sexual Misconduct	<input type="checkbox"/>	
Grooming	<input type="checkbox"/>	
Serious emotional or psychological abuse	<input type="checkbox"/>	
Serious neglect	<input type="checkbox"/>	
Other	<input type="checkbox"/>	If "Other" please describe below

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3. Incident Details:

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of alleged perpetrator(s) if known:	

4. Please describe the incident:

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Have you notified the Police or the Department of Health and Human Services in regard to this incident? Yes ☐ No ☐ If not, they should be notified as a priority.

5. Reporting Person's Details

If you are willing to be contacted in regard to this notification, please record your contact details, and any other persons that you understand may have witnessed the above incident. If you wish to remain anonymous, please leave this section blank.

Name	Contact Telephone Number (Mobile or landline)

6. Office Use (Internal Response Officers only):

Incident has been advised to:

Date incident report received:		Internal Response Officer	<input type="checkbox"/>
Incident reference number:		Senior Management / HR	<input type="checkbox"/>
Name of staff member receiving this notification form:		Dept. Health & Human Services	<input type="checkbox"/>
Notification Form forwarded to:		Police	<input type="checkbox"/>
Date CCYP notified of incident:			
Notifying Officer Name:			
Notifying Officer Signature:			

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APPENDIX E

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

World leaders have made a commitment to the world's children by adopting the United Nations Convention on the Rights of the Child – an international agreement on childhood. It has become the most widely ratified human rights treaty in history and has helped transform children's lives around the world.

A SIMPLIFIED VERSION OF THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD.



Article 1 Everyone under 18 years of age has all the rights in this Convention.	Article 16 Children have the right to privacy. The law should protect them from attacks against their way of life, their good name, their family and their home.	Article 29 Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, their cultures and other cultures.
Article 2 The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say, whatever type of family they come from.	Article 17 Children have the right to reliable information from the media. Mass media such as television, radio and newspapers should provide information that children can understand and should not promote materials that could harm children.	Article 30 Children have the right to learn and use the language and customs of their families, whether or not these are shared by the majority of the people in the country where they live, as long as this does not harm others.
Article 3 All organisations concerned with children should work towards what is best for each child.	Article 18 Both parents share responsibility for bringing up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.	Article 31 Children have the right to relax, play and to join in a wide range of leisure activities.
Article 4 Governments should make these rights available to children.	Article 19 Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.	Article 32 Governments should protect children from work that is dangerous or that might harm their health or education.
Article 5 Governments should respect the rights and responsibilities of families to guide their children so that, as they grow up, they learn to use their rights properly.	Article 20 Children who cannot be looked after by their own family must be looked after properly by people who respect their religion, culture and language.	Article 33 Governments should provide ways of protecting children from dangerous drugs.
Article 6 Children have the right to live a full life. Governments should ensure that children survive and develop healthily.	Article 21 When children are adopted the first concern must be what is best for them. The same rules should apply whether children are adopted in the country of their birth or if they are taken to live in another country.	Article 34 Governments should protect children from sexual abuse.
Article 7 Children have the right to a legally registered name and nationality. Children also have the right to know their parents and, as far as possible, to be cared for by them.	Article 22 Children who come into a country as refugees should have the same rights as children who are born in that country.	Article 35 Governments should make sure that children are not abducted or sold.
Article 8 Governments should respect a child's right to a name, a nationality and family ties.	Article 23 Children who have any kind of disability should receive special care and support so that they can live a full and independent life.	Article 36 Children should be protected from any activities that could harm their development.
Article 9 Children should not be separated from their parents unless it is for their own good. For example, if a parent is mistreating or neglecting a child. Children whose parents have separated have the right to stay in contact with both parents, unless this might harm the child.	Article 24 Children have the right to good quality health care, clean water, nutritious food and a clean environment so that they will stay healthy. Richer countries should help poorer countries achieve this.	Article 37 Children who break the law should not be treated cruelly. They should not be put in a prison with adults and should be able to keep in contact with their family.
Article 10 Families who live in different countries should be allowed to move between those countries so that parents and children can stay in contact, or get back together as a family.	Article 25 Children who are looked after by their local authority rather than their parents should have their situation reviewed regularly.	Article 38 Governments should not allow children under 15 to join the army. Children in war zones should receive special protection.
Article 11 Governments should take steps to stop children being taken out of their own country illegally.	Article 26 The Government should provide extra money for the children of families in need.	Article 39 Children who have been neglected or abused should receive special help to restore their self-respect.
Article 12 Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions taken into account.	Article 27 Children have the right to a standard of living that is good enough to meet their physical and mental needs. The government should help families who cannot afford to provide this.	Article 40 Children who are accused of breaking the law should receive legal help. Prison sentences for children should only be used for the most serious offences.
Article 13 Children have the right to get and to share information, as long as the information is not damaging to them or to others.	Article 28 Children have the right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. Wealthier countries should help poorer countries achieve this.	Article 41 If the laws of a particular country protects children better than the articles of the Convention, then those laws should override the Convention.
Article 14 Children have the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide children on these matters.		Article 42 Governments should make the Convention known to all parents and children.
Article 15 Children have the right to meet with other children and young people and to join groups and organisations, as long as this does not stop other people from enjoying their rights.		

The Convention on the Rights of the Child has 54 articles in all. Articles 43-54 are about how adults and governments should work together to make sure that all children get all their rights.

Go to www.unicef.org/crc to read all the articles.

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APPENDIX F**THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS**

The National Principles are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

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APPENDIX G

FURTHER INFORMATION

Child Safe Standards

www.ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/

Commission for Children & Young People (CCYP)

www.ccyp.vic.gov.au/

The National Principles for Child Safe Organisations

www.childsafe.humanrights.gov.au/national-principles

Department of Education & Training (DET)

https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safee_nviro.aspx

Department of Health & Human Services (DHHS)

<https://services.dhhs.vic.gov.au/families-and-children>

Department of Justice & Community Safety (DoJCS)

www.justice.vic.gov.au/

Working with Children Check

www.workingwithchildren.vic.gov.au/

Mandatory Reporting

www.providers.dhhs.vic.gov.au/mandatory-reporting

Cultural Safety for Aboriginal Children

<https://ccyp.vic.gov.au/assets/resources/tipsheet-cultural-safety-aboriginal-children.pdf>

Cultural Safety of Children from Culturally & Linguistically Diverse Backgrounds

<https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-cult-ling-diverse.pdf>

Safety of Children with a Disability

<https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-disability.pdf>

Youth Affairs Council Victoria (YACVic) statement of commitment to child safety

<https://www.yacvic.org.au/about-us/child-safe-standards>

Child Wise (child safety resources, training, policy support)

<https://www.childwise.org.au/>

Bravehearts (child safety resources, support, advocacy)

<https://bravehearts.org.au/responding-to-disclosures-of-child-abuse/>

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REPORT NO:	HE133
REPORT TITLE:	Aged and Community Care Policy Review
SOURCE:	Samuel Ferrier, Coordinator Population Health and Social Policy
DIVISION:	City Services & Living
FILE NO:	HCC10/422
POLICY:	POL/146
STRATEGIC OBJECTIVE:	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
ATTACHMENTS:	1. <i>Aged and Community Care Policy 2022</i> 2. <i>Tracked - Aged and Community Care Policy</i>

1. SUMMARY OF REPORT:

- 1.1 The Aged and Community Care Policy (POL/146) provides an overarching framework for the management, planning, delivery and evaluation of Council's aged and disability services and programs.
- 1.2 This policy has been reviewed and updated to provide better alignment with Council's:
 - 1.2.1 Current service profile and operational arrangements;
 - 1.2.2 Changing service arrangements resulting from progressing national reforms to aged care services; and,
 - 1.2.3 Service standards and guidelines, and internal Standard Operating Procedures.
- 1.3 Changes and revisions to this policy are detailed in section 9 of this report. These changes do not intend to change Council's position in relation to services, nor the current scope or objectives of service delivery.
- 1.4 The revised policy to be considered by Council for adoption is included in **Attachment 1** of this report. A tracked version of changes made to the original policy is included in **Attachment 2**.

2. RECOMMENDATION:

That Council adopts the revised Aged and Community Care Policy (Attachment 1).

3. LEGISLATIVE POWERS:

- 3.1 Council is required to comply with multiple acts, standards, program guidelines and funding agreements when delivering aged and disability services and programs in the community including:
 - 3.1.1 The Aged Care Act and the Aged Care Quality and Safety Commission Act
 - 3.1.2 Aged Care Quality Standards
 - 3.1.3 Commonwealth Home Support Program guidelines and grant agreements
 - 3.1.4 Home Care Package Program guidelines
 - 3.1.5 Home Care Care Common Standards (HACCPYP)
 - 3.1.6 Victorian Home and Community Care Program Manual

REPORT NO: HE133 (cont.)

- 3.2 These Acts, Guidelines, Agreements and Standards present a complex range of responsibilities and obligations for Council. Council's services are subject to regular audits, quality reviews, data reporting and monitoring.

4. FINANCIAL IMPLICATIONS:

- 4.1 There are no financial implications associated with this report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

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

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no climate changes adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The rights protected under The Charter of Human Rights and Responsibilities Act 2006 were considered and it was determined that Council has acted compatibly with these rights when undertaking this policy review.

8. COMMUNITY CONSULTATION:

- 8.1 The revisions made to the Aged and Community Care Policy (POL/146) do not intend to change Council's position on services, the scope of services provided or specific objectives.
- 8.2 Instead, changes have focused on ensuring policy consistency with current operational arrangements, changing service requirements and current language and terminology. Revisions to the policy are not expected to result in any changes to services or supports received by Hume City residents.
- 8.3 Accordingly, no community consultation was undertaken in the review of this policy or in preparation of this report.

9. DISCUSSION:

- 9.1 The table below summarises key changes to the Policy and officer rationale:

Aged and Community Care Policy	
Change made:	Officer rationale:
Section 1: Purpose	The policy purpose has been shortened and simplified.
Section 2: Policy Statement	This policy statement has been updated to provide a more suitable framing of the aim and intent of aged and disability services and supports offered by Hume City Council.
Section 3: Definitions and abbreviations	<p>This section of the policy has been amended to capture services offered by Council that do not attract State or Commonwealth government funding.</p> <p>This includes a range of recreation, social participation and learning programs offered by Council to older residents and people with a disability, as well as service navigation and advocacy support which</p>

REPORT NO: HE133 (cont.)

	enable community members to identify, and access needed and appropriate services. This amendment ensures a more holistic and accurate overview of Council's service profile.
Section 6: Hume City Council and Community Care Service Provision	Point 6.2 under this section has been updated to provide a breakdown of current discrete service types offered by Hume City Council, in line with service descriptors commonly used across the broader aged and community care sector.

10. CONCLUSION:

- 10.1 Several revisions have been made to Council's Aged and Community Care Policy to improve alignment with current operations and to reflect changes within the service environment.
- 10.2 It should be noted that progressing national reforms to aged and community care services may warrant additional changes to Council's Aged and Community Care Policy in future. Officers will continue to monitor these developments and inform Council should a review of the policy be required.

REPORT NO: HE133 (cont.)

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AGED AND COMMUNITY CARE POLICY

Policy Reference No.	POL/146
File No.	HCC10/422
Strategic Objective	2.1 Foster a community which is active and healthy.
Adopted by Council	6 December 2010
Re-Adopted	TBC
Date for Review	June 2024
Responsible Officer	Manager Health & Community Wellbeing
Department	Health & Community Wellbeing

AGED AND COMMUNITY CARE POLICY

1 PURPOSE

- 1.1 The purpose of this Policy is to guide Council in relation to the planning, delivery and evaluation of aged and community care services and supports provided by Council to Hume residents.
- 1.2 This Policy describes:
- 1.2.1 Underpinning principles;
 - 1.2.2 The aged and community care system in Hume, its influences and drivers;
 - 1.2.3 Provision of aged and community care services to Hume residents, and
 - 1.2.4 Policy implementation.

2 POLICY STATEMENT

- 2.1 Council provides a range of aged and community care services and supports to older residents and people with a disability that aim to support their independence, autonomy, participation and quality of life. Aged and community care services delivered by Council complement a range of services and supports offered by other agencies (including Community Service Organisations, Non-Government Organisations and Community Health Services) which contribute to broader community outcomes.

3 DEFINITIONS AND ABBREVIATIONS

- 3.1 **The Aged and Community care system:** The broader system which supports the planning, delivery and evaluation of services and programs that enable frail older people and people with disabilities to remain living in their home and their community.
- 3.2 **Hume City Council Aged and Community Care Services:** A range of services provided by Council that aim to support frail older people and people with disabilities to maintain independence, remain living at home, while improving physical, social and emotional wellbeing. These services are funded through a combination of Council, State and Federal governments funding and can be categorised into the below program streams:
- **Home and Community Care Program for Younger People (HACCPYP):** Provides basic support and maintenance services to younger people with disabilities and their carers. Younger people are defined as those aged under 65 years or aged under 50 years for Aboriginal and Torres Strait Islander people.
 - **Commonwealth Home Support Program (CHSP):** Provides funding for services for older people with basic care needs and their carers. Older people are defined as those aged over 65 years or over 50 years for Aboriginal and Torres Strait Islander People.
 - **Home Care Packages Program (HCP):** Provides funding for services for older people with complex care needs and their carers. Older people are defined as those aged over 65 and over 50 for Aboriginal and Torres Strait Islander People.

Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
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- **Internally Funded Programs:** Encompasses a range of programs, services and supports that are primarily directed at supporting recreation, social connection, community participation and learning outcomes for older residents and people with a disability. Unlike HACC-PYP, CHSP and HCP programs, these services are available to all older residents and people with a disability and do not require assessment to determine eligibility.

4 POLICY PRINCIPLES

4.1 Principles which underpin and guide this Policy include:

- A strong sense of belonging and connection to the community in which one lives;
- Respect for all clients including those from diverse backgrounds;
- Responsiveness to disadvantage and difficulties that arise;
- A network of support systems;
- The active practice of neighbourliness and hospitality;
- A belief by the community in their capacity to influence decision makers;
- A sense of ownership and enjoyment of public space;
- Positive ageing for all individuals which includes:
 - Creating opportunities and choices for people;
 - Enabling them to maximise independence and control over their own lives;
 - Enhancing quality of life, and
 - Encouraging continued participation in all aspects of community life.
- An effective health service system which includes:
 - Access to information and culturally appropriate services to maintain wellbeing;
 - Sustainable workforce development to provide services across the continuum of care;
 - Infrastructure that supports the provision of care in the 'best place to treat',
 - Supportive and effective agency partnerships in the delivery of care and
 - Advocacy to address the challenges of the changing policy, social, workforce and community contexts in Hume City.

5 AGED AND COMMUNITY CARE SYSTEM WITHIN HUME

5.1 The aged and community care system within Hume is characterised, influenced and driven by:

- A growing and ageing population;
- Expansion of the municipality's population within Council boundaries;
- High rate of disadvantage and the relationship between increased level of disadvantage and poorer health outcomes;
- Level of people with a disability;
- Increasing prevalence of chronic diseases and complexity of care needs;

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AGED AND COMMUNITY CARE POLICY

- Expectations of people seeking and receiving aged and community care services;
- The policy positions of Federal and State government in relation to the provision and delivery of aged and community care services, and the ability of funding received from these bodies to meet the direct and indirect costs of providing each type of service, and
- The need to support and effectively manage the diverse range of interfaces, relationships, networks, alliances, and partnerships Council has with public, not-for-profit and private service systems.

5.2 Council recognises it is not responsible for the provision and delivery of the entire range of aged and community services to the Hume community. However, it will endeavour to provide leadership and foster innovation within the broader aged and community care system, utilising its organisational resources, comprehensive knowledge and understanding of the local community, experience, expertise, and skills.

5.3 Council's objectives in relation to the aged and community care system within Hume are to:

- Provide aged and community care services designed and configured in ways that respond to the needs and preferences of the community, within the finite resources available;
- Ensure effective management and governance in relation to the planning, delivery and evaluation of all activities related to Council's aged and community care services;
- Engage with policy and funding agencies to advocate for adequate resources to support the provision of aged and community care services that meet community needs and expectations;
- Maintain a current and comprehensive knowledge of the aged and community care system and use this knowledge to support service innovation and demonstrate leadership within the sector;
- Maintain a current and comprehensive knowledge of demographic trends within the municipality to support effective service planning and responsible management of Council's aged and community care resources;
- Seek and utilise feedback from clients of services, their carers and the community including service providers and other agencies, to understand expectations and identify opportunities to improve service provision and delivery;
- Seek and respond to opportunities to consult, collaborate and partner with other service providers and agencies to enhance and augment aged and community care service access and service options;
- Provide relevant data and information to other agencies and services providers to assist their planning and resource management in relation to aged and community care services, and
- Evaluate the impact and effectiveness of aged and community care services to ensure effective management and support continuous improvement.

Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
Review Date:	March 2024		

AGED AND COMMUNITY CARE POLICY

6 HUME CITY COUNCIL AGED AND COMMUNITY CARE SERVICE PROVISION

6.1 Council will provide aged and community care services that:

- Are client centred, focussed on promoting client capacity, wellness and reablement, independence and positive ageing whilst contributing to improved physical, social and emotional wellbeing of clients, carers and communities;
- Recognise, embrace and respond to diversity and are accessible and easy to navigate for the wide diversity of clients.
- Are equity based and assessed on client-centred needs and individual circumstances. Services are only provided to people within the eligible group, subject to assessment and in accordance with program rules. Eligibility does not confer entitlement to service provision;
- Facilitate and support efficient transition of clients into other aged and community care services within the municipality where required, with particular attention to supporting continuity of care;
- Effectively utilise the expertise, knowledge and skills of staff who deliver aged and community care services.

6.2 Council provides the following service types:

- Assessment for HACC-PYP services;
- Care coordination;
- Case management;
- Community transport;
- Service navigation;
- Advocacy;
- Delivered and centre-based meals;
- Home support including domestic assistance;
- Home maintenance;
- Personal care;
- Policy and planning;
- Respite care, and
- Social recreation programs.

7 POLICY IMPLEMENTATION

7.1 Service Planning

7.1.1 Regular and ongoing aged and community care service planning will be undertaken to ensure Council has a current and comprehensive knowledge of:

- The Hume municipality which includes:
 - Demographics;
 - Population growth and projected growth;
 - Spread of the population within Council boundaries;
 - The cultural mix and changing diversity of the community;

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- Prevalence of chronic diseases, disability and carers within our municipality, and
- Numbers and demographic of people within the municipality who are socio-economically disadvantaged.
- Service utilisation and projected demand in relation to aged and community care services;
- Community expectations of aged and community care service offering and provision;
- Current and future plans of other service providers and agencies including other Local Government Authorities;
- Service innovations in the aged and community care environment, and
- Federal, State and Local government policy context and funding in relation to aged and community care.

7.1.2 Council will evaluate aged and community care service planning process to determine the effectiveness of the research methodology and approach and to inform changes to future service planning processes.

7.2 Service Options and Provision

7.2.1 The range of aged and community care services provided by Council will be reviewed and evaluated regularly as part of the service planning process to determine how effectively the range and provision of services are meeting the needs of the community and making best use of finite resources.

7.2.2 A formal business case, including service demand, establishment and operational budgets will be prepared for all proposals for new and/or alternative service options.

7.2.3 Opportunities to collaborate and/or partner with other agencies to develop service options not currently available will be actively sought.

7.3 Service Innovation

7.3.1 Council will actively explore and investigate opportunities for service innovation within the aged and community care system. Opportunities for innovation may be initiated and driven internally or may be part of alliances, collaborations or partnerships with other agencies or services providers

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7.4 Advocacy

7.4.1 Council will utilise its knowledge and breadth of expertise and resources to advocate on behalf of its community and where agreed, other agencies and services providers external to Council. Advocacy activities may include but not be limited to:

- Seeking additional funds and resources;
- Seeking access to programs;
- Service innovation and service development;
- Contributing to government policy review and/or development, and
- Advocating on behalf of community groups agencies and / or other service providers.

7.5 Financial Management

7.5.1 Council receives funding for some aged and community care services from Federal and State governments. Council acknowledges funds received may not cover the full cost of providing and delivering each type of aged and community care service provided by Council. Council will ensure effective and responsible financial management in relation to the provision and delivery of aged and community care services by quantifying the fully reflective cost (direct and indirect) of providing each aged and community care service.

7.5.2 Cost considerations may include but not be limited to:

- Indirect client hours;
- Staff induction;
- Occupational Health and Safety;
- Staff supervision, training and support;
- Meetings to support service provision;
- Consumables;
- Client administration;
- Physical infrastructure;
- Case conferencing, and
- Unplanned leave.

7.5.3 Undertaking a comprehensive costing exercise for any aged and community care service provided, or is proposed Council may provide, will ensure Council has a complete understanding of the financial and human resource implications of service provision and the extent to which government funding does not cover the cost of services. This information will allow Council to make informed decisions regarding service provision and internal funding requirements of existing and proposed aged and community care services.

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7.6 Human Resources Management

- 7.6.1** Council will engage a workforce suitably qualified and skilled to deliver safe and appropriate aged and community care services.
- 7.6.2** All staff will have a current and detailed position description.
- 7.6.3** Council will support the workforce to access appropriate education and training opportunities in order to ensure services are respectful, safe and appropriate for frail older people, people with disabilities and people from diverse backgrounds within the municipality.

7.7 Collaboration and Partnering

- 7.7.1** Council will seek to collaborate and partner with other service providers and agencies where there are opportunities to enhance services or ensure they are more responsive to community needs.

7.8 Governance and Management

- 7.8.1** Council will implement mechanisms to support robust governance and effective management of aged and community care services. This will include:
- Reporting and accountability systems for individuals and teams;
 - Procedures and guidelines to support safe and appropriate practice in relation to provision and delivery of aged and community care services;
 - Information management and record keeping that is accurate, timely and secure;
 - Utilisation of outcome and indicators to monitor activity, achievements and performance, and
 - Responsive feedback systems for consumers of aged and community care services, staff and agencies and other services providers.

7.9 Evaluation and Continuous Improvement

- 7.9.1** To inform Council planning and budgeting, Council will monitor and evaluate the provision and delivery of aged and community care services using agreed outcomes and performance indicators as benchmarks which include but may not be limited to:

- Activity targets;
- Client feedback and satisfaction;
- Adverse events;
- Budget performance;
- Workforce engagement;
- Occupational Health and Safety outcomes;
- Feedback from other service providers and agencies, and

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- Satisfactory achievement of accreditation processes.
- Aged Care Quality Standards

7.9.2 A range of strategies will be employed to assess Council's performance against agreed outcomes, targets and performance indicators. Ongoing monitoring of performance will be undertaken and reported on an annual basis. Implementation of continuous improvement strategies and initiatives will be actioned where required.

7.10 Communication of this policy

7.10.1 This policy will be communicated to all staff within Aged and Disability Services at orientation and following changes to the policy.

7.10.2 Interested parties / agencies / partners can access this policy through the council website or by directly contacting Aged and Disability Services.

7.11 Policy Review

7.11.1 This policy will be reviewed six months following initial ratification and every two years thereafter and as required.

8 RELATED DOCUMENTS

- 8.1** Aged and Disability Services Operational Guidelines
- 8.2** Hume Positive Ageing Strategy 2014-2024
- 8.3** Hume City Council Plan 2021-2025
- 8.4** Hume Aged Services and Support Service Plan 2020-2024
- 8.5** Aged Care Quality Standards
- 8.6** Home Care Common Standards
- 8.7** Hume City Council Social Justice Charter

Date Adopted	6 December 2010
Date Re-Adopted	TBC
Review Date	June 2024

Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
Review Date:	March 2024		

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AGED AND COMMUNITY CARE POLICY

Policy Reference No.	POL/146
File No.	HCC10/422
Strategic Objective	2.1 Foster a community which is active and healthy.
Adopted by Council	6 December 2010
Re-Adopted	TBC
Date for Review	March 2020 June 2024
Responsible Officer	Manager Health & Community Wellbeing
Department	Health & Community Wellbeing

AGED AND COMMUNITY CARE POLICY

1 PURPOSE

- 1.1 The purpose of this Policy is to guide Council in relation to the ~~aged and community care system and the~~ planning, delivery, and evaluation of aged and community care services to Hume residents.
- 1.2 This Policy describes:
- 1.2.1 Underpinning principles.
 - 1.2.2 The aged and community care system within Hume, its influences and drivers.
 - 1.2.3 Provision of aged and community care services to Hume residents, and
 - 1.2.4 Policy implementation.

2 POLICY STATEMENT

- 2.1 Council provides ~~a range of~~ aged and community care services ~~and support to older eligible clients~~ residents and people with a disability that aim to support their ~~independence, autonomy, participation and quality of life who are experiencing difficulties in managing daily living and wish to continue living at home~~. Aged and community care services delivered by Council complement a range of services and supports offered by other agencies (including Community Service Organisations, Non-Government Organisations and Community Health Services) which contribute to broader community outcomes.

3 DEFINITIONS AND ABBREVIATIONS

- 3.1 **The Aged and Community Care System:** The broader system which supports the planning, delivery and evaluation of services and programs that enable frail older people and people with disabilities to remain living in their home and their community.
- 3.2 **Hume City Council Aged and Community Care Services:** A range of services provided by Council that aim to support frail older people and people with disabilities to maintain independence, remain living at home, while improving physical, social and emotional wellbeing. These services are funded ~~through a combination of Council, by the State and Federal governments~~ funding and can be categorised into the below program streams: ~~under three distinct program streams including the~~.
- **Home and Community Care Program for Younger People (HACCPYP):** Provides basic support and maintenance services to younger people with disabilities and their carers. Younger people are defined as those aged under 65 years or aged under 50 years for Aboriginal and Torres Strait Islander people.
 - **Commonwealth Home Support Program (CHSP):** Provides ~~funding for services for older~~ small amounts of entry-level support to assist older people ~~with basic care needs and their carers. Older people are defined as those aged over -aged 65 years or -and over (50 years and over for Aboriginal and Torres Strait Islander people.)~~ to remain living at home and in their community.

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Home Care Packages Program (HCPP): Provides funding for services for older people with complex care needs and their carers. Older people are defined as those aged over 65 and over 50 for Aboriginal and Torres Strait Islander People.

Internally funded programs: Encompasses a range of programs, services and supports that are primarily directed at supporting recreation, social connection, community participation and learning outcomes for older residents and people with a disability. Unlike HACC-PYP, CHSP and HCP programs, these services are available to all older residents and people with a disability and do not require assessment to determine eligibility.

4 POLICY PRINCIPLES

4.1 Principles which underpin and guide this Policy include:

- A strong sense of belonging and connection to the community in which one lives;
- Respect for all clients including those from diverse backgrounds;
- Responsiveness to disadvantage and difficulties that arise;
- A network of support systems;
- The active practice of neighbourliness and hospitality;
- A belief by the community in their capacity to influence decision makers;
- A sense of ownership and enjoyment of public space;
- Positive ageing for all individuals which includes:
 - A strong focus on addressing health inequities by being responsive to needs of the most vulnerable in the community;
 - Establishing trust and rapport with all clients;
 - Friendly and non-judgmental service;
 - Clients are empowered to make their own choices and decisions with the service;
 - Positive ageing for all individuals which includes:
 - Creating opportunities and choices for people;
 - Enabling them people to maximise independence and control over their own lives.
 - Enhancing quality of life, and
 - Encouraging continued participation in all aspects of community life.
- An effective health service system which includes:
 - Access to information and culturally appropriate services to maintain wellbeing;
 - Sustainable workforce development to provide services across the continuum of care;
 - Supportive and effective agency partnerships in the delivery of care, and;
 - Advocacy to address the challenges of the changing policy, social, workforce and community contexts in Hume City.

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5 AGED AND COMMUNITY CARE SYSTEM WITHIN HUME

5.1 The aged and community care system within Hume is characterized, influenced, and driven by:

- A growing and ageing population;
- Expansion of the municipality's population within Council boundaries;
- High rate of disadvantage and the relationship between increased level of disadvantage and poorer health outcomes;
- Level of people with a disability;
- Increasing prevalence of chronic diseases and complexity of care needs;
- Expectations of people seeking and receiving aged and community care services;
- The policy positions of Federal and State government in relation to the provision and delivery of aged and community care services, and the ability of funding received from these bodies to meet the direct and indirect costs of providing each type of service, and
- The need to support and effectively manage the diverse range of interfaces, relationships, networks, alliances, and partnerships Council has with public, not-for-profit and private service systems.

5.2 Council recognises it is not responsible for the provision and delivery of the entire range of aged and community services to the Hume community. However, it will endeavour to provide leadership and foster innovation within the broader aged and community care system, utilising its organisational resources, comprehensive knowledge and understanding of the local community, experience, expertise, and skills.

5.3 Council's objectives in relation to the aged and community care system within Hume are to:

- Provide aged and community care services designed and configured in ways that respond to the needs and preferences of the community, within the finite resources available;
- Ensure effective management and governance in relation to the planning, delivery and evaluation of all activities related to Council's aged and community care services;
- Engage with policy and funding agencies to advocate for adequate resources to support the provision of aged and community care services that meet community needs and expectations;
- Maintain a current and comprehensive knowledge of the aged and community care system and use this knowledge to support service innovation and demonstrate leadership within the sector;
- Maintain a current and comprehensive knowledge of demographic trends within the municipality to support effective service planning and responsible management of Council's aged and community care resources.
- Seek and utilise feedback from clients of services, their carers and the community including service providers and other agencies, to understand expectations and identify opportunities to improve service provision and delivery;
- Seek and respond to opportunities to consult, collaborate, and partner with other service providers and agencies to enhance and augment aged and community care

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service access and service options;

- Provide relevant data and information to other agencies and services providers to assist their planning and resource management in relation to aged and community care services, and
- Evaluate the impact and effectiveness of aged and community care services to ensure effective management and support continuous improvement.

6 HUME CITY COUNCIL AGED AND COMMUNITY CARE SERVICE PROVISION

6.1 Council will provide aged and community care services that:

- Are client centred, focussed on promoting client capacity, wellness and reablement, independence and positive ageing whilst contributing to improved physical, social, and emotional wellbeing of clients, carers and communities;
- Recognise, embrace, and respond to diversity and are accessible and easy to navigate for the wide diversity of clients;
- Are equity based and assessed on client-centred needs and individual circumstances. Services are only provided to people within the eligible group, subject to assessment and in accordance with program rules. Eligibility does not confer entitlement to service provision;
- Facilitate and support efficient transition of clients into other aged and community care services within the municipality where required, with particular attention to supporting continuity of care;
- Effectively utilise the expertise, knowledge and skills of staff who deliver aged and community care services.

6.2 Council provides the following service types:

- Assessment for HACC PYP services only
- Care coordination;
- Case management;
- Community transport
- Service navigation
- Advocacy;
- Delivered and centre-based meals;
- Home support including domestic assistance care;
- Home maintenance;
- Home modifications;
- Personal care;
- Policy and planning;
- Respite care, and
- Social recreation programs.

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AGED AND COMMUNITY CARE POLICY

7 POLICY IMPLEMENTATION

7.1 Service Planning

7.1.1 Regular and ongoing aged and community care service planning will be undertaken to ensure Council has a current and comprehensive knowledge of:

- The Hume municipality which includes:
 - Demographics;
 - Population growth and projected growth;
 - Spread of the population within Council boundaries;
 - The cultural mix and changing diversity of the community;
 - Prevalence of chronic diseases, disability, and carers within our municipality, and
 - Numbers and demographic of people within the municipality who are socio-economically disadvantaged.
- Service utilisation and projected demand in relation to aged and community care services;
- Community expectations of aged and community care service offering and provision;
- Current and future plans of other service providers and agencies including other Local Government Authorities;
- Service innovations in the aged and community care environment, and
- Federal, State and Local government policy context and funding in relation to aged and community care.

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7.1.2 Council will evaluate aged and community care service planning process to determine the effectiveness of the research methodology and approach and to inform changes to future service planning processes.

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7.2 Service options and provision

7.2.1 The range of aged and community care services provided by Council will be reviewed and evaluated regularly as part of the service planning process to determine how effectively the range and provision of services are meeting the needs of the community and making best use of finite resources.

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7.2.2 A formal business case, including service demand, establishment and operational budgets will be prepared for all proposals for new and/or alternative service options.

7.2.3 Opportunities to collaborate and/or partner with other agencies to develop service options not currently available will be actively sought.

7.3 Service innovation

7.3.1 Council will actively explore and investigate opportunities for service innovation within the aged and community care system. Opportunities for innovation may be initiated and driven internally or may be part of alliances, collaborations or partnerships with other agencies or services providers

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7.4 Advocacy

7.4.1 Council will utilise its knowledge and breadth of expertise and resources to advocate on behalf of its community and where agreed, other agencies and services providers external to Council. Advocacy activities may include but not be limited to:

- Seeking additional funds and resources.
- Seeking access to programs.
- Service innovation and service development.
- Contributing to government policy review and/or development, and
- Advocating on behalf of community groups agencies and / or other service providers.

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7.5 Financial management

7.5.1 Council receives funding for aged and community care services from Federal and State governments. Council acknowledges funds received may not cover the full cost of providing and delivering each type of aged and community care service provided by Council. Council will ensure effective and responsible financial management in relation to the provision and delivery of aged and community care services by quantifying the fully reflective cost (direct and indirect) of providing each aged and community care service.

7.5.2 Cost considerations may include but not be limited to:

- Indirect client hours;
- Staff induction;
- Occupational Health and Safety;
- Staff supervision, training and support;
- Meetings to support service provision;
- Consumables;
- Client administration;
- Physical infrastructure;
- Case conferencing, and
- Unplanned leave.

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7.5.3 Undertaking a comprehensive costing exercise for any aged and community care service provided, or is proposed Council may provide, will ensure Council has a complete understanding of the financial and human resource implications of service provision and the extent to which government funding does not cover the cost of services. This information will allow Council to make informed decisions regarding service provision and internal funding requirements of existing and proposed aged and community care services.

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Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
Review Date:	March 2024-2029		

Page 2 of 9

AGED AND COMMUNITY CARE POLICY

7.6 Human Resources Management

7.6.1 Council will engage a workforce suitably qualified and skilled to deliver safe and appropriate aged and community care services.

7.6.2 All staff will have a current and detailed position description.

7.6.3 Council will support the workforce to access targeted education and training opportunities to ensure services are respectful, safe and appropriate for frail older people, people with disabilities, people from diverse backgrounds and carers within the municipality.

7.7 Collaboration and partnering

7.7.1 Council will seek to collaborate and partner with other service providers and agencies where there are opportunities to enhance services or ensure they are more responsive to community needs.

7.8 Governance and management

7.8.1 Council will implement mechanisms to support robust governance and effective management of aged and community care services. This will include:

- Reporting and accountability systems for individuals and teams;
- Procedures and guidelines to support safe and appropriate practice in relation to provision and delivery of aged and community care services;
- Information management and record keeping that is accurate, timely and secure;
- Utilisation of outcomes focused indicators to monitor activity, achievements, and performance, and;
- Responsive feedback systems for consumers of aged and community care services, staff, agencies and other services providers.

7.9 Evaluation and continuous improvement

7.9.1 To inform Council planning and budgeting, Council will monitor and evaluate the provision and delivery of aged and community care services using agreed outcomes and performance indicators as benchmarks which include but may not be limited to:

- Activity targets.
- Client feedback and satisfaction.
- Adverse events.
- Budget performance.
- Workforce engagement.
- Occupational Health and Safety outcomes.
- Feedback from other service providers and agencies, and
- Satisfactory achievement of accreditation processes.
- Aged Care Quality Standards

Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
Review Date:	March 2024-2029		

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AGED AND COMMUNITY CARE POLICY

7.9.2 A range of strategies will be employed to assess Council's performance against agreed outcomes, targets, and performance indicators. Ongoing monitoring of performance will be undertaken and reported on an annual basis. Implementation of continuous improvement strategies and initiatives will be actioned where required.

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7.10 Communication of this policy

7.10.1 This policy will be communicated to all staff within Aged and Disability Services at orientation and following changes to the policy.

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7.10.2 Interested parties / agencies / partners can access this policy through the council website or by directly contacting Aged and Disability Services.

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7.11 Policy Review

7.11.1 This policy will be reviewed six months following initial ratification and every two years thereafter and as required.

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8 RELATED DOCUMENTS

- 8.1 Aged and Disability Services Operational Guidelines
- 8.2 Hume Positive Ageing Strategy 2014-2024
- 8.3 Hume City Council Plan 2017-2021
- 8.4 Home Care Common Standards
- 8.5 Hume City Council Social Justice Charter
- 8.6 Aged Care Quality Standards
- 8.7 Commonwealth Home Support Programme Manual 2020 – 2022
- 8.8 Home Care Package Program Manual 2020

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Date Adopted	6 December 2010
Date Re-Adopted	TBC
Review Date	March 2020 June 2024

Policy Reference No:	POL/146	Responsible Officer:	Manager Health & Community Wellbeing
Date of Re/Adoption:	TBC	Department:	Health & Community Wellbeing
Review Date:	March 2024-2020		

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REPORT NO:	CC149
REPORT TITLE:	Grant-giving Policy
SOURCE:	Narda Shanley, Community Development Officer
DIVISION:	City Services & Living
FILE NO:	HCC15/190
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Grant-giving Policy</i>

1. SUMMARY OF REPORT:

- 1.1 The report presents a newly developed Grant-giving Policy (Attachment 1). The policy facilitates consistent decision-making approaches across key aspects of grants management.
- 1.2 The Policy supports Council in providing responsible and transparent governance, to ensure that grants provided to the Hume community meet the highest standards of probity and transparency.

2. RECOMMENDATION:

That Council endorses the Grant-giving Policy as shown in Attachment 1.

3. LEGISLATIVE POWERS:

- 3.1 The Local Government Act 2020 empowers Council to implement policies and procedures so that “transparency of Council decisions, actions and information is to be ensured” (s. 9(2)(i)).

4. FINANCIAL IMPLICATIONS:

- 4.1 Adopting the Grant-giving policy does not have any immediate financial implications for Council. However, pending a review of the resource implications relating to Policy implementation, additional Officer resources may be required into the future. If this occurs, requests will be made via the annual budget processes, for Council consideration.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 Environmental sustainability has been considered and the recommendations of this report do not give rise to any matters.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 Climate change adaptation has been considered and the recommendations of this report do not give rise to any matters.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The rights protected in the Charter of Human Rights and Responsibilities Act 2006 were considered in the development of this policy. In particular:
 - 7.1.1 The 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).

REPORT NO: CC149 (cont.)

- 7.2 The above rights have been considered and applied through the following methods:
- 7.2.1 Standardisation of application and assessment processes to ensure all grant applicants is treated fairly, equitably and without prejudice.
 - 7.2.2 Declarations of interest are declared in advance and dealt with in line with Conflict-of-Interest policy.
 - 7.2.3 Data collected is in line with the privacy information act.
- 7.3 The Grant-giving Policy is also underpinned by the Hume City Council Social Justice Charter (2021).

8. COMMUNITY CONSULTATION:

- 8.1 There was no community consultation undertaken in development of this Policy. This Policy has been developed in consideration of best practice standards for grant-giving and aligns with the results of the recent VAGO report *“Fraud control over local government grants”*.

9. DISCUSSION:

- 9.1 On an annual basis, Council delivers over \$1.6 million dollars in grants that are administered across numerous areas of Council:
- Arts and Culture
 - Community Capacity Building
 - Sports and Leisure
 - Economic Development
 - Events Strategy and Sponsorship
 - Sustainable Environment
- 9.2 An internal review identified opportunities to improve the consistency of practices and processes for grant-giving programs. To support this outcome, the development of the Grant-giving Policy commenced in mid-2021.
- 9.3 This Policy also incorporates actions from the recent VAGO report *“Fraud control over local government grants”* which highlighted the need for consistency in the development of grant-giving programs and decision-making approaches across key aspects of grants management.
- 9.4 Key items to note in the policy include:
- 9.4.1 Provision of consistent processes for fraud control.
 - 9.4.2 Standardised practices for the development and management of grant programs.
 - 9.4.3 Establishment of an evaluation framework for grant-giving programs.

10. CONCLUSION:

- 10.1 The introduction of the Grant-giving Policy will support Council in providing responsible and transparent governance, ensuring that grants provided to the Hume community meet the highest standards of probity and transparency.



Grant-giving Policy

Policy Reference No.	POL/### [NEW POLICY]
File No.	HCC15/190
Strategic Objective	3.2 Deliver responsible and transparent governance, services and assets that respond to community needs.
Adopted by Council	14 June 2022
Re-Adopted	N/A
Date for Review	June 2026
	<i>It is recognised that over the life of this Policy it may require minor administrative changes. Where an update does not materially alter the intent of the policy (i.e., changed department name of a Council, update to legislation) the change will be made administratively. Any amendment which materially alters this document will be made by resolution of Council.</i>
Responsible Officer	Manager Community Health and Wellbeing
Department	Community Health and Wellbeing

1. POLICY STATEMENT

Council is committed to supporting the local community through grant programs that:

- ***Contribute to social justice through supporting access, inclusion, equity, fairness, engagement, and participation.***
- ***Foster thriving, connected, resilient, and sustainable communities.***
- ***Build the capacity of Hume residents, businesses, and communities to achieve their goals, whilst also providing benefit to the broader Hume community.***

When granting public funds Council will act with integrity, accountability, impartiality, transparency and in the public interest.

2. PURPOSE

2.1. This Policy provides a framework for Council to grant public funds consistently and transparently through its externally facing grant programs.

3. SCOPE

3.1. The distribution of funding through grants programs is in accordance with Local Government Act 2020.

3.2. This Policy applies to:

- 3.2.1. The granting of funds via competitive, merit-based program(s), from Council to the Hume community. Grant recipients may include residents, community groups (incl. sporting / environment, arts groups etc), organisations or businesses.
- 3.2.2. All Council Departments involved in the promotion, assessment, and management of grant programs where Council is providing a contribution directly to an organisation, auspice or individual.
- 3.2.3. Granting programs distributed by Council for community events.

3.3. This Policy does not apply to:

- 3.3.1. Funding received by Council from state or federal government agencies or non-government organisations resulting from grant applications made by Council officers.
- 3.3.2. Scholarships, other funded contributions (i.e., Service/Delivery Agreements, partnership agreements, partnerships with a Memorandum of Understanding etc) or general purchasing undertaken by Council.
- 3.3.3. Any sponsorship arrangements Council may enter with businesses.
- 3.3.4. The Hume Charitable Fund (managed by the Lord Mayor's Charitable Foundation is excluded as it is bound by their policies).

4. OBJECTIVE

4.1. In accordance with the Council Plan 2021-2025, this Policy:

- 4.1.1. supports Council in providing responsible and transparent governance, to ensure that grants provided to the Hume community meet the highest standards of probity and transparency.
- 4.1.2. ensures that Council acts in the public interest and deliver grants in a manner that is accountable, impartial, and inclusive.

5. POLICY IMPLEMENTATION

Fraud and Corruption Controls

- 5.1. Council will facilitate transparency and accountability of grant programs whilst mitigating against fraudulent or corrupt use of funds.
- 5.2. All grant-giving programs will be managed within Council's online administration system to ensure records are maintained and fully auditable.
- 5.3. To ensure a separation of decision making and allow an avenue for independent oversight, an individual or entity with the power to approve grants will not form part of an Assessment Panel (i.e., Councillors / Financial Delegate).
- 5.4. All members of Assessment and Review Panels (including external panel members, where relevant) must:
 - Complete relevant Fraud, Corruption and Conflict of Interest training and a Grant Program Induction prior to participating in Panels.
 - Adhere to Council's Conflict of Interest policies and requirements.

Grant Management and Operations

- 5.5. All grant-giving programs must have guidelines (including eligibility criteria), assessment criteria and terms of reference (including assessment panel composition). These must be approved by a resolution of Council.
- 5.6. All material changes, including recommendations to cease offering a grant giving program must be approved by a resolution of Council.
- 5.7. Non-material changes to grants programs can be made by Program Managers.
- 5.8. Each Grants Program must utilise an evaluation schedule developed in accordance with Council's Evaluation Framework.
- 5.9. Grant programs will be widely promoted across the municipality using a variety of promotional avenues to enable everyone who is eligible to apply for a grant has an opportunity to do so.
- 5.10. Applications must be submitted by the due date / time via Council's online grants administration system.

5.11. Eligibility

- Any grants provided to individuals must require proof of identity; address; and bank details.
- Any grants provided to organisations and businesses must require proof of organisational structure; ABN/GST status; relevant insurances; and bank statements.
- Applicants must declare any relationship(s) with Council staff / Councillors to inform conflict of interest processes.
- Grant applications will be automatically ineligible if they do not adhere to program guidelines or are not in alignment with Council policies and strategies, including, but not limited to:

Policy/Strategic Plans	Eligibility Guidance
Child Safe Policy	Projects/applicants that involve children but are unable to satisfactorily prove their compliance with Child Safe legislation.
Financial Policies (Procurement, Fraud Control etc)	Projects/applicants that do not meet documentation requirements, have a debt to Council or outstanding acquittal from previous grant funding.
Hume Health and Wellbeing Plan 2021-2025.	Projects that encourage or materially gain from Gambling will not be accepted, nor will applications for alcohol licences, or those associated with tobacco.

- Current Officers or Councillors are ineligible to apply for any grant-giving programs.

- Canvassing of Councillors and Officers is prohibited and will render an application ineligible.

5.12. Assessment Process

- Grant applications will be assessed on their individual merit, in consideration of eligibility and intention of the grant category.
- During the assessment process, consideration will also be given to equitability of distribution.
- To support fairness, transparency, and accountability:
 - All grant programs will be assessed via an Assessment Panel.
 - Annual grant programs will be subject to review via a Councillor Review Panel. The overall role of a Councillor Review Panel is to review the probity of the grant process, taking into consideration:
 - the intent of the program,
 - evidence that assessment was undertaken in accordance with adopted guidelines and criteria,
 - equitability and fairness.

The specific role of each Councillor Review Panel will be outlined in grant program Terms of Reference documentation.

- After consideration of applications and grant program objectives, Council may propose an alternative form of assistance to meet the stated objectives of any application. This may include direct support to a project, activity, or event, as recommended by the Director or CEO.

5.13. Approval Process

- Unless otherwise approved by Council, the following process applies:

Year-round grant programs

- Council resolution to delegate authority to approve / award grants for designated grant programs / categories.
- Assessed by nominated Assessment Panel.
- Recommendations approved via Delegated Authority (i.e., Director), with decisions reported back to Council (retrospectively) at least twice a year, or more frequently if requested by Council.

Annual programs

- Program established and endorsed by a resolution of Council.
- Assessed by nominated Assessment Panel.
- Process reviewed by a Councillor Review Panel.
- Recommendations endorsed by a resolution of Council.

5.14. Contracting and payments

- All payments will be managed in accordance with Council's standard timelines, practices, and policies.
- Following grant approval, recipients must be offered a Letter of Agreement.
- Grant payment cannot be made until a signed Letter of Agreement is received.

5.15. Project reporting and Acquittals

- All grant programs must include a financial acquittal to ensure monies are spent in accordance with the signed Agreement.

- Council reserves the right to recover or write-off grant funding, or to take other appropriate action, in the event of non-compliance with the Letter of Agreement.
- Failure to comply with grant requirements, including failure to:
 - meet the terms of the Letter of Agreement,
 - seek a variation prior to altering an approved project,
 - acquit outstanding grants,
 - return unspent funds,may render organisations ineligible for any further funding through Council programs until these matters are resolved.

5.16. Exceptions and Variations

- Material exceptions can only be made with written authorisation from the Department Manager and must be recorded in Council's online grants administration system.
- Non-material exceptions can be made at the discretion of Officers and must be recorded in Council's online grants administration system.
- After funding has been provided, any changes to an approved project must be endorsed by the relevant Department Manager via a Variation Request and documented in Council's online grants administration system.

5.17. Appeals

- Council's decision regarding successful / unsuccessful grants is final and an appeal will not be considered unless new evidence / good cause is demonstrated.
- Specific conditions relating to any grant appeals processes are to be included in each Grant Program's Guidelines and Terms of Reference.
- Any disputes or complaints regarding Grants programs or processes will be dealt with in accordance with Council's Customer Feedback and Complaints Handling Policy.

Record Keeping

- 5.18. All application outcomes will be recorded in Council's online grants administration system.
- 5.19. Following confirmation of the Council decision, all organisations will be notified of the outcome of their application.
- 5.20. Within 30 days of Council's decision, an announcement of successful grant recipients will be published on Council's website.
- 5.21. Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

6. DEFINITIONS AND ABBREVIATIONS

Acquittal: information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program. “Acquittal” includes mid-project reporting (i.e., mid-year reporting for longer term projects or where release of further funds is reliant on acquitting at a specified time in the life cycle of a grant).

Annual categories: programs and categories that have one predetermined timeframe during which to apply. Includes one-off opportunities (unless specifically justified when program is devised.) See also “year-round categories”.

Applicant: individual or organisation submitting a grant application.

Auspice: an agreement where one organisation agrees to apply for and manage a grant on behalf of another organisation.

Auspecting Organisation: In an Auspice arrangement, this is the organisation who agrees to take on responsibility for financial and acquittal requirements on behalf of another group (usually smaller, and unincorporated).

Councillor/s: the individuals holding the office of a member of Hume City Council.

Council Officer/ Officer: the staff of Council appointed by the CEO.

Council/ Hume: Hume City Council which is a body corporate constituted as a municipal Council under the Local Government Act 2020.

Delegated Authority: This is the Officer (usually Director or CEO) who has been delegated the responsibility to approve year-round grants by Council resolution.

Grant: any assistance by way of a sum of money provided to Council by a funding organisation on the condition that the assistance is used for a specified purpose as outlined in a successfully submitted grant application and/or committed to through a funding agreement to achieve agreed objectives through milestone reporting.

Grant-giving (and Grant Making): The process by which Council distributes grants.

Letter of agreement: a legal document setting out the terms and conditions, milestones acquittal requirements and consequences of non-compliance that govern the administration of funds by Council, determined by the funding organisation. Sometimes referred to as Funding Agreement.

Material change / exception: any decision or action that would change the purpose, scope or delivery of a grant or grant program. For example an action, amendment or exception to existing rules that would be likely to change an assessor’s view of an application.

Non-material change / exception: minor administrative alterations, improvements to program process, or corrections, actions, amendments, or exception to existing rules that would not be likely to change an assessor’s view of an application.

Organisation: a group, business or other legally structured body that consists of a group of individuals acting as one applicant.

Program: The set of categories and guidelines developed by any Council department tasked with Grant-giving for a specific purpose.

Recipient: Applicant who has been approved for a grant by Council.

Variation: the process to change the deliverables/scope of a project, service or program funded by a grant that must be agreed by both parties.

Year-round categories: categories that are open all year round until funding is exhausted, or in multiple time-bound rounds.

7. RELATED DOCUMENTS

- 2021-2025 Council Plan
- Community Grants Policy
- Councillor Code of Conduct
- Employee Code of Conduct
- Fraud Control Policy
- Procurement Policy
- Risk Management Framework
- Records and Information Management Policy
- Social Justice Charter
- Sponsorship Policy
- Staff Conflict of Interest
- Child Safe Standards

Date Adopted	14 June 2022
Date Re-Adopted	
Review Date	June 2026

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REPORT NO:	SU635
REPORT TITLE:	Asset Plan
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC05/49
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Asset Plan</i>

1. SUMMARY OF REPORT:

- 1.1 In accordance with section 92 of the Local Government Act 2020 (the Act), Council is required to adopt the Hume City Council Asset Plan.
- 1.2 In line with section 92(6) of the Act, the first iteration of the Asset Plan must be developed by 30 June 2022, in line with Council's community engagement policy.
- 1.3 Development of this Asset Plan has been informed by a range of community engagement activities undertaken by Council, including:
 - 1.3.1 Engagement activities undertaken for development of the Council Plan 2021-2025
 - 1.3.2 Analysis of the results from community satisfaction surveys, including trends across multiple years
 - 1.3.3 Community input from an online budget simulator tool that enabled community members to make suggestions to either maintain, increase or decrease the budget over a range of key service areas.
- 1.4 Under section 92(4), subsequent Asset Plans will need to be developed by 31 October in the year following a general election and must be developed in line with Council's deliberative engagement practices.

2. RECOMMENDATION:

That Council

- 2.1 adopts the Hume City Council Asset Plan.**
- 2.2 makes the Asset Plan available for community feedback during the period Wednesday 15 June 2022 to Wednesday 13 July 2022.**
- 2.3 receives a further report at a later date if required to advise on community feedback.**

3. LEGISLATIVE POWERS:

- 3.1 Local Government Act 2020, Section 92 – Asset Plan.

REPORT NO: SU635 (cont.)

4. FINANCIAL IMPLICATIONS:

- 4.1 Council's Financial Plan, which was adopted on 25 October 2021, provides a long-term view of the resources that are planned to be available and how these will be allocated and prioritised over the next ten years.
- 4.2 The Asset Plan is based on and intrinsically linked with the budgets and projections outlined in Council's Financial Plan. This process aims to ensure ongoing affordability and financial sustainability.
- 4.3 The Financial Plan in combination with the Asset Plan supports Council in achieving this aim.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 The information presented in this report does not have any direct implications for environmental sustainability.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no direct implications for climate change adaptation as a result of this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 This report does not contain any implications for the Charter of Human Rights.

8. COMMUNITY CONSULTATION:

- 8.1 This first iteration Asset Plan, as presented in this report, has been informed by a range of community engagement activities, including:
 - 8.1.1 Community engagement activities undertaken for development of the Council Plan 2021-2025
 - 8.1.2 The results from community satisfaction surveys have been used to develop service levels for each asset class. Changes and trends in the scores for satisfaction and importance were monitored to identify the top priorities for the community and consider where changes to service levels may be required. For example, a reduction in the level of satisfaction with maintaining local footpaths may indicate that community expectations are higher and/or a perception that the condition of footpaths is deteriorating.
 - 8.1.3 Between 8 June and 8 August 2021, an online budget simulator tool was available via Council's Participate page. The tool was proprietary software sourced from Delib©1. The community could maintain, increase or decrease the budget for these services:
 - (a) Road, Traffic and Transport networks
 - (b) Community Engagement
 - (c) Economic Development
 - (d) Libraries, Arts and Culture
 - (e) Waste Management and City Appearance
 - (f) Parks, Open Space & Environment
 - (g) Community Services
 - (h) City Planning and Development

REPORT NO: SU635 (cont.)

- 8.1.4 The simulator tool required participants to balance the budget, and they were able to either maintain, increase or decrease the budget across a range of services by up to plus or minus five per cent based on existing funding. The service domain of 'Roads, traffic and transport networks' received the largest increase (or decrease) for expenditure, with the overall response showing a desired increase of two per cent in spending for this service area. This would mean that participants had to reduce expenditure in other areas to balance the budget.

9. DISCUSSION:

- 9.1 This is the first iteration Hume City Council Asset Plan, prepared in accordance with section 92 of the Local Government Act 2020 (the Act). Development of the Asset Plan was informed by a range of community engagement activities as outlined in section 8 of this report. This is in line with the requirements of the Act for community engagement in developing the first Asset Plan. This first Asset Plan will then serve as the basis for future updates to be done in accordance with deliberative engagement practices, as required by the Act.
- 9.2 After Council has endorsed the Asset Plan, it will be made available for community submissions for a period of 28 days, from 15 June to 13 July 2022.
- 9.3 Any submissions regarding the Plan will then be considered by Council at a later date, if required.
- 9.4 Based on the community engagement activities that have been used to guide service levels:
- 9.4.1 The level of satisfaction with asset-related indicators demonstrates that the community is generally satisfied with current services levels. For example, for the most recent survey, 45 per cent of the community were satisfied with the condition of local roads controlled by Council, with an index score of 61/100. This index score is a slight reduction from last year's result of 64, but generally Council's performance is better than our benchmarks. Council's scores from 2017 to 2021 have ranged between 57 and 64.
- 9.4.2 Some of the other key trends to consider in relation to service levels for management of Council's assets include:
- (a) Maintaining local footpaths – There was a slight drop in satisfaction from 2019 to 2021, from 3.4 out of 5 to 3.3. The importance rating for this service increased from 4.5 to 4.7 over the same period. This is likely to relate to the increased walking that many people did in their local area during COVID lockdowns. Council allocated an additional \$1 million in 2021/22 to address a backlog of footpath repairs and the overall condition of the network will continue to be monitored.
 - (b) Maintenance of parks and playgrounds – There was a slight drop in satisfaction from 2019 to 2021, from 3.6 out of 5 to 3.5. It is anticipated that the reason behind this is likely to be similar to that for local footpaths, with the importance score also increasing from 4.5 to 4.6.
 - (c) Availability of walking and cycling tracks – Satisfaction has remained constant at 3.6 out of 5 since 2017. Similar to the services above, the rating for importance increased from 4.2 to 4.6 between 2019 and 2021.

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- (d) Maintaining storm water drains – The level of satisfaction increased from 3.5 out of 5 to 3.8 between 2019 and 2021. The rating for importance has remained relatively constant at 4.5 in 2021.
 - (e) Maintenance of sporting fields and courts – The level of satisfaction has remained constant at 3.6 out of 5, and the importance rating has also remained constant at 4.3.
 - (f) Maintenance of community centres and halls – The level of satisfaction has remained constant at 3.6 out of 5. There has been a slight reduction in the importance rating, from 4.2 in 2017 to 4.0 in 2021.
- 9.4.3 The consistency in the scores as outlined, indicates a general level of satisfaction with the condition of the assets that contribute to the provision of these services. The absence of any significant trends over the survey years indicates that the community do not perceive conditions to be changing. This is consistent with the modelling that indicates current funding levels are appropriate for meeting renewal requirements. That is, there is no significant change to the overall average condition of Council's assets.
- 9.4.4 The feedback received in relation to the budget simulator model, as outlined under section 8, indicates that there was a desire among respondents for an increase to the service level for roads and transport. Although difficult to quantify at this high level, Council is responding to this by planning for the delivery of some significant projects in the coming years. This can be seen in the new/upgrade funding forecasts in section 10.1 of the Asset Plan. Some of the key upcoming projects include duplication projects for Aitken Boulevard, James Mirams Drive, Silvester Parade and Elizabeth Drive, as well as multi-deck car parks at Broadmeadows and Sunbury.

10. CONCLUSION:

- 10.1 Development of the Hume City Council Asset Plan has been informed by a range of community engagement activities.
- 10.2 Based on the interpretation of data from Council's community satisfaction surveys as well as the budget simulator tool, the community appears to be generally satisfied with the standard of Council assets that are covered by the Asset Plan. This is the first iteration of the Plan, as required under the Local Government Act 2020. Future iterations will build on this model and will incorporate deliberative engagement as required.
- 10.3 Following Council's adoption of the Asset Plan, the community will be provided with an opportunity to provide feedback. Any comments received will be reported to Council at a later date.

May 2022



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HUME CITY COUNCIL – ASSET PLAN 2022

1. Introduction

Council has a responsibility to the community to manage the assets it owns in a cost-effective manner. To achieve this, Council aims to manage its assets through their lifecycle from creation and acquisition to maintenance and operation, through to rehabilitation and disposal.

This Asset Plan sets out how Council intends to manage the assets it owns, to help achieve the objectives defined in the Council Plan 2021-2025. The Asset Plan integrates with Council's Financial Plan, which identifies the resources available to Council over the next ten years. This will enable Council to manage its assets so that services can continue to support the needs of our community in the long-term. The Plan covers all infrastructure assets managed by Council excluding fleet, plant, equipment, trees and land.

The Asset Plan outlines:

- **What assets Council has** – It describes the main asset categories (e.g. roads, buildings etc) and the total replacement cost of each category.
- **The condition of our assets** – Council regularly monitors the condition of assets and maintain records of condition, to help us budget for the maintenance, repair and renewal/replacement expenses that are required to keep the assets at an acceptable standard.
- **The funding available in the long term to provide and look after our assets** – The long-term cost of managing Council's assets must be within the limited funding available as shown in Council's Financial Plan.
- **How much Council will spend on our assets** – Over a ten-year period, the Asset Plan provides a breakdown of planned expenditure across three key categories:
 - Operating & maintenance
 - Renewal
 - Upgrade & new
- **Challenges and opportunities** – for each of main asset classes, the Plan provides an outline of some of the key issues that are anticipated over the next ten years.

2. Planning Framework

The Local Government Act 2020, section 92, requires Council to develop an Asset Plan, to cover a period of at least the next ten financial years. The Asset Plan must include information about the maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.

Our integrated Strategic Planning Framework describes how Hume City Council will work towards achieving the vision of our community.

This planning framework consists of several integrated long-, medium- and short-term plans that consider the priorities and resources needed to achieve the strategic objectives of Council. As demonstrated in Figure 1, each of these documents and plans outlines how they support and contribute to the delivery of the Community Vision and are underpinned by Council's guiding principles of sustainability and social justice.

HUME CITY COUNCIL – ASSET PLAN 2022

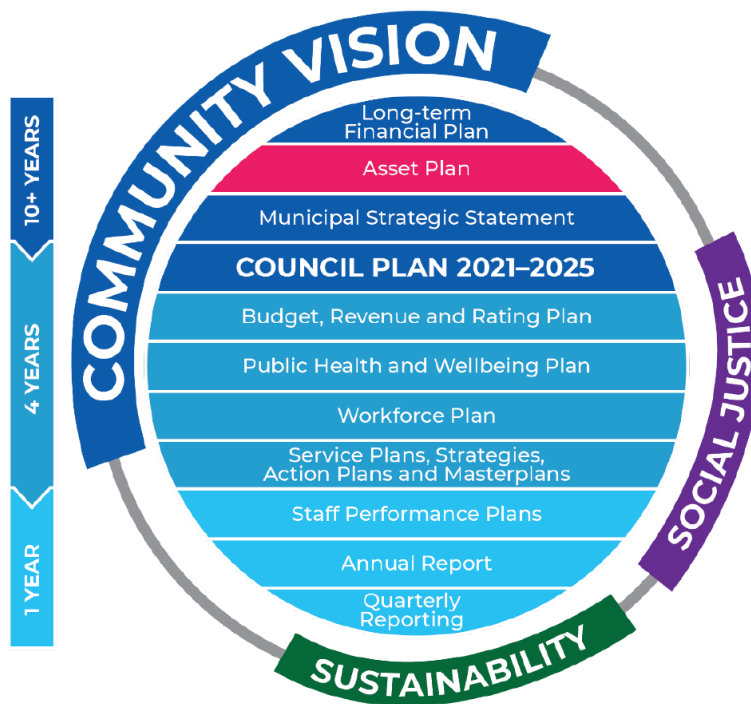


Figure 1 – Integrated Strategic Planning Framework

- **Community Vision** – Outlines the community’s aspirations for Hume City’s future. All of Council’s integrated strategic planning documents aim to support the delivery of this vision.
- **Financial Plan** – Outlines financial resources, decisions and assumptions required to support the delivery of the Council Plan and other strategic plans of the Council.
- **Asset Plan** – Outlines how Council will strategically manage our assets and infrastructure, including our obligations to maintain, renew and upgrade existing assets or expand or acquire new assets, or decommission or dispose of assets which are no longer required to support service delivery.
- **Municipal Strategic Statement** – Focusses on the physical, social, economic and environmental land-use planning and development strategies aimed at achieving the Community Vision. It provides the basis for planning application under the Hume Planning Scheme.

HUME CITY COUNCIL – ASSET PLAN 2022

3. Context

Hume City Council is located within metropolitan Melbourne. Council's main administration office is located at 1079 Pascoe Vale Road, Broadmeadows 3047.

Spanning a total area of 504 square kilometres, Hume City is built around the established suburbs of Broadmeadows, Tullamarine and Gladstone Park in the south, the developing residential suburbs of Craigieburn, Greenvale, Mickleham, Kalkallo, and Roxburgh Park in the north-east and the Sunbury township in the north-west. Hume was home to more than 248,000 residents in 2021, and this population is forecast to grow to more than 372,000 by 2041.

The municipality is made up of vibrant and diverse communities, including new and established residential areas, major industrial and commercial precincts and vast expanses of rural areas and parkland. In comparison to metropolitan Melbourne, Hume City residents are relatively younger in age, and there is a higher proportion of 'family households'. The Melbourne International Airport accounts for 10 per cent of the total area of Hume City.

Council owns infrastructure assets to support a range of services that are important to the community. The following services all depend on assets to support them, and the quality of Council's assets has an impact on the quality of services experience by the community:

- Community services – children, families, youth, older people, health, disability support etc.
- Storm water management
- Arts and cultural services
- Emergency management
- Transport
- Waste management
- Leisure centres, sport and recreation
- Parks and open space
- Community facilities
- libraries

Some of the major issues and challenges Council is facing in relation to managing our assets are:

- Growth – Hume is one of the fastest growing municipalities in the State and this presents a range of challenges. Significant new infrastructure is constructed and handed over by developers each year. This needs to be monitored to ensure appropriate standards are achieved. Asset registers and forecasts of future maintenance and renewal costs need to be updated on a regular basis.
- Legislative changes – for example, provision and retrofit of existing assets to comply with new legislation
- Changes in population and demographics – for example, a shift in population age profile may result in changes to demand for facilities. This could result in the under-utilisation of facilities in parts of the municipality where a particular age demographic is decreasing as well as over-crowding or inability to meet demand where another demographic is increasing.
- Capacity and performance of assets – for example, an existing road cannot sustain the current traffic conditions, or a pavilion may be too small for the number of teams that now use it.
- Network Condition – for example, older drainage pipes and pits may not be functioning due to displacements or infiltration of tree roots, older footpaths become cracked and displaced, etc.
- Impacts of Climate Change – for example, lower overall rainfall contributes to loss of health of vegetation and makes it more difficult to maintain open space areas to the standards the community expects. Frequent storm events and heavier rainfall have resulted in immediate damage to assets such as wash-out of roads and the emergence of more potholes. The current design standard of drainage structures may not support frequent storm events.

To ensure appropriate infrastructure and services are in place for current and future generations, Hume City Council is required to adopt an Asset Plan to guide investment decisions.

HUME CITY COUNCIL – ASSET PLAN 2022

4. The Purpose of the Asset Plan

The purpose of the Asset Plan is to:

- Demonstrate the responsible management of assets (and services provided from assets).
- Compliance with regulatory requirements, and to
- Communicate the scale of infrastructure investment required to sustainably deliver affordable services for the community in the foreseeable future.

The Asset Plan provides a summary of the infrastructure assets, their performance and actions required to achieve the strategic objectives outlined in the “Asset Management Strategy 2020”.

The “Council Plan 2021-2025” was formed following extensive community engagement and identifies the community’s aspirations for the future of Hume City. Numerous workshops, surveys and events were conducted to engage with the community to establish their aspirations and vision for the municipality.

Council undertakes a range of community engagement activities that have been considered in the development of this Asset Plan.

As part of the development of the Community Vision and Financial Plan, between June and August 2021, Hume residents were provided with the opportunity to participate in an online budgeting simulation tool that enabled them to set Council’s budget based on key services provided by Council. The simulator tool required participants to balance the budget, and they were able to either maintain, increase or decrease the budget across a range of services by up to plus or minus five per cent based on existing funding.

The service domain of ‘Roads, traffic and transport networks’ received the largest increase (or decrease) for expenditure, with the overall response showing a desired increase of two per cent in spending for this service area. This would mean participants had to reduce expenditure in other areas to balance the budget.

Any trade-offs on performance, cost, and risk will be reviewed as part of future deliberative engagement with the community. Where risks are considered high, due assessment and control measures will be employed to ensure exposure is minimised as much as possible.

5. The Approach

Hume City Council’s goal in managing infrastructure assets is to meet the required levels of service in the most cost-effective manner.

This Asset Plan supports Council’s Asset Management Policy and Strategy by incorporating a whole of lifecycle approach to forecast the renewals required to deliver the strategic objectives outlined in the “Council Plan 2021-2025”.

Future operating, maintenance, and capital renewal renewals are generally based on sustaining current service levels. Council’s Growth Infrastructure Plan and Development Contribution Plans provide details about the provision of infrastructure to meet the needs for Council services in growing suburbs.

The combined lifecycle costs are balanced with the funds made available in the “Financial Plan 2021/22 – 2030/31” with the aim of ensuring that services are provided at an affordable level.

HUME CITY COUNCIL – ASSET PLAN 2022

6. Assumptions

This is Council's first iteration of the Asset Plan and it has been assumed that the funding for maintenance, operations and renewal is at an appropriate level in the first year of the Plan. This has been shown to be the case through successive State of Council Assets reports that demonstrate that the average condition of Council's assets is not deteriorating, which indicates that maintenance and renewal needs are being met. This is also supported by more detailed modelling of renewal needs that has been done for each asset class, which has informed the budget process to ensure that renewal needs are being funded.

7. The Assets and Services Council provides

Community values, stakeholder expectations and sustaining services at an affordable level are typically high on the agenda for ratepayers and members of the community.

Hume City Council provides a wide range of infrastructure assets that support services to the community.

COMPONENT	QUANTITY	UNIT	AVERAGE USEFUL LIFE (YEARS)	REPLACEMENT VALUE (Million)
Bridges	170	no	50 - 100	\$ 96.5
Buildings	278	no	20 - 50	\$ 462.6
Pipes and Culverts	1912	km	100	\$ 490.4
Pits	68,447	no	100	\$ 176.4
Head/End Walls	681	no	100	\$ 1.8
Footpaths	1,988	km	25 - 75	\$ 208.9
BMX, Skate Parks, and Exercise Stations	48276	m2	20 - 50	\$ 8.7
Flagpoles and water fountains	87	no	30 - 100	\$ 2.0
Park shelters	630	no	20 - 35	\$ 16.3
Fences & Walls	254992	m	25 - 50	\$ 45.6
Park Furniture	4965	no	15 - 25	\$ 14.0
Park Lighting	1925	no	25	\$ 21.3
Playgrounds	294	no	20	\$ 27.3
Sportsfields	230	ha	25 - 30	\$ 59.7
Goals and scoreboards	249	no	15 - 25	\$ 2.1
Irrigation Systems	98	no	20	\$ 14.9
Roads	1,391	km	12 - 75	\$ 1,026.5
Kerb and Channel	2,282	km	60	\$ 148.3
Carpark and Parking Bays	437,726	m2	12 - 75	\$ 39.7
Road Islands and Traffic Management	3516	no	10 - 75	\$ 40.5
TOTAL				\$ 2,903.6

HUME CITY COUNCIL – ASSET PLAN 2022

The Gross Replacement Cost of infrastructure assets is estimated at \$2.9 billion, depreciating at approximately, 2.4 per cent each year as at 30 June 2021. It is important to note that depreciation reflects the annual consumption of existing assets on a straight-line basis. This is not a true reflection of the timing of renewal requirements. For example, an asset that is halfway through its life may still be in good condition and would not be expected to require renewal for some time.

Being a growing municipality, many of Hume City's infrastructure assets are in the relatively early stages of their life. For example, drainage assets have an estimated life of 100 years, however the average age of drains in Hume is only around 23 years.

The valuations used in this Plan differ from the Gross Values reported in Council's Financial Statement for the same time (30 June 2021).

For infrastructure assets, the variance is mainly due to the difference between valuation rates used between Financial Statement reporting and the Asset Management Plan. In the Financial Statements, the Australian Accounting standard requires the use of a 'Greenfield' valuation rate which estimates the cost to replace an asset assuming there are no existing underground services or adjacent buildings or other similar constraints that will adversely affect the cost of reconstructing or replacing the asset. However, in the Asset Plan, a 'Brownfield' rate has been applied which includes additional costs such as removal and disposal of existing assets, traffic management etc, but does not include any initial excavation costs such as earthworks.

The valuations for roads, footpaths and drainage were relatively consistent, with replacement costs differing from values in the Financial Statement by no more than 3 per cent. However, the variation was greater for buildings and open space assets, at 23 and 11 per cent respectively. This is because the values for buildings in the Financial Statement are measured at fair value, using the net revaluation method. The fair value represents a depreciated replacement cost which also considers the age and condition of the building at the time of the revaluation. The value used for open space assets in the Financial Statement is lower because it excludes assets below the valuation threshold of \$5,000.

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8. Infrastructure Asset Performance

The infrastructure assets supporting these services are overall well maintained and in good condition, as shown in the following condition profile.

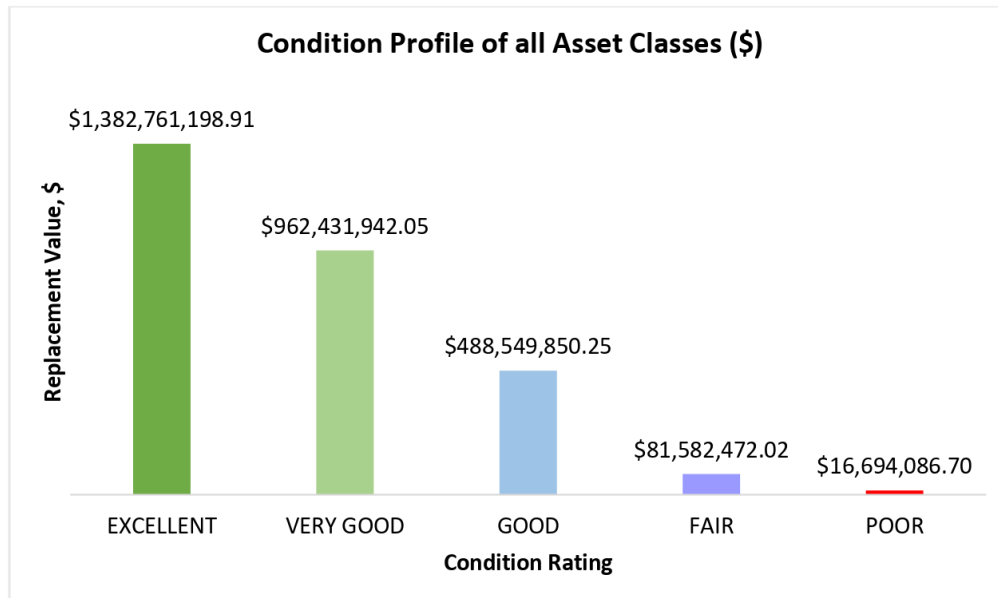


Figure 2 - State of Assets

Approximately 1 percent of the infrastructure assets are below desired performance levels (rated as being in poor condition). The estimated replacement costs of these assets are:

- Buildings (\$0.17M)
- Drainage (\$0.68M)
- Footpaths (\$0.05M)
- Open Space (\$2.03M)
- Roads (\$13.75M)
- Total (\$16.7M)**

9. Future Demand

The demands for new and/or altered services can be created by impacts including:

- New residential development
- Change in land use
- Government policy and legislative changes
- Impacts of climate change
- Changes in community expectations
- Changes in population and demographics
- Changes in technologies

HUME CITY COUNCIL – ASSET PLAN 2022

10. Financial Projections

This section outlines the projected expenditure requirements for our infrastructure over the next 10 years.

For the purposes of the Asset Plan, our spending on our infrastructure is categorised as follow:

Expenditure Category	Description
Operational & Maintenance	Ongoing work required to keep an asset performing at the required levels of service.
Renewal	Returns the service potential or the life of the asset as it was originally.
New / Upgrade	Provision of new assets to provide a service. An upgrade refers to enhancements or expansions to existing assets.

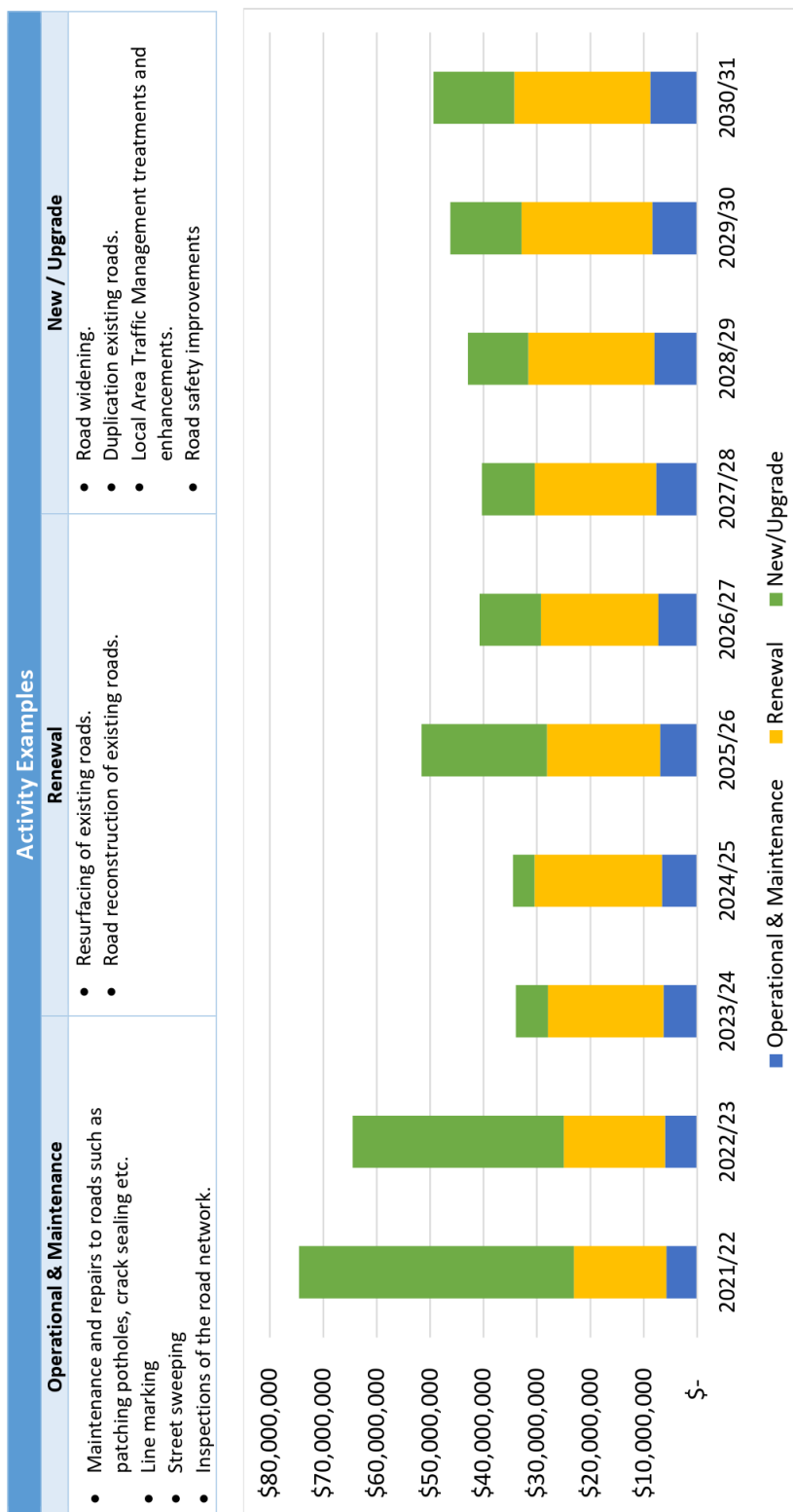
The financial projections shown within the section excludes the following:

- Furniture, plant, and equipment
- Land
- Salary capitalised in capital works projects

HUME CITY COUNCIL – ASSET PLAN 2022

10.1. ROADS

The projected expenditure requirements associated with roads, carparks, kerb & channel, footpaths, and bridges over the next 10 years is shown here.



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ROADS	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Operational & Maintenance	\$5,747,599	\$6,011,701	\$6,298,459	\$6,610,233	\$6,947,355	\$7,289,512	\$7,641,231	\$8,007,246	\$8,387,190	\$8,777,194
Renewal	\$17,334,662	\$18,976,148	\$21,648,780	\$23,853,656	\$21,193,949	\$21,953,983	\$22,741,283	\$23,610,899	\$24,514,021	\$25,452,448
New/Upgrade	\$51,456,482	\$39,485,962	\$5,982,743	\$3,998,157	\$23,435,428	\$11,506,927	\$9,896,733	\$11,318,826	\$13,314,551	\$15,116,314

Over the next 10 years Council forecasts to spend around \$478 million maintaining, renewing, and improving the Road network.

Challenges and Opportunities

Changing Population	Development impacts	Climate Adaptation
<ul style="list-style-type: none"> Population growth and new residential development results in higher traffic volumes Increased number of heavy vehicles on roads 	<ul style="list-style-type: none"> Development works can damage existing roads through heavy vehicle traffic, detours etc Utility renewals and upgrade to cater for growth areas affect the condition of existing roads 	<ul style="list-style-type: none"> Greater environmental sustainability requirements placed on the construction industry Incorporating recyclable materials for road surfaces.

Projects and Initiatives

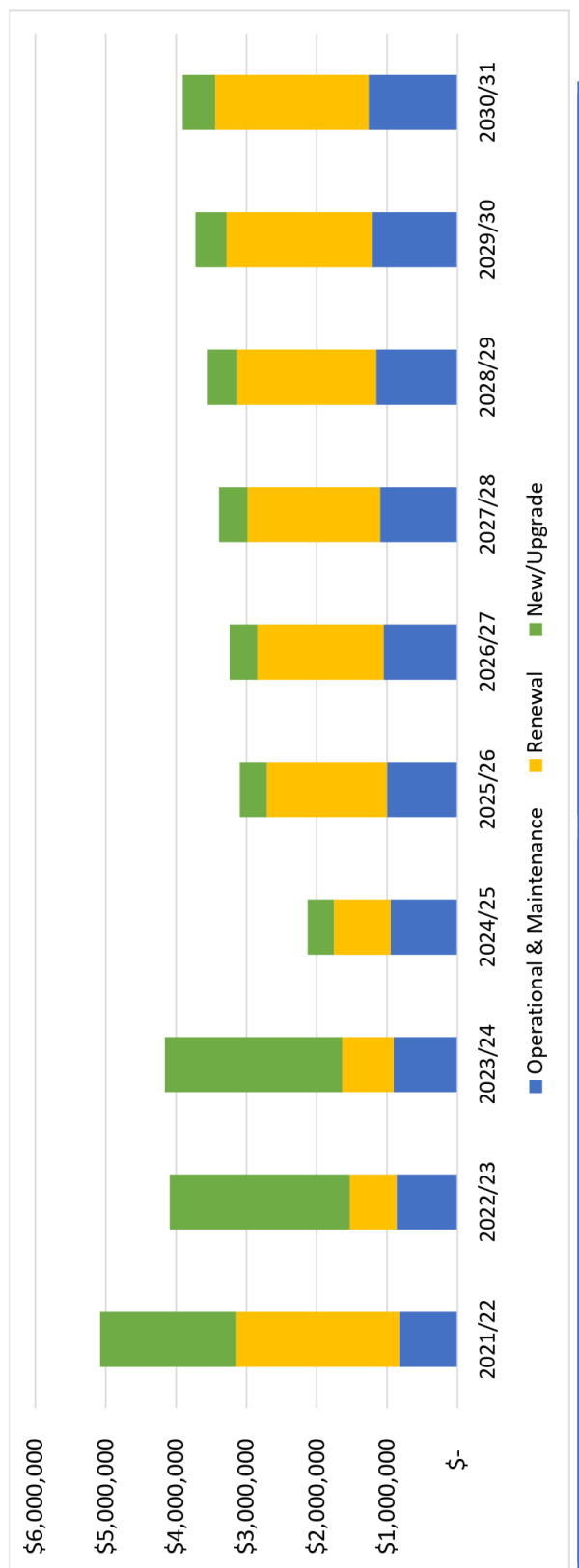
- Road resurfacing and reconstruction of various roads
- Car park projects including new multi-deck car parks at Broadmeadows and Sunbury (these are the reason for the high new/upgrade figures in 2021/22 and 2022/23)
- Road duplication projects at Aitken Boulevard, James Mirams Drive, Silvester Parade and Elizabeth Drive.
- Annual kerb and channel renewal program
- Annual footpath renewal program
- Provision of new and safe footpath connectivity
- Local Area Traffic Management
- Blackspot treatments such as raised intersection platforms, new roundabout and provision of pedestrian signals

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10.2. DRAINAGE

The projected expenditure requirements associated with pit, pipes, pipe culverts, water sensitive urban design treatments, and gross pollutant traps over the next 10 years is shown here.

Activity Examples		
Operational & Maintenance	Renewal	New / Upgrade
<ul style="list-style-type: none"> Pit cleaning Pipe cleansing and removal of debris, sediment, etc Removal of litter from Gross Pollutant Traps Programmed inspections 	<ul style="list-style-type: none"> Pipe and pit replacement. Pipe relining. 	<ul style="list-style-type: none"> Replacement of pits and pipes due to higher capacity requirements. Extension of drainage network. Installation of stormwater quality improvement treatments



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	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Drainage										
Operational & Maintenance	\$827,691	\$865,723	\$907,018	\$951,916	\$1,000,464	\$1,049,736	\$1,100,386	\$1,153,095	\$1,207,809	\$1,263,972
Renewal	\$2,313,671	\$665,500	\$732,050	\$805,255	\$1,708,421	\$1,793,842	\$1,883,534	\$1,977,711	\$2,076,596	\$2,180,426
New/Upgrade	\$1,938,121	\$2,560,000	\$2,521,000	\$372,000	\$383,000	\$394,000	\$406,000	\$418,000	\$438,900	\$460,845

Over the next 10 years Council forecasts to spend around \$36 million maintaining, renewing, and improving the Drainage network.

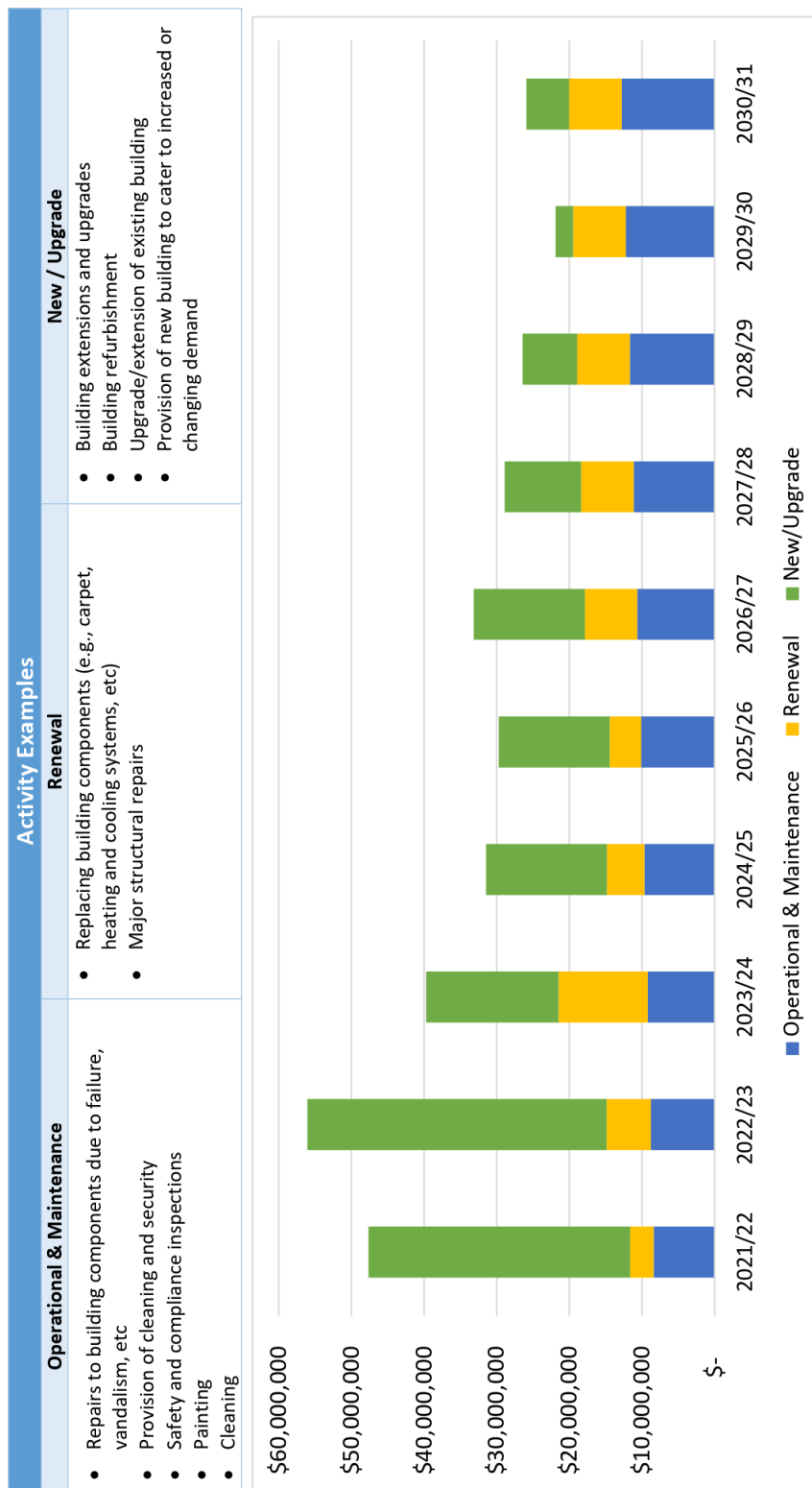
Challenges and Opportunities		
Changing Population	Ageing Assets	Climate Adaption
<ul style="list-style-type: none"> New residential development may lead to more run-off thus creating pressure to the existing drainage network 	<ul style="list-style-type: none"> Increase in customer requests relating to drainage, consequently increasing reactive maintenance especially during an unexpected storm event More recurrent flooding events The ability to undertake timely renewal and upgrade of poor condition (or under capacity) stormwater assets 	<ul style="list-style-type: none"> Frequent and intense storm events will pose an increased risk of flooding and reduce the reliability of capacity of the drainage network

Projects and Initiatives
<ul style="list-style-type: none"> Drainage upgrade and rehabilitation projects Annual CCTV inspection of pipes Upgrade of Spavin Dam to ensure spillway meets current standards

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10.3. BUILDINGS

The projected expenditure requirements associated with buildings and facilities over the next 10 years is shown here.



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Buildings	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Operational & Maintenance	\$8,392,065	\$8,777,680	\$9,196,375	\$9,651,596	\$10,143,827	\$10,643,411	\$11,156,955	\$11,691,373	\$12,246,129	\$12,815,574
Renewal	\$3,260,395	\$6,105,465	\$12,297,236	\$5,173,500	\$4,306,337	\$7,230,320	\$7,230,320	\$7,230,320	\$7,230,320	\$7,230,320
New/Upgrade	\$35,992,527	\$41,175,720	\$18,222,634	\$16,648,898	\$15,270,946	\$15,290,642	\$10,527,136	\$7,538,465	\$2,447,884	\$5,863,153

Over the next 10 years Council forecasts to spend around \$341 million maintaining, renewing, and improving its Buildings and facilities.

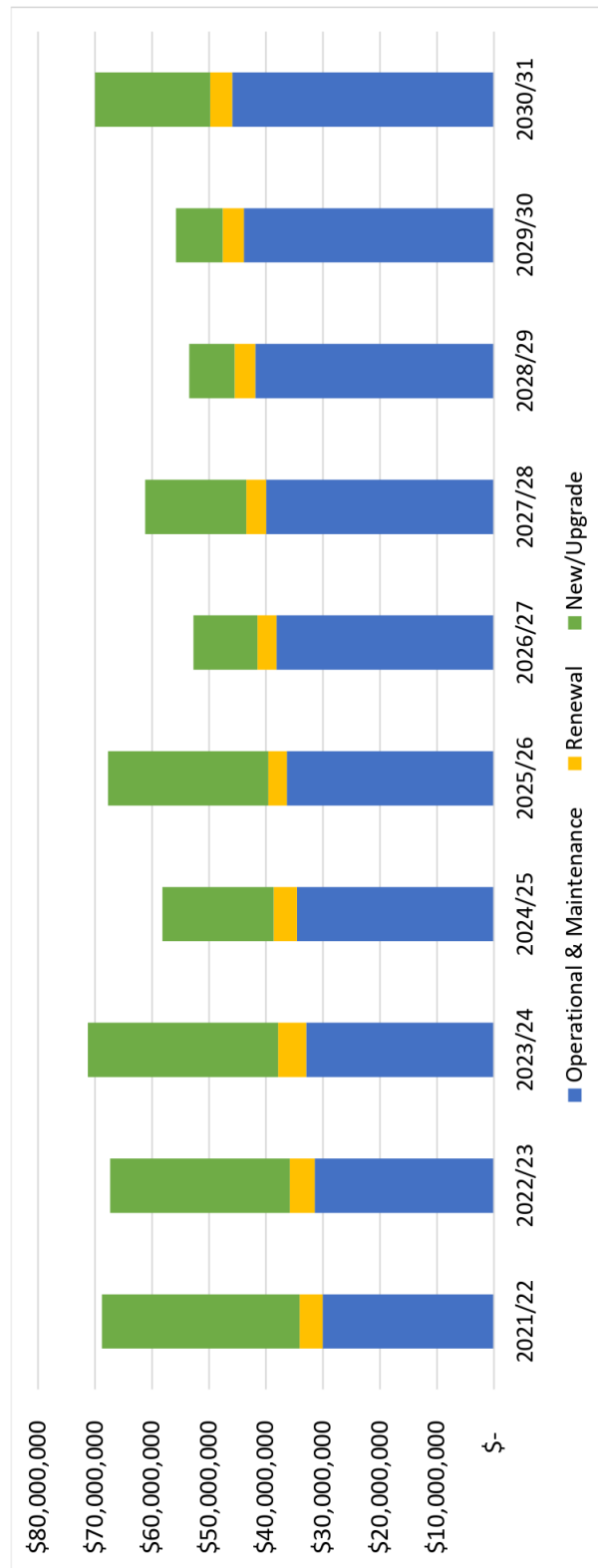
Challenges and Opportunities		
Changing Population	Climate Adaption	Technology
<ul style="list-style-type: none">Population growth may lead to increased demand or changes for a demand for council servicesFacilities will need to be adaptable to meet the changing demographic	<ul style="list-style-type: none">More frequent and intense weather events will increase building damageIncorporating solar panels to buildingsIncorporating smart, energy efficient components to buildings	<ul style="list-style-type: none">Advances in technology provide opportunity to improve efficienciesDemand for online and other innovative service delivery approaches can be expectedIncreased demand for technology-enabled buildings
Projects and Initiatives		
<ul style="list-style-type: none">Construction of new pavilions, community centres, etcRefurbishment and Upgrade of existing buildingsAnnual service and compliance inspection programs		

HUME CITY COUNCIL – ASSET PLAN 2022

10.4. OPEN SPACE

The projected expenditure requirements associated with reserves, sports fields, playgrounds, park furniture, lighting, fences, walls, and irrigation systems is shown here.

Activity Examples		
Operational & Maintenance	Renewal	New / Upgrade
<ul style="list-style-type: none"> Playground inspection Mowing, vegetation/weed control Litter collection 	<ul style="list-style-type: none"> Playground replacement Park furniture replacement Turf renewal and court surface renewal 	<ul style="list-style-type: none"> Upgrading open space assets Development of new parks/reserves New sports facilities



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Open Space	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Operational & Maintenance	\$30,077,761	\$31,459,834	\$32,960,468	\$34,592,011	\$36,356,204	\$38,146,747	\$39,987,327	\$41,902,720	\$43,891,004	\$45,931,936
Renewal	\$4,041,887	\$4,362,158	\$4,932,652	\$4,064,798	\$3,237,443	\$3,350,754	\$3,468,030	\$3,589,411	\$3,715,041	\$3,845,067
New/Upgrade	\$34,681,844	\$31,513,284	\$33,343,573	\$19,513,202	\$28,135,194	\$11,232,341	\$17,747,779	\$7,979,563	\$8,219,314	\$20,207,896

Over the next 10 years Council forecasts to spend around \$626 million maintaining, renewing, and improving its Open Space.

Challenges and Opportunities		
Changing Population	Climate Adaption	Participation Patterns
<ul style="list-style-type: none"> Population growth may lead to increased demand for a specific recreational activity or landscape setting. New open spaces in growth areas and to suit changing demographics 	<ul style="list-style-type: none"> Drought resistant turf renewal Incorporating smart, energy efficient assets to reserves Viability of providing services such as irrigation 	<ul style="list-style-type: none"> Changes in sporting trends may change demand for traditional recreational activities such as ovals Increased demand for skate parks, exercise stations, dog parks etc

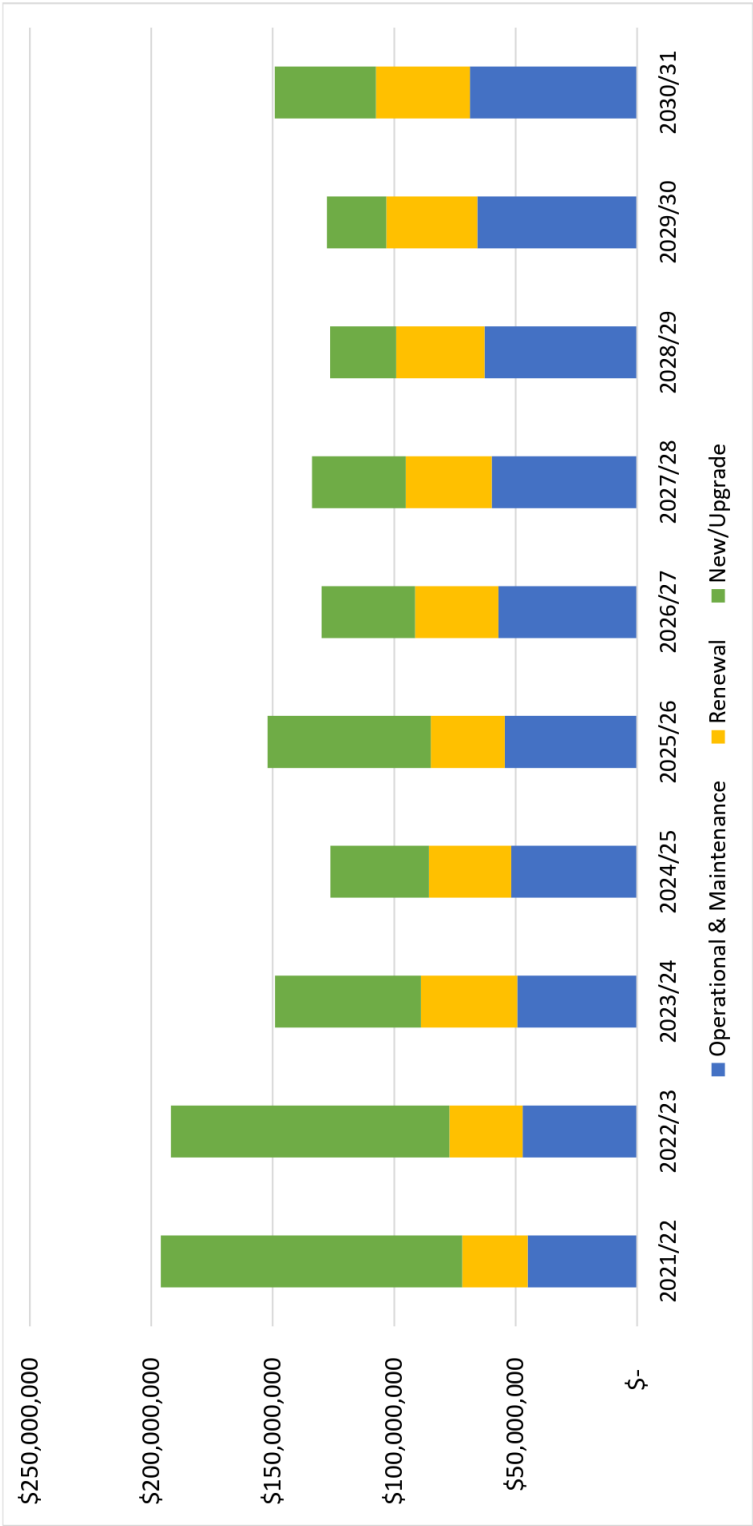
Projects and Initiatives

- Masterplans
- Playground renewal
- Turf renewal
- Annual renewals of playgrounds, warm season grass, goal posts, sports infrastructure and sports surfaces

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10.5. TOTAL EXPENDITURE

The following figure shows the planned expenditure across all infrastructure assets included in this Asset Plan over the next 10 years.



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This is further summarised in the table below, which shows the total planned expenditure related to renewal, new, upgrades, and operational and maintenance activities over the next 10 years.

Asset Class	Operational & Maintenance	Renewal	New/Upgrade
Roads	\$71,717,721	\$221,279,829	\$185,512,121
Drainage	\$10,327,810	\$16,137,006	\$9,891,866
Buildings	\$104,714,985	\$67,294,533	\$168,978,005
Open Space	\$375,306,013	\$38,607,242	\$212,573,990
Total	\$562,066,529	\$343,318,610	\$576,955,982

There is an estimated total of \$1.48 billion of asset expenditure planned in the next 10 years. Of this:

- Around 38 per cent (\$562 million) relates to ongoing maintenance activities to ensure that assets are safe and functional.
- Around 23 per cent (\$343 million) relates to renewal expenditure for replacement of assets that are reaching the end of their lives.
- Around 39 per cent (\$577 million) relates to expenditure to meet growth or additional future demand.

The Next Steps

The medium to long-term outlook suggests that priorities should remain focused on ensuring the operation, maintenance, and replacement of existing assets at sustainable levels whilst monitoring and responding to demand and growth challenges as they occur.

The actions resulting from this Asset Plan are:

- To review asset useful lives and condition rating and align these with up-to-date performance data and knowledge with the financial reports.
- To continuously plan and review the services delivered to the community and ensure that the asset base supports these services in the most efficient way.
- Ongoing review of lifecycle cost analysis.
- Scoping all whole of lifecycle costs associated with new projects. This ensures that all ongoing costs and services associated with new or upgraded assets have been accounted for.

HumeLink

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REPORT NO:	GE621
REPORT TITLE:	Naming Proposals for Three Conservation Reserves in Sunbury with Aboriginal Cultural Heritage Significance - Consultation Results
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Chief Financial Officer
FILE NO:	HCC21/666
POLICY:	Place Names Policy
STRATEGIC OBJECTIVE:	Strategic Objective 3.1: Empower and engage our community through advocacy and community engagement
ATTACHMENT:	Nil

1. SUMMARY OF REPORT:

- 1.1 At its meeting held on 12 July 2021, Council approved the commencement of a community consultation process to ask for the community's feedback on names proposed for the following three officially unnamed reserves that are owned and managed by Council, and which hold Aboriginal cultural heritage significance:
- (a) Sunbury Fields Grassland – proposed name of Darr Banneem;
 - (b) Albert Road Nature Reserve - proposed dual name of Albert Road Nature Reserve / Wuruwurt Biik;
 - (c) Fullwood Drive Reserve – proposed name of Mumilam Korobine.
- 1.2 This report provides a summary of the results of the community consultation process to Council and recommends that Council endorses the proposed names for each of the three reserves.

2. RECOMMENDATION:

That Council:

- 2.1 notes the results of the community consultation process on the proposals to officially name three conservation reserves in Sunbury which hold Aboriginal cultural heritage significance;
- 2.2 endorses the proposals to officially name the three conservation reserves listed in the following table:

Current Unofficial Name	Proposed Official Name	Location/Address
Sunbury Fields Grassland	Darr Banneem	Sunbury Fields Estate Pipit Way, Sunbury
Albert Road Nature Reserve	Dual Name: Albert Road Nature Reserve/Wuruwurt Biik	110-140 Albert Road, Sunbury
Fullwood Drive Reserve	Mumilam Korobine	76 Fullwood Drive, Sunbury

REPORT NO: GE621 (cont.)

2.3 submits the names:

2.3.1 ‘Darr Banneem’ (for the Sunbury Fields Grassland);

2.3.2 ‘Albert Road Nature Reserve / Wuruwurt Biik’ (dual name for the Albert Road Nature Reserve); and

2.3.3 ‘Mumilam Korobine’ (for Fullwood Drive Reserve)

to the Registrar of Geographic Names for their consideration and approval;

2.4 notes that if any or all of the three the proposals to officially name conservation reserves in Sunbury are endorsed which hold Aboriginal cultural heritage significance, any individual who lodged an objection to a proposal during the community consultation process, and who provided Council with their contact details, will be advised of their right to appeal Council’s decision directly to the Registrar of Geographic Names;

2.5 notes that the community will be advised of Council’s decision on whether to endorse any or all of the three proposals to officially name three reserves in Sunbury which hold Aboriginal cultural heritage significance, which will consist of:

2.5.1 sending correspondence directly to the same directly affected property owners and residents who originally received a consultation pack on any of the three naming proposals;

2.5.2 sending correspondence directly to any residents that submitted a response to the survey received in the consultation pack for any of the three naming proposals;

2.5.3 by placing a notice on Council’s website and a public notice in local newspapers.

2.6 notes that if it endorses any or all of the three the proposals to officially name conservation reserves in Sunbury which hold Aboriginal cultural heritage significance, that information on the park signage will include phonetic pronunciation, history and relevance of the indigenous names.

3. **LEGISLATIVE POWERS:**

3.1 *Geographic Place Names Act 1998*;

3.2 *The Naming Rules for Places in Victoria – Statutory Requirements for Naming Road, Features and Localities 2016* (the Naming Rules) which are given effect under that Act.

4. **FINANCIAL IMPLICATIONS:**

4.1 Expenditure associated with the naming proposal will include administration costs and costs for signage (if any or all of the naming proposals are approved). Both the costs for administration and signage, if required, will be funded from Council’s operational budget.

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 rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in this naming proposal.

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8. COMMUNITY CONSULTATION:

- 8.1 When consulting with the community, Council officers coordinating the naming proposals to officially name three conservation reserves in Sunbury which hold Aboriginal cultural heritage significance followed the applicable procedures as outlined in the Naming Rules.
- 8.2 The community consultation period for the three naming proposals commenced on 13 September and concluded on 22 October 2021.
- 8.3 A minor error was identified in the survey that was included with the original consultation pack for the Mumilam Korobine/Fullwood Drive Reserve naming proposal, so a second consultation period was undertaken for this proposal between 1 April and 5 May 2022, during which consultation packs were resent.
- 8.4 The activities undertaken during the consultation periods for the three naming proposals were as follows:
- 8.4.1 consultation packs, containing a cover letter with background information, a survey and a reply-paid envelope were sent to the following 'immediate community' members (as defined by the Naming Rules):
- (a) 333 directly affected property owners and residents in the vicinity of Sunbury Fields Grassland;
 - (b) 141 directly affected property owners and residents in the vicinity of Albert Road Nature Reserve;
 - (c) 181 directly affected property owners and residents in the vicinity of Fullwood Drive Reserve.
- 8.4.2 the three naming proposals were promoted on the Participate page of Council's website, inviting 'extended community' members (as defined by the Naming Rules) to also provide their feedback on any or all of the three naming proposals if they wished to do so.
- 8.5 Consultation Results: Sunbury Fields Grassland – Darr Banneem
- 8.5.1 32 submissions, with some including comments, were received in total for the Sunbury Fields Grassland/Darr Banneem naming proposal, with 30 submissions supporting the proposal and two objecting to it.
- 8.5.2 The comments received with these submissions both in support of and objecting to this naming proposal are as follows:

Agree/disagree	Reason
Agree	Darr Banneem is very appropriate
Agree	I strongly agree and wanted to thank the Council for the proposal. When I moved in I thought it would have been a respectful idea so glad you have gone ahead. Thank you for the opportunity to agree and therefore acknowledge the original owners of this beautiful land.
Agree	It is important to acknowledge our indigenous heritage.
Agree	I hope that if the proposal is successful, signage will be erected featuring both the Woi Wurrung name and the English translation.
Agree	I fully support any first people's sovereignty and traditional owners of these lands.
Agree	My wife and I strongly support this proposal. I also suggest that signage include the link to spear grass to enhance the relevance of the name.
Agree	Doing this is a small yet significant way of acknowledging and remembering the Aboriginal heritage to this land and their connection to it. I commend Hume City Council for initiative. Thank you.

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Agree	No problems from me.
Agree	Great initiative. Fully support this name.
Agree	Think it's great to honour the local indigenous community with the grasslands. A sign reflecting the grasslands name and meaning would be good as well.
Disagree	Disagree with proposal.
Disagree	What a waste of time and money.

8.6 Consultation Results: Albert Road Nature Reserve/Wuruwurt Biik (dual name proposal)

8.6.1 18 submissions, with some including comments, were received in total for the Albert Road Nature Reserve/Wuruwurt Biik dual name naming proposal, with 15 submissions supporting the proposal and three objecting to it.

8.6.2 The comments received with these submissions both in support of and objecting to this naming proposal are as follows:

Agree/disagree	Reason
Agree	More than happy for the name change. We would also be happy to be part of a naming ceremony and meet with Council and the Wurundjeri People. Our property joins the reserve so we'd like to learn more about what this place meant and how to compliment the efforts of Council in the reserve. We are in the process of removing non-native plants and have ordered native species through Council
Agree	I strongly support adoption of the Aboriginal names as acknowledgment of their strong historical and continuing connection with the land. I do wonder if the Wurundjeri could consider adopting names that are easier for non Woi-Wurrung speakers to pronounce. That way their names will take over.
Agree	I think the name should be reversed to Wuruwurt Biik/Albert Road Nature Reserve otherwise the Aboriginal name will never be used and will become lost. Signage is important to reflect the meaning also.
Agree	Yes, give the nature reserve a new name it needs to be preserved and protected. But something has to be done to stop the hordes of bike riders that go there everyday and proceed onto private property!
Agree	We believe that more acknowledgement needs to be given to the lands that were traditionally cared for by the Woi Wurrung. It may only be a token gesture to rename these parks but it is a start. It also gives the young generation an awareness of Koori history.
Agree	Happy with the proposal. Would perhaps be even happier if the English was dropped and only the Aboriginal name applied. Suggest you include a phonetic guide for all references and signage.
Agree	I believe I have been over-indulged for almost 80 years – I'm used to seeing everything in English. Now I'll happily try to learn a 'new' (to me) language and pronunciation. All the best and thank you.
Agree	Would you please give a history of the tribe that lived here on a board and what knowledge of them.
Agree	It's a nature reserve not a bike or motorbike riding track. They must be stopped from going in there everyday and especially every weekend clogging up the tiny carpark and dumping their rubbish.
Agree	We think this will be great, thank you.
Agree	But would have thought there were more important issues that need addressing. What has this exercise cost the ratepayers?

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Disagree	What a waste of money.
Disagree	Just leave the name alone. There are much more important issues in the community such as mental health.
Disagree	This is a weak, tokenistic action by Hume which does not solve any of the real problems that a lot of indigenous communities have. It seems like a virtuous move by Hume to tick off the 'racism' list, whilst ignoring the real issues at hand. Plus, in terms of priorities, just a little reminder that we are in the midst of a global pandemic – how is the time and expense of this survey helping all your locked down residents and struggling businesses?

8.7 Consultation Results: Fullwood Drive Reserve – Mumilam Korobine

- 8.7.1 A minor error was identified in the survey included with the original consultation pack that was mailed to directly affected property owners and residents for the Fullwood Drive Reserve/Mumilam Korobine naming proposal. A second consultation period for this naming proposal was subsequently held, which included mailing a second consultation pack and corrected survey to the same directly affected property owners and residents who had received the original consultation pack. Feedback received from both consultation periods is included in this report.
- 8.7.2 32 submissions, with some including comments, were received in total for the Fullwood Drive Reserve/Mumilam Korobine naming proposal during the two consultation periods for the proposal, with 25 submissions supporting the proposal and five objecting to it.
- 8.7.3 The comments received with these submissions both in support of and objecting to the naming proposal were as follows:

Consultation Period 1 Results:

Agree/disagree	Reason
Agree	I think it would be appropriate have some kind of signage/board to explain the use/significance of the site. The educational aspect is also important.
Agree	Good idea!
Agree	We agree with the name change on Fullwood Drive.
Agree	It would be great if the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation could form a working party with local residents to consider how Mumilam Korobine could best be utilised to celebrate and acknowledge its cultural significance.
Agree	We think this is a wonderful idea.
Agree	Fully endorse the name change. Can I ask that the reserve (Fullwood Drive) have an increased maintenance strategy? There are long grasses (native and non-native), fallen limbs and non-native weeds climbing and smothering the trees. Site just looks overgrown, unkept and unsightly from the roadway. We should be doing more to rejuvenate and remove non-native vegetation from the site.
Agree	I really don't care what you call it. I would like to see the non 'ring' frontage better cared for. It needs to be mowed and cleaned up. Rather than the stumps put in to stop the sloping land eroding, maybe some natural large rocks. Frontage would look better than stumps from trees there now. A little cheap and pathetic for something you deem this important.
Disagree	I don't care what you call it. I just wish the Council spent its time and rate payers money on more important things that actually benefit and stop fining Fullwood Drive residents for partial parking on nature strips when its actually the only safe way to park given the bus route.

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Disagree	I cannot agree with a proposal which has the incorrect location documented. <i>This comment identified the error which resulted in a second consultation period being held.</i>
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Consultation Period 2 Results:

Agree/disagree	Reason
Agree	It's a good idea so I support the proposal.
Agree	We think it's a great idea.
Agree	For some reason I felt like I had already completed a survey on this occasion.
Agree	<p>As a resident of Sunbury I would like to submit that I believe Fullwood Drive Reserve should officially named 'Mumilam Korobine - Western Initiation Ground Reserve'. Renaming the reserve makes sense, Fullwood Drive points to little more than the location. I would like to make an argument for a more accessible and descriptive name though.</p> <p>'Mumilam Korobine' alone would not be recognised by a majority of Hume residents not speaking the corresponding language, neither the meaning of the words would be accessible nor as a consequence the importance of the place understood from a map, a sign or in conversations. A double name containing an English description of what Aboriginal significance the place holds would actually be helpful to connect the site and its significance with the community. Switching simply from one language in a reserve name to another language divides community rather than bringing it together, it restricts accessibility of the name to a very limited minority. This cannot be the purpose of a renaming.</p> <p>I would appreciate it if this approach of giving double names containing a description of significance accessible to a majority of residents could be considered in all future renaming of places in Hume, involving any language. If a place name is not meaningful and functional, a majority of people living in the area today, in the future or visiting will either keep using the previous name or come up with an alternative, but they will not adopt a new name they cannot identify a meaning or significance in.</p>
Agree (this submission also includes the additional suggestion of a dual name)	<p>As a resident of Sunbury I would like to submit that I believe Fullwood Drive Reserve should officially named 'Mumilam Korobine - Western Initiation Ground Reserve'. Renaming the reserve makes sense, Fullwood Drive points to little more than the location. I would like to make an argument for a more accessible and descriptive name though. 'Mumilam Korobine' alone would not be recognised by a majority of Hume residents not speaking the corresponding language, neither the meaning of the words would be accessible nor as a consequence the importance of the place understood from a map, a sign or in conversations. A double name containing an English description of what Aboriginal significance the place holds would actually be helpful to connect the site and its significance with the community. Switching simply from one language in a reserve name to another language divides community rather than bringing it together, it restricts accessibility of the name to a very limited minority. This cannot be the purpose of a renaming. I would appreciate it if this approach of giving double names containing a description of significance accessible to a majority of residents could be considered in all future renaming of places in Hume, involving any language. If a place name is not meaningful and functional, a majority of people living in the area today, in the future or visiting will either keep using the previous name or come up with an alternative, but they will not adopt a new name they cannot identify a meaning or significance in. Thank you for your consideration and I look forward to hearing about the outcome. Best regards</p>
Disagree	As a resident of Fullwood Dr. for many years, I would be impacted by the name change. However, I have not seen any Aboriginal people come to this area ever. So therefore I do not support the name change. Thanking you

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Disagree	Another project to waste time and resources whilst we are dealing with contaminated soil dumping, congested traffic due to HV carting this soil on our roads which are already substandard through lack of maintenance. The areas for renaming are not even maintained.
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8.8 Assessment of Objections Against the General Principles in the Naming Rules

8.8.1 Under the Naming Rules Council is required to consider any objections that are received during a consultation period, however Council does not have to consider any objections that do not explain the reason for the objector opposing a name, or objections that are not relevant to the Naming Rules. An objection that is not relevant to the Naming Rules is one that is not based on an assertion that Council is not compliant with any of the General Principles contained within the Naming Rules.

8.8.2 The General Principles contained within the Naming Rules are:

- Principle (A) Ensuring public safety;
- Principle (B) Recognising the public interest;
- Principle (C) Linking the name to place;
- Principle (D) Ensuring names are not duplicated;
- Principle (E) Names must not be discriminatory;
- Principle (F) Recognition and use of Aboriginal languages in naming;
- Principle (G) Dual names;
- Principle (H) Using commemorative names;
- Principle (I) Using commercial and business names;
- Principle (J) Language;
- Principle (K) Directional names to be avoided;
- Principle (L) Assigning extent to a road, feature or locality.

8.8.3 None of the objections received during the community consultation periods for the three naming proposals are considered to be based on Council being non-compliant with the Naming Rules, therefore no changes are recommended to the proposed names for each of the three reserves.

8.8.4 In regards to a submission received for the Fullwood Drive Reserve/Mumilam Korobine naming proposal that agrees with the proposed name but also suggests that the reserve should be dual named, this suggestion is noted, however a dual name is not considered necessary for this location. This is because dual names are commonly used to associate an Aboriginal name to a place that already has a well-known and accepted place name, and the Fullwood Drive Reserve is not considered to meet this criteria.

9. DISCUSSION:

9.1 Following consultation with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, report number GE535 *Naming Proposals for Three Conservation Reserves in Sunbury with Aboriginal Cultural Heritage Significance*, was presented to Council at its meeting held on 12 July 2021.

9.2 Report number GE535 provided the following background information on the three proposed names:

9.2.1 Sunbury Fields Grassland:

- (a) Sunbury Fields Grassland is located within the Sunbury Fields estate and was vested to Council by a developer three years ago. The site is a remnant of the endangered plains grassland vegetation type and supports

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Aboriginal artefact scatters. The reserve exists for the purpose of conserving native vegetation and cultural heritage.

- (b) It is proposed that Sunbury Fields Grassland be officially named 'Darr Banneem', which means 'Spear Grass' in the Aboriginal Woi Wurrung language. Native spear grass is a prominent plant that grows within the reserve.

9.2.2 Albert Road Nature Reserve:

- (a) Albert Road Nature Reserve is located in a semi-rural area in northern Sunbury and is reserved for the purpose of nature conservation. It contains significant remnant vegetation and a high density of Aboriginal artefact scatters.
- (b) It is proposed that the reserve is given a dual name, with the inclusion of 'Wuruwurt Biik' alongside Albert Road Nature Reserve. Wuruwurt Biik means 'brushy ground' in the Aboriginal Woi Wurrung language, which reflects the bushy /shrubby character of the reserve.
- (c) A dual name is proposed because the name Albert Road Nature Reserve is well recognised by the local community, and removing this name is considered to have the potential to impact public safety as per Principle A of the Naming Rules (Ensuring Public Safety). Dual names are a commonly used to associate an Aboriginal name to a place that already has a well-known and accepted place name. Examples include Uluru / Ayres Rock and Grampians National Park / Gariwerd.

9.2.3 Fullwood Drive Reserve:

- (a) Fullwood Drive Reserve is a small conservation reserve located in a residential area close to Mt Holden Reserve and is primarily set aside to protect an Aboriginal earth ring. It is one of five earth, or Bora, rings identified in the Sunbury area making Sunbury a very significant Aboriginal place.
- (b) It is proposed that Fullwood Drive Reserve be officially named 'Mumilam Korobine', which means 'Western Initiation Ground' in the Aboriginal Woi Wurrung language. Native spear grass is also a prominent plant that grows within this reserve, as it is in the Sunbury Fields Grassland.

- 9.3 Report GE535 also included as assessment of the three proposed names against key General Principles contained within the Naming Rules. The initial assessments, which are provided in the Table below, remain unchanged following community consultation, and assessments against Principles (F) and (G) have now also been included:

Assessment Against General Principles Contained Within Naming Rules	
Naming Proposals for Three Conservation Reserves in Sunbury with Aboriginal Cultural Heritage Significance - Consultation Results	
Principle (A) Ensuring public safety	Comments
	<p>Sunbury Fields Grassland:</p> <p>The proposed name for this reserve does not pose any risk to public safety. The reserve does not have a commonly referred to name in the community, therefore it is not anticipated that changing the name would cause any disruption or confusion in the community.</p> <p>Albert Road Nature Reserve:</p> <p>A dual name is proposed for this reserve because the name Albert Road Nature Reserve is well recognised by the local community, and removing this name is considered to have the potential to impact public safety. It is not anticipated that adding a Woi Wurrung name to the existing name would cause any disruption or confusion in the local community, nor would it have the potential to impact public safety.</p> <p>Fullwood Drive Reserve:</p>

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	The proposed name does not pose any risk to public safety. The reserve does not have a commonly referred to name in the community, therefore it is not anticipated that changing the name would cause any disruption or confusion in the community.
Principle (B) Recognising the public interest	Comments The three reserves do not have official names, through Albert Road Nature Reserve is a commonly known place name for the local Sunbury community. Providing this reserve with a dual name recognises and preserves public interest.
Principle (C) Linking the name to place	Comments <i>Sunbury Fields Grassland:</i> The proposed name Darr Banneem means 'spear grass' in the Woi Wurrung language. The name recognises the prominence of native spear grasses across the reserve and therefore appropriately reflects the character of the place. <i>Albert Road Nature Reserve:</i> The proposed name Wuruwurt Biik means 'brushy ground' in the Woi Wurrung language. The name recognises the shrubby character of the reserve, with a range of native shrubs giving the site a bushy character. <i>Fullwood Drive Reserve:</i> The proposed name Mumilam Korobine means 'western initiation ground' in the Woi Wurrung language. This specifically refers to the earth, or Bora, ring that is the distinguishing feature of the reserve and highly significant to the Wurundjeri Woi Wurrung people.
Principle (D) Ensuring names are not duplicated	Comment There are no duplications of these names. The names are Woi Wurrung, which is a very local language to greater Melbourne and central Victoria, and they do not have extensive application.
Principle (E) Names must not be discriminatory	Comment The proposed names are not considered to be discriminatory in any way.
Principle (F) Recognition and use of Aboriginal languages in naming	Comment It is considered that the proposed names appropriately recognises Aboriginal language.
Principle (G) Dual names	Comment Albert Road Nature Reserve A dual name is proposed because the name Albert Road Nature Reserve is well recognised by the local community, and removing this name is considered to have the potential to impact public safety as per Principle A of the Naming Rules (Ensuring Public Safety). Dual names are a commonly used to associate an Aboriginal name to a place that already has a well-known and accepted place name.
Principle (H) Using commemorative names	Comment The proposed names are not commemorative.

- 9.4 Based on the assessment of the three proposed names against key General Principles, and considering the strong support received for the proposed names during the consultation periods, it is recommended that Council endorses the three proposed names and that it approves submitting them to the Registrar of Geographic Names for their consideration and approval.
- 9.5 This recommendation is made noting that some objections were also received for the three proposed names, however as advised earlier in this report, none of the objections are considered to be based on Council being non-compliant with the Naming Rules and therefore no changes are recommended to the proposed names for each of the three reserves based on the objections received.

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- 9.6 The community will be advised of Council's decision on whether to endorse any or all of three proposed names by placing a notice on Council's website and a public notice in local newspapers. Correspondence advising of Council's decision will also be sent to any individual that submitted a survey response or who provided a submission to Council on any of the naming proposals.
- 9.7 If Council endorses any or all of the three proposed names, any individual who lodged an objection to a naming proposal during the community consultation periods, and who has provided Council with their contact details, will also be advised of their right to appeal Council's decision directly to the Registrar of Geographic Names.
- 9.8 If Council endorses any or all of the three proposed names, and they are subsequently approved by the Registrar of Geographic Names, the names will be gazetted in the Victorian Government Gazette and registered in VICNAMES, which holds approximately 200,000 road names and 45,000 place and feature names. Park signage for any approved names will include phonetic pronunciation, history and relevance of the indigenous name.

10. CONCLUSION:

The community consultation process on naming proposals to officially name three conservation reserves in Sunbury which hold Aboriginal cultural heritage significance is now complete. It is recommended that Council endorses the naming proposals for each reserve, and that it submits each name to the Registrar of Geographic Names for their consideration and approval.

REPORT NO:	GE622
REPORT TITLE:	Historical Street Name Signs
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Chief Financial Officer
FILE NO:	HCC18/447
POLICY:	-
STRATEGIC OBJECTIVE:	Strategic Objective 3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	1. <i>Historical Street Signs - Approved Design</i> 2. <i>Number of Signs to be Replaced by Street</i> 3. <i>Sunbury and District Heritage Association Submission</i>

1. SUMMARY OF REPORT:

- 1.1 At its meeting held on 26 August 2019, Council approved the installation of historical street signs. The purpose of these signs will be to provide historical information about the name of the streets on which they are located.
- 1.2 At this meeting Council also approved:
'That members of the public, and historical and heritage associations, be invited to provide submissions to request a historical street sign be installed'.
- 1.3 This report recommends that Council approves historical signs for 28 streets that have been requested by the Sunbury and District Heritage Association.

2. RECOMMENDATION:

- 2.1 THAT Council approves the installation of historical street signs, and the text for each sign, for the 28 streets and roads listed in Table 1 below:**

Table 1

Street Name	Text for Sign
Aitken Street	John Aitken, pioneer squatter at The Gap township and sheep breeder of the finest flock.
Anderson Road	Lt. Col. William Acland Douglas Anderson, Commissioner of Goldfields, Founder and Commander of Victorian Volunteer Forces in 1850s.
Barkly Street	Sir Henry Barkly, Governor of Victoria 1856-63. Laid the foundation stone for the Bendigo Rail line at Jacksons Creek viaduct.
Brook Street	John Henry Brook MLA. President of the Boards of Lands and Survey and Commissioner of Lands until 1861.
Cornish Street	William Crocker Cornish of Cornish and Bruce, building contractors for the Melbourne-Sandhurst Railway.
Darbyshire Street	George Christian Darbyshire, Engineer-In-Chief for the railways department, engineer and surveyor.

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Evans Street	George Samuel Evans, Member of the Barkly and O'Shanassy Ministries and Postmaster General in 1851.
Francis Lane/Blvd	James Goodall Francis, Premier of Victoria 1872. Owner of Goonawarra Vineyard and Winery.
Gap Road	The main road leading from Sunbury to The Gap township, formerly called Sunbury Road.
Harker Street	George Harker, businessman. Served in the Victorian Legislative Assembly 1856-65. Treasurer in O'Shannassy Ministry 1858-59.
Horne Street	George Samuel Wegg Horne, Solicitor, Member of the O'Shanassy Ministry 1857-59. Chief Commissioner of Public Works.
Jackson Street	William and Samuel Jackson, early pioneers from Sunbury-on-Thames built a hut and settled on the banks of Jacksons Creek.
Ligar Street	Charles Whybrow Ligar. Surveyor General in Victoria in 1858.
Macedon Street	Macedon Street was the first track to Sydney, original site for Sunbury and the road to Mount Alexander Goldfields.
Miller Street	Henry Miller, Member of the O'Shanassy Ministry 1858-59. Commissioner of Trade and Customs, Member of the McCulloch Ministry 1863-68.
Mitchell Lane	Sir William Henry Farcourt Mitchell, Chief Commissioner of Police, Member of the Legislative Council and government minister.
Neill Street	Lt.Col. John Martin Bladin Neill. Deputy Adjutant General of the Victorian Volunteer Forces and the Australian Colonies.
O'Shanassy Street	Sir John O'Shanassy, Chief Secretary, Premier of Victoria 1857-59 and 1861-63. Supported separation of Victoria from New South Wales.
Pasley Street	Captain Charles Pasley, Military Engineer, Colonial Secretary, Commissioner of Public Works. Member of Legislative Assembly 1856-57.
Powlett Street	Frederick Armand Powlett, Treasurer of Victoria, Commissioner of Crown Lands in Port Phillip District 1836-60.
Racecourse Road	The road leading to Sunbury Racecourse and Emu Bottom part of the Rupertswood Estate from 1886 to 1940.
Riddell Road	John Carre Riddell. Pastoralist and Member of the Victorian Parliament. Originally called Sunbury backroad.
Shields Street	Sir Douglas Andrew Shields. Surgeon at the Sunbury Asylum and a member of Royal Horse Artillery at Rupertswood.
Station Street	Site of Sunbury's first railway station later moved to its present site in Brook Street.
Stawell Street	Sir William Foster Stawell, Chief Justice of Victoria and Attorney General in Victorian Legislative Council 1851.
Timins Street	Captain Octavius Frederic Timins, Late of His Majesty's 82 Regiment. Private Secretary to His Excellency, Sir Henry Barkly.

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Vaughan Street	Charles Vaughan, Civil Servant, Member of the Victorian Legislative Council and Chief Clerk to Lt. Governor Charles La Trobe.
Vineyard Road	Many of Sunbury's early vineyards were established along this stretch of road from 1860-1926.

2.2 THAT Council notes:

- 2.2.1 the design and colour for historical street signs which was previously adopted by Council at its meeting held on 26 August 2019, which is provided as Attachment 1 of this report;
- 2.2.2 that if approved, historical street signs will replace all existing street signs within the Sunbury township that currently display the name of an approved street. Information on the number of signs that would be replaced for each street is provided in Attachment 2 of this report.

3. LEGISLATIVE POWERS:

Local Government Act 2020

4. FINANCIAL IMPLICATIONS:

If Council approves the installation of historical signs at the 28 recommended streets, it is estimated that 113 signs will be replaced at a cost of \$50 each for a total cost of \$5,650. This would be funded from Council's 2021/22 operational budget. It is anticipated that the signs would be installed by Council's Road Maintenance team at no additional cost.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

Environmental sustainability has been considered and the recommendations made in this report give no rise to any matters.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

Climate change adaption has been considered and the recommendations made in this report give no rise to any matters.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made in this report.

8. COMMUNITY CONSULTATION:

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

9. DISCUSSION:

- 9.1 At its meeting held on 8 October 2018, Council moved General Business Item POT264, Investigation into Historical Street Sign Names, with the resolution being:

That Council officers investigate the possibility of adding a short sentence with added information about the name of the street-on-street signs in historical areas of the Municipality and report back to a future Strategy and Policy Briefing session.

- 9.2 The Sunbury and District Heritage Association wrote to Council on 28 February 2019 to advise they have been working on a project called 'Streets with Stories' and that they wished to assist with the historical street sign name project.

REPORT NO: GE622 (cont.)

- 9.3 Council received a report on this project at its meeting held on 26 August 2019 Council at which it approved:
 - 9.3.1 the installation of historical street signs;
 - 9.3.2 the design and colour of historical street signs;
 - 9.3.3 that members of the public, and historical and heritage associations, be invited to provide submissions to request a historical street sign be installed.
- 9.4 The report to Council also:
 - 9.4.1 recommended that historical signs are located at both ends of the street to which they apply, and if the street is long, that additional signs will be placed at major intersections;
 - 9.4.2 proposed that historical signs will be presented to Council for approval and include a recommendation on where the signs will be located.
 - 9.4.3 advised that Council's website will include a list of streets where historical street signs have been installed, with the wording of each sign.
- 9.5 Submissions Received
 - 9.5.1 Following Council's approval of the installation of historical street signs, in September 2019 the Sunbury and District Heritage Association made a submission to Council requesting historical street sign names for 28 streets in Sunbury. This submission is provided as Attachment 3 of this report.
 - 9.5.2 The submission from the Sunbury and District Heritage Association states that their members have researched all available material and reached the conclusion that the names and information submitted are applicable to the named individuals.
 - 9.5.3 Council officers have also sought to independently verify the details provided, where possible, for example by researching the names on the public access website Trove. Trove is a collaboration between the National Library of Australia and hundreds of partner organisations across Australia which provides digital access to collections including libraries, museums, galleries, the media, government and community organisations.
 - 9.5.4 Following this additional research by Council officers, no changes to the information provided in the submission from the Sunbury and District Heritage Association are proposed.
- 9.6 Recommended Location of Historical Street Signs
 - 9.6.1 The report to Council at its meeting held on 26 August 2019 recommended that historical signs are located at both ends of the street to which they apply, and if the street is long, that additional signs will be placed at major intersections.
 - 9.6.2 This recommendation is now changing, and it is instead recommended that all existing signs on streets within the Sunbury township that are included in the submission from the Sunbury and District Heritage Association are replaced with historical signs.
 - 9.6.3 A physical inspection has been carried out of the 28 streets that were included in the Sunbury and District Heritage Association's submission. This inspection identified 113 existing street signs which would be replaced if Council approves the installation of historical street signs at all of these 28 streets.

REPORT NO: GE622 (cont.)

9.6.4 The replacement of 113 existing street signs is considered to be adequate coverage for the provision of historical information within the Sunbury township, and the installation of additional signs within this relatively small geographical area, whilst originally recommended, is now not considered to be necessary following the identification of the large number of street signs that are already in place. It is for this reason that this recommendation has now changed.

10. CONCLUSION:

It is recommended that Council approves replacing existing street signs with historical street signs in 28 streets with text that has been proposed in a submission to Council from the Sunbury and District Heritage Association.

REPORT NO: GE622 (cont.)

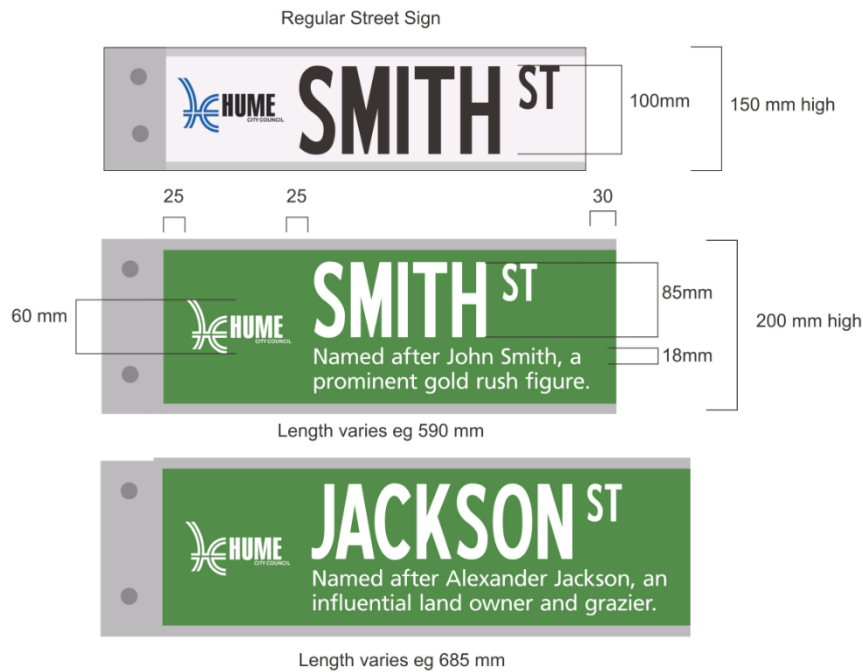
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REPORTS – GOVERNANCE AND ENGAGEMENT

26 AUGUST 2019

Attachment 1 - Proposed Historical Street Sign Design

ORDINARY COUNCIL (TOWN PLANNING)



Street name 437pt (85mm letter height) / Blue Highway Condensed
Historical information 72pt size (18 mm letter height) / Frutiger Roman font

200mm high blade replaces existing 150mm regular street sign.

Length varies depending on street name to a maximum of 1000 mm.

Street name 85mm to exceeds regulation minimum height of 70mm.

Hume Logo 60 mm high is same as existing street signs

Information text is Hume corporate font that fits two lines of text and would be clearly legible for pedestrians. Ideally information should be as concise as possible.

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ATTACHMENT 2 - NUMBER OF SIGNS TO BE REPLACED BY STREET

Streets	Number of Signs
Aitken	4
Anderson Rd	3
Barkly St	4
Brook St	7
Cornish St	6
Darbyshire St	2
Evans St	5
Francis Bvd	2
Gap Rd	6
Harker St	5
Horne St	3
Jackson St	6
Ligar St	5
Macedon St	6
Miller St	2
Mitchells Lane	5
Neill St	2
O'Shanassy St	4
Paisley St	6
Powlett St	3
Racecourse Rd	3
Riddell Rd	3
Shields St	5
Station St	7
Stawell St	1
Timins St	3
Vaughan St	4
Vineyard Rd	1
Total	113

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SUNBURY & DISTRICT HERITAGE ASSOCIATION INC.

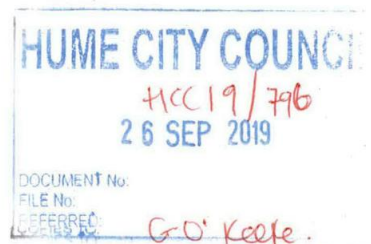
Established 1978

IRN. A 0029546 W

8 Terence Street, Sunbury 3429

25th September 2019.

Mr. Gavan O'Keefe
Manager Governance
Corporate Services
Hume City Council
BROADMEADOWS, VIC. 3047



Dear Sir,

**RE: HISTORICAL STREET SIGN NAME PROJECT
SUBMISSION BY SUNBURY & DISTRICT HERITAGE ASSOCIATION Inc.
Ref. Hume City Council Report No.GE 371**

Please find attached our Submission for the above, "Historical Street Sign Name Project".
We have strictly adhered to Council's recommendation of limiting the information to
between 15 and 20 words.

Our Association wishes to draw to Councils attention,

**That our members have researched all available material and reached the
conclusion, that the names and information submitted are applicable to the
named individuals.**

**It must be borne in mind that the Sunbury township was designed and planned
on the rail corridor, Melbourne to Sandhurst, a State Government project.**

**The roads/streets were surveyed by the government, and the land divided for residential
use, which was set aside for public use.**

Should you require any additional information, please contact me at
by phone on

or

Yours faithfully,

**Trevor Dunn
Secretary**

Attach.



SUNBURY & DISTRICT HERITAGE ASSOCIATION INC.

Established 1978

IRN. A 0029546 W

8 Terence Street, Sunbury 3429

SUBMISSION

HISTORICAL STREET SIGN NAMED PROJECT

Text

AITKIN STREET	John Aitken, pioneer squatter at The Gap township and sheep breeder of the finest flock.
ANDERSON ROAD	Lt.Col. William Acland Douglas Anderson, Commissioner of Goldfields, Founder and Commander of Victorian Volunteer Forces in 1850s.
BARKLY STREET	Sir Henry Barkly, Governor of Victoria 1856-63. Laid the foundation stone for the Bendigo Rail line at Jacksons Creek viaduct.
BROOK STREET	John Henry Brook MLA. President of the Board of Lands and Survey and Commissioner of Lands until 1861.
CORNISH STREET	William Crocker Cornish of Cornish and Bruce, building contractors for the Melbourne - Sandhurst Railway.
DARBYSHIRE STREET	George Christian Darbyshire, Engineer-in -Chief for the railways department, engineer and surveyor.
EVANS STREET	George Samuel Evans, Member of the Barkly and O'Shanassy Ministries and Postmaster General in 1851.
FRANCIS LANE/ BLVD	James Goodall Francis, Premier of Victoria 1872. Owner of Goonawarra Vineyard and Winery.
GAP ROAD	The main road leading from Sunbury to The Gap township, formerly called Sunbury Road.

HARKER STREET	George Harker. Businessman. Served in the Victorian Legislative Assembly 1856-65. Treasurer in O'Shanassy Ministry 1858-59.
HORNE STREET	George Samuel Wegg Horne, Solicitor, Member of the O'Shanassy Ministry 1857-59, Chief Commissioner of Public Works.
JACKSON STREET	William and Samuel Jackson, early pioneers from Sunbury-on-Thames built a hut and settled on the banks of Jacksons Creek.
LIGAR STREET	Charles Whybrow Ligar. Surveyor General in Victoria in 1858.
MACEDON STREET	Macedon Street was the first track to Sydney, original site for Sunbury, and the road to Mount Alexander Goldfields.
MILLER STREET	Henry Miller, Member of the O'Shanassy Ministry 1858-59, Commissioner of Trade and Customs, Member of the McCulloch Ministry 1863-68.
MITCHELL LANE	Sir William Henry Farcourt Mitchell, Chief Commissioner of Police, Member of the Legislative Council and government minister.
NEILL STREET	Lt.Col. John Martin Bladin Neill, Deputy Adjutant General of the Victorian Volunteer Forces and the Australian Colonies.
O'SHANASSY STREET	Sir John O'Shanassy, Chief Secretary, Premier of Victoria 1857-59, 1861-63. Supported separation of Victoria from New South Wales.
PASLEY STREET	Captain Charles Pasley, Military Engineer, Colonial Secretary, Commissioner of Public Works. Member of Legislative Assembly 1856-57.
POWLETT STREET	Frederick Armand Powlett, Treasurer of Victoria, Commissioner of Crown Lands in the Port Phillip District 1836-60.
RACECOURSE ROAD	The road leading to Sunbury Racecourse and Emu Bottom, part of the Rupertswood Estate from 1886 to 1940.
RIDDELL ROAD	John Carre Riddell, Pastoralist and Member of the Victorian Parliament. Originally called the Sunbury backroad.

SHIELDS STREET	Sir Douglas Andrew Shields, Surgeon at the Sunbury Asylum and a member of Royal Horse Artillery at Rupertswood.
STATION STREET	Site of Sunbury's first railway station later moved to its present site in Brook Street.
STAWELL STREET	Sir William Foster Stawell, Chief Justice of Victoria and Attorney General in Victorian Legislative Council 1851.
TIMINS STREET	Captain Octavius Frederic Timins, Late of His Majesty's 82 Regiment, Private Secretary to His Excellency Sir Henry Barkly.
VAUGHAN STREET	Charles Vaughan, Civil Servant, Member of the Victorian Legislative Council and Chief Clerk to Lt. Governor Charles LaTrobe.
VINEYARD ROAD	Many of Sunbury's early vineyards were established along this stretch of road from 1860-1926.

REPORT NO:	GE623
REPORT TITLE:	Naming Proposal - Allan Walters Pavilion
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Chief Financial Officer
FILE NO:	HCC18/447
POLICY:	Place Names Policy
STRATEGIC OBJECTIVE:	Strategic Objective 3.1: Empower and engage our community through advocacy and community engagement
ATTACHMENTS:	1. <i>Request from Mr Josh Bull MP</i> 2. <i>Eric Boardman Reserve Aerial Image</i> 3. <i>Pavillion Aerial Image</i>

1. SUMMARY OF REPORT:

- 1.1 Council has received a request from Mr Josh Bull MP, Member for Sunbury, proposing that the newly upgraded pavilion and social rooms at Eric Boardman Reserve be named after the late Mr Allan Walters. This request is provided as Attachment 1 of this report.
- 1.2 At its meeting held on 9 August 2021, Council also resolved general business item number MED300, being:
That Council look at the new pavilion to be built at Boardman Oval for the Sunbury Kangaroos that it be named the Allan Walters Pavilion in recognition of the work that he did for the club.
- 1.3 This report provides further information on this naming proposal and recommends that it progresses to the community consultation stage.

2. RECOMMENDATION:

- 2.1 **THAT Council approves the commencement of a community consultation process to ask for the community's feedback on a proposal to name the pavilion at Eric Boardman Reserve Oval Number 3 the Allan Walters Pavilion.**

3. LEGISLATIVE POWERS:

- 3.1 *Geographic Place Names Act 1998 (the Act);*
- 3.2 *Naming Rules for Places in Victoria – Statutory requirements for naming roads, features and localities 2016 (the Naming Rules).*

4. FINANCIAL IMPLICATIONS:

Initial costs associated with this naming proposal will be associated with public consultation, such as placing a notice in local papers. Future costs, should this proposal be approved, would be the cost of signage at the pavilion at Boardman Reserve. All costs would be funded through Council's operational budget.

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.

REPORT NO: GE623 (cont.)

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in *The Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in this naming proposal.

8. COMMUNITY CONSULTATION:

8.1 External Consultation

8.1.1 In accordance with Council's Place Names Policy and the Naming Rules, Council is required to consult with the community for naming proposals that it is considering. The method and extent of consultation is dependent upon the significance of the proposal.

8.1.2 It is proposed that Council consults with user groups, clubs and/or Committees of Management that are users of or have an interest in this location by placing public notices in local papers and on Council's website, and by writing to parties and groups that use the pavilion.

8.1.3 The period of public consultation would be at a minimum 30 days.

8.1.4 When Council has made a final decision on whether to endorse this naming proposal, the Naming Rules require that it informs the community of its decision, in the same manner in which the proposal was advertised.

8.2 Internal Consultation

8.2.1 Internal consultation was undertaken to seek advice from relevant Council officers and there were no issues raised that would prevent the progression of this naming proposal to the community consultation stage.

9. DISCUSSION:

9.1 Council received a proposal from Mr Josh Bull, Member for Sunbury requesting that Council name the upgraded pavilion at Eric Boardman Reserve after the late Allan Walters. This pavilion is located at oval number 3 at the reserve. An aerial image of the reserve and oval is provided as Attachment 2 of this report.

9.2 At its meeting held on 9 August 2021, Council also resolved general business item number MED300 which proposed the same name for the pavilion.

9.3 The application from Mr Josh Bull MP highlights the contributions made by Mr Walters and his volunteer community service, which included:

9.3.1 being the President of the Sunbury Kangaroos Football Netball Club for more than 10 years;

9.3.2 being a premiership coach and committee member;

9.3.3 playing a vital role in the upgrade of the pavilion and social rooms at Boardman Reserve.

9.4 The pavilion that is proposed to be named after Mr Walters consists of social rooms and change rooms that are two separate buildings which share a walkway and a veranda, as per the image in attachment 2. Advice was sought from Geographic Names Victoria who confirmed that it is appropriate to consider naming the structure in its entirety, rather than considering different names for each different building.

9.5 The Naming Rules state that naming authorities should make every effort to gain consent from family members of the person being commemorated, or for this proposal, for a person that is being proposed to be commemorated. Council officers have contacted the family of Mr Walters and they expressed their support for Council's consideration of this naming proposal.

REPORT NO: GE623 (cont.)

9.6 Assessment Against the General Principles Contained in the Naming Rules

9.6.1 An analysis of the naming proposal was conducted by Council officers against the General Principles contained in the Naming Rules.

9.6.2 In particular, Council officers assessed the naming proposal against the following key general principles:

Principle (A) Ensuring public safety	Comment The proposed name does not pose any risk to public safety. It is not anticipated that officially naming the pavilion would cause any concerns in the community.
Principle (B) Recognising the public interest	Comment The pavilion does not currently have an official name, however officially naming the pavilion after Allan Walters will not negatively impact the community. The name is being considered because of the long-term benefit that this would provide, which would be to recognise an individual with strong links to place that would be named, and who has a significant history of volunteer community service to the local community. The proposal does not affect any locality boundaries.
Principle (C) Linking the name to place	Comment Allan Walters was President of the Sunbury Kangaroos Football Netball Club for more than 10 years, a premierships coach and committee member, and played a vital role in the upgrade of the pavilion and social rooms at Boardman Reserve.
Principle (D) Ensuring names are not duplicated	Comment There are no duplications of this name within the municipality of Hume. There are no other places with the name Allan Walters included in them.
Principle (E) Names must not be discriminatory	Comment The proposed name is not considered to be discriminatory in any way.
Principle (H) Using commemorative names	Comment The proposed name meets all the criteria of a proposed commemorative name. A first name and surname are the preferred option. The family of Mr Walters have expressed their support for Council's consideration of this naming proposal.

9.7 As this naming proposal is considered to be compliant with the general principles contained in the Naming Rules, it is recommended that Council approves the progression of this naming proposal to the community consultation stage.

10. CONCLUSION:

10.1 It is recommended that Council approves the commencement of a community consultation process for the proposal to name the pavilion at Eric Boardman Reserve Oval Number 3 the Allan Walters Pavilion.

10.2 If approved, a second report will be presented to Council following the community consultation period.

REPORT NO: GE623 (cont.)

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Josh Bull MP

STATE MEMBER FOR SUNBURY



3 August 2021

Cr Joseph Haweil
Mayor
Hume City Council
PO BOX 119
Dallas VIC 3047

Dear Mayor,

I am writing to you following the recent passing of Mr Allan Walters, beloved community member and President of the Sunbury Kangaroos Football Netball Club.

As you are well aware, our community thrives because wonderful people dedicate their time and energy to helping and supporting others.

Allan was one of these wonderful people.

He was the heart and soul of the Sunbury Kangaroos Football Netball Club, a club president for more than 10 years, a premiership coach and committee member and a person larger than life.

Allan played a vital role in the upgrade of the pavilion and social rooms at Boardman Reserve, Sunbury. Allan pushed hard for the upgrades and I was thrilled that the State Government and Hume City Council came on board to help make his dream a reality.

Without Allan's advocacy, these upgrades would not be happening.

It is clear that he has had a profound impact on the club and the wonderful people in it.

That is why it is my firm belief that the soon to be newly upgraded pavilion and social rooms be named in his honour.

I would be grateful if you would please consider my request.

I trust my suggestion will be looked upon favourably and look forward to hearing from you at your earliest convenience.

Yours sincerely,

A handwritten signature in dark ink, appearing to be 'JB'.

Josh Bull MP
Member for Sunbury
Parliamentary Secretary for Multicultural Affairs
Parliamentary Secretary for Youth

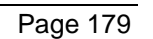
OFFICE: Shop 4, 33-35 Macedon Street Sunbury 3429

POSTAL: PO Box 635, Sunbury 3429

P: 9740 4091 **F:** 9740 4978 **E:** josh.bull@parliament.vic.gov.au



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ATTACHMENT 3

Aerial view of Pavilion



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REPORT NO:	GE624
REPORT TITLE:	Councillor Conduct & Expense Report
SOURCE:	Megan Kruger, Manager Governance Chris Bradbury, Senior Integrity Officer
DIVISION:	Chief Financial Officer
FILE NO:	HCC21/942
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Councillor Conduct and Expense Report - June 2022</i>

1. SUMMARY OF REPORT:

This Report has been prepared in response to NOM423 which was carried by Council at its Meeting on 9 May 2022.

The Notice of Motion resolved to make public information in relation to applications by Councillors to the Principal Councillor Conduct Registrar and the associated costs and other matters where Council is paying for the legal costs of Applications involving Councillors in any complaints processes through bodies such as integrity agencies, court or commissions and the associated costs.

2. RECOMMENDATION:

That Council note the Report.

3. LEGISLATIVE POWERS:

Council resolved to make public this information in accordance with section 125(2) of the Local Government Act 2020 at its Meeting on 9 May 2022.

4. FINANCIAL IMPLICATIONS:

The total costs in relation to applications by Councillors to the Principal Councillor Conduct Registrar and the associated costs and other matters where Council is paying for the legal costs of Applications involving Councillors in any complaints processes through bodies such as integrity agencies, court or commissions and the associated costs as at 31 May 2022 are \$142,898.

There is no allocation for this expenditure in Councils budget.

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.

REPORT NO: GE624 (cont.)

9. DISCUSSION:

9.1 At its Meeting on 9 May 2022 Council resolved the following:

1. *That Council determines the following information should be made publicly available in accordance with section 125(2) of the Local Government Act 2020 (the Act):*
 - a) *The total number of applications made to the Principal Councillor Conduct Registrar for an internal arbitration under section 143 of the Act, including name of the applicant/s and respondent/s in each application;*
 - b) *The total number of applications that proceed to an internal arbitration including the name of the applicant/s and respondent/s in each arbitration;*
 - c) *The total number of applications made to the Principal Councillor Conduct Registrar for a Councillor Conduct Panel to make a finding of serious misconduct, including name of the applicant/s and respondent/s in each application;*
 - d) *The total number of applications that proceed to a Panel Hearing including the name of the applicant/s and respondent/s in each arbitration;*
 - e) *The total number of applications where an adverse finding is made against a Councillor/s following an Arbitration or Panel Hearing;*
 - f) *The costs associated with each application that has proceeded to an internal arbitration or Panel hearing inclusive of: invoiced legal expenses, invoiced arbiter or panel member costs, internal costs such as room hire and security and estimates of Hume City Council staff time costs.*
 - g) *Any other matters where Council is paying for the legal costs of Applications involving Councillors in any other complaints processes through bodies such as integrity agencies, courts or commissions including the applicant/s and respondent/s names; the relevant agency, court or commission name; and the legal costs incurred by Council (whether covered by Council's insurance policies or not) that relate to applications to integrity agencies, courts or commissions. Other details of the application shall remain confidential.*
2. *That Council receive a report with the above information for the current term of Council by 30 June 2022.*
3. *That this information be reported to Council quarterly from 1 July 2022 and included in the 2021/22 Annual Report and subsequent annual reports.*

9.2 Councillor Conduct Matters:

9.2.1 Internal Arbitration Summary for 12 November 2020 until 31 May 2022:

APPLICATIONS RECEIVED	APPLICATIONS PROCEEDING TO HEARING	WITHDRAWN	ADVERSE FINDINGS	TOTAL COST
22	11	1	2	\$65,570

9.2.2 Councillor Conduct Panel summary for 12 November 2020 to 31 May 2022

APPLICATIONS MADE FOR PANEL	APPLICATIONS PROCEEDING TO PANEL	FINDINGS OF MISCONDUCT	TOTAL COST TO DATE
1	1	1	\$65 014

NOTE: THIS APPLICATION CURRENTLY SUBJECT OF A VCAT APPEAL

9.2.3 The names of the parties in these applications and the costs are detailed in Attachment 1.

REPORT NO: GE624 (cont.)

9.3 Other matters where Council is paying for the legal costs of Applications involving Councillors:

9.3.1 Cr Dance appealed to VCAT against the Councillor Conduct Panel Decision in matter CCP 2021-1 on 3 May 2022. The total costs associated with this application are unknown as at 31 May 2022. Further information regarding this matter will be provided in future updates.

9.3.2 Cr Dance lodged a complaint with the Victorian Equal Opportunity and Human Rights Commission against an Arbiter on 12 September 2021. A date for a conciliation hearing is yet to be set and is expected to take place in June or July 2022. The total costs associated with this application are unknown as at 31 May 2022. Further information regarding this matter will be provided in future updates.

10. CONCLUSION:

This Report provides an overview of applications made to the Principal Councillor Conduct Registrar and any other matters where Council is paying for the legal costs of Applications involving Councillors in any complaints processes through bodies such as integrity agencies, court or commissions.

REPORT NO: GE624 (cont.)

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Applications for Internal Arbitration (2020-2021 Mayors' Term)									
Referee Number	Date	Parties (Applicant & Respondent)	Proceeded to Arbitration	Adverse Finding	Arbitrator Costs (Actual)	Additional Costs (Estimate)	Total Costs	Outcome	Notes
JAP 2021-1	16/11/2021	Dance & Medcroft	Yes	Yes	1,750	207	2037	Breach of Council Code of Conduct found, no sanctions recommended.	This additional cost only relates to administrative time related to the hearing.
JAP 2021-2	31/03/2021	Dance & Howell	Yes	No	8,250	470	8720	No breach found.	Cost relates to both member's combined.
JAP 2021-3	4/05/2021	Dance & Howell	Yes	No	8,250	0	8250	No breach found.	
JAP 2021-4	15/02/2021	Dance & Medcroft	Yes	No	8,250	515	8765	No breach found.	
JAP 2021-5	15/02/2021	Dance & Medcroft	Yes	No	8,250	0	8250	No breach found.	
JAP 2021-6	22/02/2021	Dance & Medcroft	Yes	No	8,250	14.2	8264.2	No breach found.	
JAP 2021-7	15/02/2021	Dance & Moore	Yes	No	8,250	345	8595	No breach found.	
JAP 2021-8	27/02/2021	Dance & Sherry	Yes	No	6,000	361	6361	No breach found.	
JAP 2021-9	22/02/2021	Moore & Dance	Yes	Yes	16,500	14.2	16514.2	16987 and apology.	
Miscellaneous Cost for all matters									
JAP 2021-1	1/03/2021	Dance & Sherry				445	445		
JAP 2021-2	16/03/2021	Dance & Howell				22	22		
JAP 2021-3	31/03/2021	Dance & Medcroft	Yes	No	1,574	144.1	1718.1	No breach against Cr Medcroft. Cr Dance's conduct during arbitration referred to Councillor Conduct Panel (see below).	
JAP 2021-4	15/04/2021	Dance and Jackson & Medcroft	Yes	No	2,703	70.8	2773.8	No breach found.	
JAP 2021-5	18/05/2021	Dance & Medcroft	Yes	No	2,703	22	2725	No breach found.	
JAP 2021-6	18/05/2021	Dance & Howell	Yes	No	2,703	22	2725	No breach found.	
JAP 2021-7	29/07/2021	Dance & Medcroft	No	No	525	9	534	Application withdrawn by Cr Dance 14/09/2021.	
JAP 2021-8	19/07/2021	Dance & Medcroft	No	No	525	176	701	Application withdrawn by Cr Dance 14/09/2021.	
JAP 2021-9	30/09/2021	Dance & Medcroft	Yes	No	2,099	554	2653	No breach found.	
JAP 2021-10	12/10/2021	Dance & Medcroft	Yes	No	2,099	9	2108	No breach found.	
Sub-Total									
Applications for Councillor Conduct Panel									
Referee Number	Date	Parties (Applicant - Respondent)	Proceeded to CCP	Adverse Finding	Legal Costs (Both parties)	Additional Costs (Actual)	Total Costs	Outcome	Notes
CCP 2021-1	29/07/2021	Council & Dance	Yes	Yes	62,304	1,740	64,044	The Panel made a finding of serious misconduct against Cr Dance and recommended Cr Dance for his serious misconduct in failing to comply with two lawful directions of an arbiter. The Panel suspended Cr Dance from office for 3 months. The sanction is being appealed via VCAT.	
Sub-Total									
Any other matter Council is paying legal costs									
Agency/Council/Con Date	Parties (Applicant - Respondent)	Status	Legal Costs	Agency Costs	Additional Costs (Actual)	Total Costs	Outcome	Notes	
VCAT	Cr Dance & Councillor Conduct Panel Ongoing	Ongoing	9,135	0	0	9,135	Cr Dance is appealing against CCP sanction via VCAT.		
VICORPC	Cr Dance & Arbitrator	Ongoing	2,891	0	203	3,094	Cr Dance has lodged a complaint with VICORPC against an Arbitrator.		
Sub-Total									
Total Costs as at 31 May 2022									
\$142,898									

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REPORT NO:	GE625
REPORT TITLE:	Request for extension of Authorisation of Council Officer under the Planning and Environment Act 1987
SOURCE:	Brad Mathieson, Senior Governance Officer
DIVISION:	Chief Financial Officer
FILE NO:	HCC14/405
POLICY:	-
STRATEGIC OBJECTIVE:	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
ATTACHMENT:	1. <i>Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 - Claire Fenby</i>

1. SUMMARY OF REPORT:

- 1.1 This report requests that Council uses its authority under section 147(4) of the *Planning and Environment Act 1987* (the Act) to extend the authorisation of a nominated Council officer under that Act.
- 1.2 It is further requested that Council signs and seals the Instrument of Appointment and Authorisation for the nominated officer (Attachment 1).

2. RECOMMENDATION:

That:

- 2.1 under section 147(4) of the *Planning and Environment Act 1987*, Council authorises Claire Fenby to be an authorised officer under that Act, up until 1 July 2022.
- 2.2 Council signs and seals an Instrument of Appointment and Authorisation for Claire Fenby [Attachment 1].

3. LEGISLATIVE POWERS:

- 3.1 *Local Government Act 1989*
- 3.2 *Planning and Environment Act 1987*

4. FINANCIAL IMPLICATIONS:

There are no financial implications associated with appointing these authorised officers.

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.

REPORT NO: GE625 (cont.)

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in the charter were considered and it was determined that no rights were engaged in this report.

8. COMMUNITY CONSULTATION:

Community consultation is not a requirement for Council to appoint this authorised officer under the *Planning and Environment Act 1987*.

9. DISCUSSION:

- 9.1 In accordance with section 224 of the *Local Government Act 1989*, Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.
- 9.2 Section 147(4) of the *Planning and Environment Act 1987* gives the responsible authority, being Council, the power to authorise an employee in writing to be an authorised officer under that Act.
- 9.3 The common practice at Hume City Council is that the Chief Executive Officer, under their general delegation, appoints authorised officers, however the Chief Executive Officer does not have the delegated power to appoint officers under the *Planning and Environment Act 1987*. Council must by resolution, directly authorise nominated officers under the *Planning and Environment Act 1987*, so that each Instrument of Appointment and Authorisation can be signed and sealed.
- 9.4 Any officer authorised under the *Planning and Environment Act 1987* will have powers of entry under section 133 of that Act. Under this power, an authorised officer can enter any land at any reasonable time to carry out and enforce this Act, the regulations, a planning scheme, a permit condition, an enforcement order or an agreement under section 173 of the same Act, or, if the officer has a reasonable suspicion, to find out whether any obligation has been or is being contravened.
- 9.5 At the Council meeting held on 25 October, Council endorsed that the Council officer, Claire Fenby, be appointed as an authorised officer up until 22 April 2022. Council was also advised that should the officer require this authorisation beyond this date, Council would need to endorse an extension via a Council resolution.
- 9.6 The officer Claire Fenby has been reappointed for a period up until 30 June 2022, and requires that this authorisation be reinstated up to and including this date.

10. CONCLUSION:

Council is requested to use its authority under section 147(4) of the *Planning and Environment Act 1987* to authorise the nominated Council officers under that Act, and to sign and seal an instrument of appointment and authorisation to that effect for the nominated Council officer.

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Claire FENBY

By this instrument of appointment and authorisation Hume City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Hume City Council on

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THE COMMON SEAL of HUME CITY COUNCIL	
was hereto affixed on the:
in the presence of:	
COUNCILLOR
CHIEF EXECUTIVE OFFICER

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