



**COUNCIL MEETING OF  
THE HUME CITY COUNCIL**

**MONDAY, 9 SEPTEMBER 2024**

**7:00PM**

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

**OUR VISION:**

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

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





# HUME CITY COUNCIL

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**Notice of a  
COUNCIL MEETING OF THE HUME CITY COUNCIL**  
to be held on Monday, 9 September 2024  
**at 7:00pm**  
at the Council Chamber - Hume Global Learning Centre Broadmeadows

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Attendees:	a: Council	Cr Naim Kurt	Mayor
		Cr Karen Sherry	Deputy Mayor
		Cr Jarrod Bell	
		Cr Trevor Dance	
		Cr Joseph Haweil	
		Cr Chris Hollow	
		Cr Jodi Jackson	
		Cr Jack Medcraft	
		Cr Sam Misho	
		Cr Carly Moore	
		Cr Jim Overend	
	b: Officers	Ms Sheena Frost	Chief Executive Officer
		Ms Rachel Dapiran	Director City Planning and Places
		Ms Kristen Cherry	Act. Director City Services & Living
		Mr Adam McSwain	Director Infrastructure and Assets
		Mr Hector Gaston	Director Customer & Strategy
		Ms Fiona Shanks	Chief People Officer
		Mr Fadi Srour	Chief Financial Officer

## ORDER OF BUSINESS

### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

### 2. PRAYER

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Nilupa Jayawickrema, from the Sri Lankan Australian Buddhist community, on behalf of the HIN.

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

Councillors' attention is drawn to the provisions of the *Local Government Act 2020* and Council's Governance Rules in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

**5. CONGRATULATIONS AND CONDOLENCES****6. CONFIRMATION OF MINUTES**

Minutes of the Council Meeting held on 26 August 2024, including Confidential Minutes.

**RECOMMENDATION:**

**THAT the Minutes of the Council Meeting held on 26 August 2024, including Confidential Minutes, be confirmed.**

**7. ASSEMBLIES OF COUNCIL****7.1 Summary of Council Briefing Sessions.**

1. Council Briefing Sessions were held on the following dates:

- 1.1 Monday 5<sup>th</sup> August 2024

- 1.2 Monday 19<sup>th</sup> August 2024

2. **RECOMMENDATION:**

**That Council notes the Summary of Matters Discussed at the Council Briefing Sessions held on Monday 5<sup>th</sup> and Monday 19<sup>th</sup> August 2024.**



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**Summary of matters discussed at a COUNCIL BRIEFING MEETING****MEETING TITLE: COUNCIL BRIEFING SESSION**

**Date of Meeting:** 5 August 2024

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

**Place of Meeting:** In Person 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.**

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<b>COUNCILLORS PRESENT</b>	
Cr Naim Kurt (Mayor)	In person
Cr Karen Sherry (Deputy Mayor)	In person
Cr Jarrod Bell	In person
Cr Trevor Dance	Online
Cr Joseph Haweil	Online
Cr Chris Hollow	In person
Cr Jodi Jackson	Online
Cr Jack Medcraft	In person
Cr Sam Misho	Apology
Cr Carly Moore	Online
Cr Jim Overend	In person

<b>OFFICERS PRESENT</b>		<b>MATTERS DISCUSSED</b>
Ms Sheena Frost, Chief Executive Officer	In person	
Ms Kristen Cherry Act. Director City Services and Living	In person	
Mr Hector Gaston, Acting Director Customer and Strategy	In person	
Mr Adam McSwain, Director Infrastructure and Assets	In person	
Ms Rachel Dapiran, Director City Planning and Places	online	
Mr Fadi Srour, Chief Financial Officer	In person	1.3, 3.10
Ms Fiona Shanks, Chief People Officer	In person	
Mr James McNulty, Manager Planning & Development	In person	1.1, 3.7, 3.8, 3.9
Ms Holly de Kretser, Manager Governance	In person	2.1, 2.2, 3.1, 3.2
Ms Danielle Prentice, Manager Waste and Sustainability	In person	1.2, 3.3
Michelle Bennett, Coordinator Climate Action Integration	Online	3.6
Mr David Fricke, Manager Assets	Online	3.5

Mr Savva Giannikos, Interim Manager Active Living	Online	3.4
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**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential grounds
<b>Items Discussed</b>				
1.1	Statutory Planning Improvements Briefing			
1.2	Bolinda Road Resource Recovery Centre (Management and Operational Updates)			
1.3	Grants Presentation			
2.1	Planning Interaction Policy			
2.2	Review Council Minutes prior to confirmation			
3.1	Appointment of new Audit and Risk Committee Independent Member			
3.2	Audit and Risk Committee Charter Update			
3.3	Recycling Victoria Service Standards consultation			
3.4	Sports Aid Grants Program - 2023-24 Batch 2			
3.5	Asset Management Policy Review			
3.6	Sunbury Multideck - Public Electric Vehicles Charging Fees			
3.7	Statutory Planning - 15-17 Keysborough Street Craigieburn - Development of five dwellings			
3.8	Statutory Planning - Unit 9B, 57-59 Horne Street, Sunbury - Amendment to Planning Permit for Use of the land as a Restricted Recreation Facility (Gym)			

3.9	Statutory Planning Quarterly Report April, May, June 2024			
3.10	Funding Opportunity: Housing Support Program - Community Enabling Infrastructure Stream			
<b>Other matters dealt with:</b>				
	Official opening of new Council Chamber			
	ALGA Housing Summit			
	Advocacy Framework			
<b>Items not dealt with:</b>				

**Meeting Closed at: 9:26 pm**

**RECORDED BY:**

Sheena Frost  
Chief Executive Officer



**Summary of matters discussed at a COUNCIL BRIEFING MEETING**

**MEETING TITLE: COUNCIL BRIEFING SESSION**

**Date of Meeting:** 19 August 2024

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

**Place of Meeting:** In Person 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.

<b>COUNCILLORS PRESENT</b>		
Cr Naim Kurt (Mayor)		In person
Cr Karen Sherry (Deputy Mayor)		In person
Cr Jarrod Bell		Apology
Cr Trevor Dance		Online
Cr Joseph Haweil		In person
Cr Chris Hollow		Apology
Cr Jodi Jackson		Online
Cr Jack Medcraft		In person
Cr Sam Misho		In person
Cr Carly Moore		Online
Cr Jim Overend		In person
<b>OFFICERS PRESENT</b>		<b>MATTERS DISCUSSED</b>
Ms Sheena Frost, Chief Executive Officer	In person	
Ms Kristen Cherry Act. Director City Services and Living	In person	
Mr Hector Gaston, Acting Director Customer and Strategy	In person	
Mr Adam McSwain, Director Infrastructure and Assets	In person	
Ms Rachel Dapiran, Director City Planning and Places	In person	1.1, 3.5
Mr Fadi Srour, Chief Financial Officer	In person	

Ms Fiona Shanks, Chief People Officer	In person	
Ms Holly de Kretser, Manager Governance	In person	2.1, 2.2, 2.6, 3.1
Michelle Bennett, Coordinator Climate Action Integration	Online	2.3
Mr David Fricke, Manager Assets	Online	3.8
Ms Astrid Hartono, Manager Infrastructure Delivery	Online	3.7, 3.11
Sasha Lord, Program Director Digital Transformation	In person	2.4
Robert Costa, Manager Finance	In person	3.2, 3.3
Andrea Taylor, Act. Manager Organisational Performance & Strategy	In person	3.4
Megan Taylor, Manager City Strategy	Online	3.6
George Osborne, Manager Economic Development	Online	3.10

**MATTERS CONSIDERED:**

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential grounds
<b>Items Discussed</b>				
1.1	Hume Submission Plan for Victoria			
2.1	Upcoming Council Business Report – September to End of Council Term 2024			
2.2	Risk Management Update			
2.3	Transition to Electric Vehicles			
2.4	Digital Transformation Program Update			
2.5	Proposed Update to the Rates Financial Hardship Policy and Rate Arrears Benchmarking			
2.6	Review Council Minutes prior to confirmation 22 July 2024			
3.1	Council Policies Update			
3.2	Review of Rates Council Hardship Policy			

3.3	Rate Arrears as at 30 June 2024			
3.4	Council Plan Q4 Progress Update			
3.5	Hume Submission Plan for Victoria			
3.6	Greenvale North PSP			
3.7	Monthly Capital Project Update			
3.8	Response to NOM24/30 - Mickleham Road Avenue of Honour			
3.9	Correspondence received from or sent to Government Ministers or Members of Parliament			
3.10	Request for Financial Incentive – Ruggable			
3.11	Contract No. 30 24 3553 – Renewal of Six Tennis Courts – Tullamarine Tennis Club	Cr Carly Moore		
<b>Other matters dealt with:</b>				
	Cr Medcraft – apology regarding Myna birds comments.			
<b>Items not dealt with: NIL</b>				

**Meeting Closed at: 9:10 pm**

**RECORDED BY:**

Sheena Frost  
Chief Executive Officer

## 8. PUBLIC QUESTION TIME

## 9. OFFICER'S REPORTS

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper.

<u>Item No</u>	<u>Title</u>	<u>Page</u>
9.1	2025 Community Grants Program Allocation of Annual Grant Categories and Update for the 2024 Year-Round Grant Program.....	11
9.2	2025 Education Scholarship Program.....	27
9.3	Event Grants 2024/2025 - Round 2 Recommendations.....	31
9.4	Recommended Amendments to the Instrument of Delegation to the Chief Executive Officer .....	39



9.5	Historical Street Name Signs - Proposed Locations and Text (Community Consultation Results) .....	55
9.6	Review of Instrument of Delegation to Members of Council Staff .....	83
9.7	Response to NOM24/30 - Mickleham Road Avenue of Honour .....	193
9.8	Response to NOM 24/33 - Indented Parking on Narrow Streets Program .....	201
9.9	Child Safety and Wellbeing Policy .....	209

## 10. NOTICES OF MOTION

10.1	NOM24/42 - Cr Jarrod Bell.....	253
10.2	NOM24/43 - Cr Trevor Dance .....	255
10.3	NOM24/44 - Cr Joseph Haweil.....	257
10.4	NOM24/45 - Cr Trevor Dance .....	259
10.5	NOM24/46 - Cr Jarrod Bell.....	261
10.6	NOM24/47 - Cr Carly Moore.....	263
10.7	NOM24/48 - Cr Chris Hollow .....	265
10.8	NOM24/49 - Cr Sam Misho .....	267
10.9	NOM24/50 - Cr Naim Kurt .....	269
10.10	NOM24/51 - Cr Naim Kurt .....	271
10.11	NOM24/52 - Cr Sam Misho .....	273

## 11. ITEMS TO BE TABLED

11.1 PJL311 - Northern Sunbury LATM Study- Final Plan

## 12. URGENT BUSINESS

## 13. DELEGATES REPORTS

## 14. CONFIDENTIAL ITEMS

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

### RECOMMENDATION:

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

#### 14.1 Contract - Design and Construct - Vic Foster Pavilion

Item 14.1 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.

The specified grounds apply because this report contains contractual matters.

**15. CLOSURE OF MEETING**

**SHEENA FROST  
CHIEF EXECUTIVE OFFICER**

**4/09/2024**

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<b>REPORT NO:</b>	9.1
<b>REPORT TITLE:</b>	2025 Community Grants Program Allocation of Annual Grant Categories and Update for the 2024 Year-Round Grant Program
<b>SOURCE:</b>	Narda Shanley, Community Development Officer
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC20/209
<b>POLICY:</b>	Social Justice Charter (2021) Grant-giving Policy (2022)
<b>STRATEGIC OBJECTIVE:</b>	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
<b>ATTACHMENTS:</b>	1. <i>2025 Annual Community Grants Program</i> 2. <i>Year Round Categories Update</i>

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**1. SUMMARY OF REPORT:**

- 1.1 This report recommends the allocation of 2025 Round One Annual Community Grants program (Attachment 1). The recommended applications represent a range of initiatives that enhance wellbeing and social outcomes in Hume City.
- 1.2 The 2025 Annual Community Grants Program (Round 1) was open for applications from 13 May until 21 June 2024, resulting in a total of 154 applications received.
- 1.3 148 applicants will receive funding. This includes 137 new applications and 11 pre-committed Partnership grants.
- 1.4 This report also provides an update on the allocation of funds for Community Grant Program Year-Round Categories for the period 1 April to 31 July 2024. (Attachment 2).

**2. RECOMMENDATION:**

**That Council:**

- 2.1 **Endorse the distribution of \$443,231 for the 2025 Annual Community Grants Program (Round 1) with distribution of funds to program categories detailed in Attachment 1 and summarised below:**
  - (a) **\$104,984 to 11 organisations for pre-committed Partnership Grants (Table 1).**
  - (b) **\$70,000 to 7 organisations for Large Project Grants (Table 2).**
  - (c) **\$14,520 to 2 organisations for Volunteer Project Grants (Table 3).**
  - (d) **\$33,325 to 7 organisations for Small Project Grants (Table 4).**
  - (e) **\$86,900 to 30 organisations for Community Participation Grants (Table 5).**
  - (f) **\$133,502 to 91 organisations for Community Operational Grants (Table 6).**
- 2.2 **Endorses the reallocation of \$30,100 to the Small Project Round Two and Year-Round categories, as outlined in 4.5.**
- 2.3 **Notes that dispersal of funds identified in 2.1 will be subject to satisfactory acquittals and resolution of any outstanding eligibility requirements.**
- 2.4 **Notes the distribution of \$8,284.49 to Year-Round Community Grants as shown in Attachment 2.**
- 2.5 **Notes the total distribution for this report is \$451,515.49 of the \$521,331 total 2024/25 budget allocation for the 2025 Community Grants Program. Remaining funds will be distributed via Project Round 2 and Year-Round categories.**

REPORT NO: 9.1 (cont.)

3. LEGISLATIVE POWERS:

- 3.1 The provision of Community Grants is within Council's power under the Local Government Act, 2020. Community Grants aim to provide the best outcomes for the municipal community, including future generations, whilst providing services in an equitable, responsive manner.

4. FINANCIAL IMPLICATIONS:

- 4.1 The 2024/25 budget of \$521,331 for the 2025 Community Grants Program allocated at the 29 April 2024 meeting of Council was assigned to the following grant rounds as shown below:

Grant Round	Recommended allocation
2025 Annual Grants Round 1	\$473,331
2025 Small Project Round 2	\$20,000
2024/25 Year-Round Grants	\$28,000
<b>Total</b>	<b>\$521,331</b>

- 4.2 Following the assessment of the Community Annual Grants Round 1, it is recommended that \$443,231 is disbursed to successful applicants as summarized below:

Community Grants Program	Recommended Organisations (#)	Recommended distribution (\$)
2025 Large Project	7	70,000
2025 Volunteer Project	2	14,520
2025 Small Project	7	33,325
2025 Participation	30	86,900
2025 Operational	91	133,502
<b>Subtotal</b>	<b>137</b>	<b>338,247</b>
Pre-commitments from 2023 and 2024 Partnership grants	11	104,984
<b>Total expenditure Round 1 - 2025 Community Grant Program</b>	<b>148</b>	<b>443,231</b>

- 4.3 The recommend distribution of \$443,231 includes “pre-commitments” that have been approved in previous years’ application processes.
- 4.4 With precommitments accounted for, there remains \$30,100 unallocated for Annual Grants Round 1. This is due to:
- 4.4.1 \$10,100 is unallocated for this round due to fewer than expected applications (14 less than the previous year), particularly in the Volunteer category.
- 4.4.2 Two 2023 Partnerships recipients declined their final year of funding; this returns \$20,000 to the program budget.
- 4.5 As outlined in 2.2 Officers recommend the reallocation of the \$30,100 Round 1 funds to:
- 4.5.1 Small Project Round Two opening in February 2025 (\$20,000) resulting in \$40,000 available for distribution.
- 4.5.2 Year-Round (\$10,100) categories of the Community Grant program.

**REPORT NO: 9.1 (cont.)**

4.6 It is noted that this report includes information on the distribution of \$8,284.49 to successful 2023-24 Year-Round applicants during 1 April – 30 June 2024 (Attachment 2).

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

5.1 Programs dedicated to environmental sustainability are a target of the Community Grants Program.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

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

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

7.1 Human Rights have been taken into consideration in the design and delivery of the Community Grants Program. The rights that have been considered are the right to recognition and equality before the law (section 8); the right to protection of privacy and reputation (section 13); and cultural rights (section 19).

7.2 The above rights have been considered and applied through the assessment process, data collection and facilitating community participation through the funded grants.

7.3 The Community Grants Program is underpinned by the Hume City Council Social Justice Charter.

**8. COMMUNITY CONSULTATION:**

8.1 The 2025 Community Grants Program was informed by the 2024 program review, which included feedback from Community Grant recipients.

8.2 Every applicant can provide feedback on the application experience and process as part of the application form. This year a new question was introduced to ascertain use of Artificial Intelligence (AI) in completing the application form. This question was asked to assist with the assessment process and consideration of AI as a topic for future Grant Writing workshops.

**9. DISCUSSION:**

**9.1 Background**

9.1.1 The 2025 Community Grants Program aims to respond to current and emerging needs of the community.

9.1.2 The application and assessment processes were undertaken in accordance with Council’s Grant Giving Policy (2022). See point 9.4.3 for details.

9.1.3 The Annual Grant categories are:

<b>Grant Category</b>	<b>Maximum Allocation</b>	<b>Category aims to support:</b>
Large Project	Up to \$10,000 per applicant (per year for up to 3 years)	Projects that clearly address a significant need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.
Volunteer Project	Up to \$10,000 per applicant	New and innovative services, programs, and projects that support local partnerships to help community organisations and groups to re-engage and encourage volunteering.
Small Project	Up to \$5,000 per applicant	New ideas, development of locally led initiatives or projects and collaborations that provide significant benefit to the Hume community.
Community Participation	Up to \$3,000 per applicant	Programs and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging.
Community Operational	Up to \$1,500 per applicant	Day-to-day operations of community groups i.e. incorporation fees, tea & coffee, room hire fees.

**REPORT NO: 9.1 (cont.)**

- 9.1.4 To promote the program and support prospective applicants, the following assistance was provided:
  - (a) Grant Writing Workshops: four sessions offered with 68 people attending.
  - (b) One-on-one Application Support sessions were available on request for those who face barriers completing online applications.
- 9.1.5 A Gender Impact Assessment was undertaken on the program in early 2024. The assessment indicated the importance of maintaining a focus on increasing applications from LGBTIQA+, Aboriginal and Disability sectors. While the 2024 program gained new applications from these cohorts, there has been no increase in applications for 2025. Officers will continue to engage with these sectors to increase representation amongst the applicant profile.
- 9.1.6 The 2025 Annual Grants Program was open for applications from 13 May until 21 June 2024. Closure was one week earlier than previous years to accommodate election caretaker period.

**9.2 Overview of Applications Received**

- 9.2.1 154 new applications were received. This is 14 less than last year, but more than each of the five years prior.
  - (a) A record number of Large Project (formerly Partnership) category at 17 applications was received this round.
  - (b) Across all categories, 21 were first-time applicants.
- 9.2.2 11 applications did not progress to the assessment phase; four did not meet the eligibility criteria for the program, and seven were withdrawn by applicants.
- 9.2.3 Of the 143 remaining applications, six are not recommended for funding as they did not meet the minimum threshold score in the assessment process.
- 9.2.4 137 new applications are being recommended for funding, along with 11 pre-committed partnership grants (total 148 groups recommended).
- 9.2.5 Assessment outcomes are detailed in Attachment 1.

**9.3 Pre-Committed Grants**

- 9.3.1 Thirteen organisations were eligible for continued funding in 2025.
- 9.3.2 As outlined in 4.4.2, two organisations declined their final year of funding. This returns \$20,000 to the program budget.
- 9.3.3 Of the remaining 11 organisations, each of these applicants have met agreed reporting milestones and are recommended for continued funding in 2025.
- 9.3.4 All offers of funding remain subject to satisfactory acquittals of previous funding prior to any new payments being processed.

**9.4 Assessment Process**

- 9.4.1 Applications were assessed according to the eligibility requirements and assessment matrix published in the 2025 Community Grants Program Application Guidelines.
- 9.4.2 All applications went through a pre-eligibility check which includes:
  - (a) document review
  - (b) ensuring there are no outstanding previous grants
  - (c) no outstanding debts to Council
  - (d) that applicants are based/operating in Hume City
  - (e) and have applied within the correct category.

**REPORT NO: 9.1 (cont.)**

- 9.4.3 As per the Grant Giving Policy (2022) and Community Grant Assessment Panel Terms of Reference, the assessment process included the following steps:
- (a) 26 Officers from across Council were appointed as Assessors. All undertook online Fraud, Corruption and Conflict of Interest training, and attended an induction session run by the Community Grants team prior to beginning assessments.
  - (b) Preliminary scoring was undertaken online via SmartyGrants, before all results were discussed at an Officer Assessment Panel meeting.
  - (c) The Officer Assessment Panel was chaired by Coordinator Community Capacity Building and consisted of seven Council Officer assessor representatives, plus the Team Leader Community Development, Community Development Officer, and Community Grants Officer. The panel met on Thursday 18 July 2024 to review all assessments and ensure that the fair and equitable dispersal of funds was within the total budget.
  - (d) Recommendations from the Officer Assessment Panel were then provided to the Councillor Review Panel (Cr Joseph Haweil, Cr Chris Hollow and Cr Jarrod Bell).
- 9.4.4 Council Officers and Councillors were requested to declare any potential conflicts of interest as per the Conflict-of-Interest policies and guidelines for staff and Councillors.
- (a) No officers declared a conflict of interest in any applications received.
  - (b) Two Councillors declared potential conflicts of interest regarding three separate applicants and did not review the declared applications.
- 9.4.5 The final recommendations, as provided to the Councillor Review Panel, are shown in Attachment 1.

**9.5 Notification of Grants and Conditions**

- 9.5.1 Pending Council adoption of the recommendations, all applicants will be notified of the outcome of their application by letter in November 2024.
- 9.5.2 Successful applicants will be required to enter into a funding agreement with Council which details the responsibilities of both parties, and the terms by which funds are to be used.
- 9.5.3 Unsuccessful and ineligible applicants, and those who were funded in a different category than requested will be provided the opportunity to discuss their applications with Council Officers. They will also be offered support to develop their proposal for future funding rounds.
- 9.5.4 All grant recipients must comply with the specific conditions of the grant; the funds must only be used for the purpose described and are to be acquitted annually.

**9.6 Community Grants Celebration**

- 9.6.1 The 2024 Community Grants Celebration was held in February for the first time. Feedback indicated this timing suited the community, and the format of the evening including guest speaker was well received.
- 9.6.2 The 2025 Community Grants Presentation Evening is scheduled for Wednesday 12 February 2025 at Hume Global Learning Centre - Sunbury.

**REPORT NO: 9.1 (cont.)**

**9.7 2025 Annual Small Project Grant Round Two**

9.7.1 Round Two of the 2025 Community Grant Program will open for Small Project Grant applications from 3 – 28 February 2025. As per 4.5, the recommended budget allocation for Round Two is \$40,000.

9.7.2 Promotions and information sessions for this round will be held in November 2024.

**9.8 Year-Round Program**

9.8.1 Year-round grant categories provide a rapid funding opportunity for groups that experienced an unforeseen funding need that did not fall within the annual grants’ timeframes.

9.8.2 Applications are assessed by an Officer Assessment Panel and approved by the Director City Services and Living under delegation.

9.8.3 In the period 1 April to 30 June 2024, 14 applications were received. Seven scored above the minimum threshold score in the assessment process, and were approved for funding (Table Two, Attachment 2), totaling \$8,284.49.

9.8.4 2024-25 categories opened 1 July 2024. Due to the Council Election Caretaker period, applications in the Year-Round categories will pause from 9 September to 28 October 2024. Once re-opened, the categories will remain open until 30 June 2025, or until funds are exhausted.

**10. CONCLUSION:**

10.1 The Community Grants program is underpinned by the Social Justice principles of Access and Inclusion, Engagement and Participation, Equity and Fairness, and Rights and Accountability.

10.2 Community Grants support not-for-profit groups and organisations to create sustained and positive change, community inclusion and wellbeing.



**Attachment 1 – 2025 Community Grants Program Recommended Annual Fund Allocations**

**Table 1 – Pre-committed funding**

All pre-committed grants require satisfactory acquittal of the current year before the subsequent year will be paid.

<b>2024 Partnership Grants (second year)</b>	<b>Recommended Funding</b>
DPV Health	\$10,000
Enable Social Enterprise	\$10,000
Kids' Own Publishing	\$5,000
Second Chance Animal Rescue	\$10,000
The Boite Vic	\$10,000
THREE for All Foundation	\$10,000
Toy Libraries Australia	\$10,000
<b>2024 subtotal</b>	<b>\$65,000</b>
<b>2023 Partnership Grants (third year)</b>	<b>Recommended Funding</b>
Attwood House Community Centre	\$10,000
STEM Sisters	\$10,000
Sunbury Winter Night Shelter	\$10,000
Waves of Wellness Foundation	\$9,984
<b>2023 subtotal</b>	<b>\$39,984</b>
<b>TOTAL PRE-COMMITMENTS</b>	<b>\$104,984</b>

**Table 2 – 2025 Large Project Grants**

**Recommended**

<b>Organisation</b>	<b>Project Description</b>	<b>Recommended funding (per year)</b>	<b>Years of Funding offered</b>	<b>Total (\$ Across 3 years)</b>
Banksia Gardens Community Services	The CARYA Breakfast Club: Climate Adaptation and Food Security for VCE students	\$10,000	3	\$30,000
Blind Sports and Recreation Victoria	Creating a Splash for Blind and Low Vision Adults and Children in Hume	\$10,000	3	\$30,000
Broadmeadows Basketball Association	Phoenix rising - breaking the glass ceiling for marginalise young people through basketball	\$10,000	2	\$20,000
Dadfit Community	Dadfit supports fathers to enable safe, healthy, and gender-equal families.	\$10,000	2	\$20,000

**REPORTS – OFFICERS’ REPORTS****9 SEPTEMBER 2024****COUNCIL MEETING**

Attachment 1 - 2025 Annual Community Grants Program

Life Saving Victoria	Connecting Diverse Communities Through Aquatics	\$10,000	3	\$30,000
Melbourne Symphony Orchestra	Jams in Schools – Inspirational First Encounters with Orchestral Music	\$10,000	3	\$30,000
Sunbury and Cobaw Community Health	Kid x Plus – A youth leadership program in partnership with Sunbury Aboriginal Corporation	\$10,000	3	\$30,000
<b>Total</b>		<b>\$70,000</b>		<b>\$190,000</b>

**Unsuccessful**

<b>Organisation</b>	<b>Project Description</b>
LifeHouse Church	Provide meals that are culturally appropriate
www. www.ausmcc.org.au	<i>Empower Youth project</i> reduces youth crime through comprehensive prevention via educational programs
Pizzicato Effect Incorporated	<i>Pizzicato Effect - Go Play</i> – music program
The Onemda Association	Enhancing Inclusion for Adults with Intellectual Disabilities Through Community Partnerships

**Ineligible**

<b>Organisation</b>	<b>Project Description</b>
RSPCA Victoria	<i>Operation Wanted</i> , an initiative providing subsidised desexing services to pet owners across Victoria.

**Table 3 –Volunteer Project Grants****Recommended**

<b>Organisation</b>	<b>Project Description</b>	<b>Recommended Funding</b>
Amber Community	Volunteer Engagement & Wellbeing Training Session for volunteers with lived experience of road trauma.	\$9,520
Maribyrnong River and Waterways Association	Water Think Tank – equipping members to better advocate for long-term water management needs of the Maribyrnong River and its creeks.	\$5,000
<b>Total</b>		<b>\$14,520</b>

**Unsuccessful**

<b>Organisation</b>	<b>Project Description</b>
Mental Health and Well-Being Foundation	Multicultural Refugees and the disadvantaged digital Learning Support Program
Royal Rhinos Cricket Club	Royal Rhinos Volunteer Engagement and Skills Program

**Ineligible**

<b>Organisation</b>	<b>Project Description</b>
Dallas Neighbourhood House	Cooking and Communication for Community Integration

**Table 4 – Small Project Grants**

<b>Organisation</b>	<b>Project Description</b>	<b>Recommended Funding</b>
Dallas Neighbourhood House	Offering self-defence classes for women.	\$5,000
Multicultural Resources Hub	Seniors Connect - helping remove the stigma surrounding loneliness and social isolation	\$5,000
Nepalese Society of Kalkallo	Establish Pathsala: Nepali Community Language School in Kalkallo	\$5,000
Project Respect	Improving inclusion for women and gender diverse people in the sex industry	\$3,375
Spectrum Migrant Resource Centre	Brownsea Island 2024 - Supporting Social Cohesion among Young People	\$4,950
Sunbury Neighbourhood Kitchen	Monday Evening Community Meals	\$5,000
Sunbury Senior Citizens Club	Health & Wellbeing Program to encourage social cohesion and combat chronic mental and physical health challenges	\$5,000
<b>TOTAL</b>		<b>\$33,325</b>

**Ineligible**

<b>Organisation</b>	<b>Project Description</b>
Auspicious community Inc	Community Ayurvedic Herb Garden

**Table 5 – Community Participation Grants**

<b>Organisation</b>	<b>Project name</b>	<b>Recommended Funding</b>
All Saints	All Saints Helping Special Kids	\$3,000
Assyrian Church of the East Youth Association Melbourne	Carols by Candlelight	\$3,000
Australian Chaldean Family Welfare Association	2025 International Women's Day event	\$3,000
Australian Croatian Club Bocce Gospic	Christmas celebration event and day trip	\$2,500
Australian Croatian Senior Citizens Club Gladstone Park	Day excursion and Mother's Day celebration	\$2,500
Australian Croatian Senior Citizens Club Vila Velebita	Excursion within Victoria and Mother's Day celebration	\$2,400
Broadmeadows Senior Citizens Club	Morning Melodies and Christmas Dinner	\$3,000
Circolo Pensionati Italiani Di Gladstone Park	Multicultural activity events/ Day out for Italian Festival	\$3,000
Ente Keralam Cultural Forum	Cultural events, sports activities, information sessions and workshops	\$3,000
Eritrean Families in Hume and the North	Active Youth – safe, inclusive, and supportive program for young Eritrean refugees in Hume	\$3,000
Goonawarra Neighbourhood House	Eating Well for Seniors	\$3,000
Greek-Australian Recreational & Instructive League of Victoria	Daytrip and picnic	\$3,000
Kalkallo North Community Playgroup	Establishment of a new community playgroup	\$2,000
M.A.P.S. Club	Multicultural Senior Sunday Socials & Day Trips.	\$3,000
Meadow Heights Turkish Senior Pension Association	International Women's Day Event	\$3,000
Melbourne Islamic Cultural Society	Social gatherings to enhance community connection	\$3,000
Melbourne Telangana Forum	Sankranthi - Rangoli Festival 2025	\$3,000
Merri Creek Management Committee	Out and about on Wurundjeri Country	\$3,000
Northern Melbourne Marathi Mandal (NMMM)	NMMM Ganesh Festival 2025	\$2,500
Reclink Australia	Muslim Women's Basketball/ Futsal Program	\$3000
Robynmore Calisthenics College	Teaching women to sew	\$3,000
SalamFest	Tales of Tradition: Muslim Storytelling	\$3,000

**REPORTS – OFFICERS’ REPORTS****9 SEPTEMBER 2024****COUNCIL MEETING**

Attachment 1 - 2025 Annual Community Grants Program

Sayta Nova Armenian Community	Armenian language and religious program for young people	\$3,000
Sunbury Aboriginal Corporation	Sunbury Aboriginal Community Cultural Celebrations	\$3,000
Sunbury Evergreens	Engaging older community members	\$3,000
Sunbury Neighbourhood House	#SustainableSunbury - SNH Community Development Programs 2025	\$3,000
Sunbury U3A	Sunbury U3A courses, events and social interaction to support positive ageing for seniors	\$3,000
Superoos Basketball Club	Junior Development Day	\$3,000
Swim Dream Believe	Swimming opportunities for individuals with disabilities	\$3,000
Ugarit Senior Club	Social gatherings to enhance community connection	\$3,000
<b>TOTAL</b>		<b>\$86,900</b>

**Ineligible**

<b>Organisation</b>
St George Tellskuf Association Incorporated
Broadmeadows Stars SC
Craigieburn Samoan Seventh Day Adventist Company

**Table 6 – Community Operational Grants**

<b>Organisation</b>	<b>Recommended Funding</b>
1st Craigieburn Scout Group	\$1,500
Arabic Society of Victoria	\$1,500
Australian Assyrian Arts and Literature Foundation	\$1,500
Banat Australia	\$1,500
Boilerhouse Theatre Company	\$1,500
Broadmeadows Community Toy Library Inc	\$1,500
Broadmeadows Historical Society	\$1,500
Broadmeadows Stars Sports Club	\$1,500
Broadmeadows Turkish Senior Citizens Club	\$1,500
Broadmeadows Vietnamese Senior Citizens Club	\$1,500
Brunswick Sri Lankan Community Group	\$1,500
CareWorks SunRanges	\$1,500
Chaldean League Foundation of Australia Victoria	\$1,500
Change Makers Foundation Incorporated	\$1,500
Circolo Pensionati Italiani di Greenvale	\$1,500

**REPORTS – OFFICERS’ REPORTS****9 SEPTEMBER 2024****COUNCIL MEETING**

Attachment 1 - 2025 Annual Community Grants Program

Crafty Sisters	\$1,500
Craigieburn Art Group	\$1,500
Craigieburn Branch Country Women’s Association of Victoria	\$910
Craigieburn Historical Interest Group	\$1,500
Craigieburn Ladies Badminton Club	\$1,275
Craigieburn Little Athletics	\$1,500
Dallas Football Club	\$1,500
Dallas Turkish Women’s Group	\$1,000
Diamond Valley Multiple Birth Association	\$1,500
Disabled Divers Association	\$1,500
Diwan Melbourne	\$1,500
Fateh Cricket Club	\$1,500
Friends of Will Will Rook Pioneer Cemetery	\$1,000
Gladstone Park Combined Probus Club	\$1,500
Gladstone Park Senior Citizens Club	\$1,500
Greek Orthodox Community of Broadmeadows and Districts	\$1,500
Greek and Cypriot Social Welfare Centre	\$1,500
GUIH.org	\$1,500
Guru Ravidass Free Kitchen Charity Australia	\$1,500
Harmonix VC Incorporated	\$1,500
Hume Carers Group	\$1,500
Hume Mens Shed Craigieburn	\$1,500
Hume Sri Lankan Seniors' Association Incorporated (HSLSA)	\$1,500
Hume Toastmasters	\$1,500
Hume United Football Club	\$1,500
Insync Entertainment Incorporated	\$1,500
Jacksons Creek Combined Probus Club	\$1,500
JBeekeeping Club.	\$1,500
Ladies Probus Club of Sunbury	\$1,500
Landmark Community Sports Club (LCSC)	\$1,200
Meadow Park Soccer Club	\$1,500
Melbourne Muslim Homeschoolers	\$1,335
Mickleham Darts Club	\$1,500
Nepalese Community Mickleham	\$1,500
Newbury Seniors Club 3064	\$1,500
North West Sew'N'Sews	\$1,500
North Western District Pipe Band	\$1,500
Northern Turkish Womens Association	\$1,500
Park Panthers	\$1,500
Probus Club of Craigieburn Combined	\$1,500
Probus Club of Sunbury	\$1,500
Riding for the Disabled Association (RDA) Oaklands Group	\$1,500
Roxburgh Park Broadmeadows Cricket Club	\$1,500
Southern Cross Pensioner Club	\$1,500

**REPORTS – OFFICERS’ REPORTS****9 SEPTEMBER 2024****COUNCIL MEETING**

Attachment 1 - 2025 Annual Community Grants Program

Spanish Speaking Senior Citizens Club Broadmeadows	\$1,500
Sunbury and District Woodworkers Club	\$915
Sunbury Art Society	\$1,500
Sunbury Basketball Association	\$1,500
Sunbury Combined Probus Club	\$1,500
Sunbury Community Arts Network	\$1,500
Sunbury Cricket Club	\$1,367
Sunbury Family History and Heritage Society	\$1,500
Sunbury Kangaroos Junior Football and Netball Club	\$1,500
Sunbury Lions Basketball Club	\$1,500
Sunbury Macedon Ranges Veterans Cricket Club	\$1,500
Sunbury Preschools Parents and Friends Association	\$1,500
Sunbury School of Calisthenics	\$1,500
Sunbury Softball Association	\$1,500
Sunbury Toy Library	\$1,500
Sunbury United Football Club	\$1,500
Sunbury United Walking Football Team	\$1,500
Sunspec Support Group for Parents/Carers Of People With Disabilities	\$1,500
The Broadmeadows Greek Elderly Citizens Club	\$1,500
The Sunbury Blue Light Disco	\$1,500
Tullamarine Football Club	\$1,500
Tullamarine Live Steam Society	\$1,500
United Khalsa Hockey Club Victoria	\$1,500
Vic Talk - حديث فكتوريا	\$1,500
Victorian Harmony	\$1,500
Vietnamese Senior Citizens Group of Hume	\$1,500
Vietnamese Women Association in Broadmeadows	\$1,500
WASEMA (Women's Association South East Melbourne)	\$1,500
Westmeadows Cricket Club	\$1,500
Westmeadows Football Club	\$1,500
Woodlands Ladies Probus Sunbury	\$1,500
Woodlands Pony Club	\$1,500
<b>TOTAL</b>	<b>\$133,502</b>

**Ineligible**

<b>Organisation</b>
ALL SAINTS
SalamFest
Royal Rhinos Cricket Club
Bulla CFA
Dallas Neighbourhood House

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**Attachment Two – Year-Round Categories Update**

**Table One – summary**

<b>Category</b>	<b>23/24</b>	<b>22/23</b>	<b>21/22</b>
Individual Development	6 received <b>2 approved</b>	11 received <b>3 approved</b>	4 received <b>1 approved</b>
Quick Response	34 received <b>20 approved</b>	15 received <b>8 approved</b>	4 received <b>1 approved</b>
Defibrillator	8 received <b>5 approved</b>	10 received <b>3 approved</b>	5 received <b>3 approved</b>
<i>Totals</i>	<i>48 received</i> <b>27 approved</b>	<i>36 received</i> <b>14 approved</b>	<i>13 received</i> <b>5 approved</b>

**Table two** - Applications approved from 1 April to 30 June 2024 include:

<b>Category</b>	<b>Organisation Name</b>	<b>Reason</b>	<b>Amount</b>
Quick Response	The Silent Voice	Startup expenses	\$1,000.00
Quick Response	Hume Carers Group	Purchase Public Liability Insurance	\$1,000.00
Quick Response	Nepalese Society of Kalkallo	Purchase Public Liability Insurance	\$1,000.00
Quick Response	Broadmeadows Historical Society	Purchase materials for collection purposes	\$989.45
Individual Development	Chance Tuitupou	Attendance at Hip Hop International World Championships	\$750.00
Defibrillator	Mt Carmel Tennis Club, Sunbury	Purchase defibrillator	\$1,650.00
Defibrillator	Riding for the Disabled Association Oaklands	Purchase defibrillator	\$1,894.99
<b>TOTAL</b>			<b>\$8,284.49</b>

**Table three** - Applications not approved/ineligible from 1 April to 30 June 2024 include:

<b>Category</b>	<b>Organisation Name</b>
Defibrillator	East Sunbury Football club
Individual	Kamal Acharya
Quick Response	Hume Men's Shed Craigieburn
Individual	Shila Lohani
Defibrillator	East Sunbury Cricket Club
Quick Response	Australian Multicultural Community Centre

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<b>REPORT NO:</b>	9.2
<b>REPORT TITLE:</b>	2025 Education Scholarship Program
<b>SOURCE:</b>	Julie Andrews, Coordinator Community Capacity Building Karla Collrick, Team Leader Community Development
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC21/409
<b>POLICY:</b>	Social Justice Charter
<b>STRATEGIC OBJECTIVE:</b>	1.1: Create learning opportunities for everyone to reach their potential, through all stages of life
<b>ATTACHMENT:</b>	1. <i>Attachment 1 - Secondary School Recipients</i>

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**1. SUMMARY OF REPORT:**

The 2025 Education Scholarship Program invited 60 Hume primary schools to nominate a student as the recipient of \$1,000 to recognise their contribution to the school community and assist with the transition from primary to secondary education.

Of the 60 schools, 58 submitted student nominations with Broadmeadows Special Development School and Darul Alum Academy declining to participate in the program.

Funds will be utilised to assist with the cost of uniforms, textbooks, technology, school fees and excursions for the nominated recipient.

The Hume Education Scholarship will be paid directly to the secondary school the student will be attending in 2025, as outlined in Education Scholarships 2025 Recipient Secondary Schools (Attachment 1).

**2. RECOMMENDATION:**

**That Council awards a total of \$58,000 (excluding GST) to the nominated secondary schools outlined in Attachment 1, which represents the allocation of \$1,000 each to the 58 recipients of the 2025 Education Scholarship program.**

**3. LEGISLATIVE POWERS:**

3.1 Provision for the scholarships is within the Council’s powers under the Local Government Act 2020.

**4. FINANCIAL IMPLICATIONS:**

4.1 \$60,000 (\$1,000 x 60 students) has been allocated in the 2024/2025 budget for the Education Scholarship program.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

5.1 There are no environmental sustainability considerations relevant to this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

6.1 There are no climate change considerations relevant to this report.

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

7.1 Hume City’s Education Scholarship program typifies Council’s commitment to Social Justice supporting the principles of equitable access to learning opportunities.

**REPORT NO: 9.2 (cont.)**

**8. COMMUNITY CONSULTATION:**

- 8.1 Every primary school in the Hume municipality was notified of the 2025 Education Scholarship program in July 2024 and invited to nominate a year 6 student. The school wellbeing staff and school principal endorsed one nomination from their school.

**9. DISCUSSION:**

- 9.1 The Education Scholarship program acknowledges and rewards achievement, positive citizenship qualities and promotes pride in all primary and secondary schools within Hume City.
- 9.2 Since its establishment in 1999, the annual Education Scholarship program is designed to recognise a student’s contribution to the school community and assist with the transition from primary to secondary education.
- 9.3 Council has awarded a total of 1,173 scholarships equating to \$843,000 since the program started 25 years ago.
- 9.4 Primary schools were invited to nominate a candidate for the 2025 Education Scholarships who best met the selection criteria:
- a) Demonstration of good citizenship
  - b) Has a record of progress in all areas of the school curriculum
  - c) Is a current resident of Hume City
- 9.5 Recipients of the award will be notified by mail and invited to attend the Award Ceremony at the Town Hall Broadmeadows on Thursday 12 December 2024 at 6pm.
- 9.6 In accordance with Victorian Child Safe Standards and Council’s Safeguarding Children and Young People Policy, names of students are not provided in this report.
- 9.7 Education Scholarship funds will be paid directly to the secondary school the recipient will attend in the 2025 school year. The secondary school will administer the scholarship on behalf of the scholarship recipient. Attachment 1 outlines the number of scholarship recipients and the total amount of funding per secondary school.

**10. CONCLUSION:**

- 10.1 The Education Scholarship program is an example of the Council’s continued commitment to advance social justice and educational attainment outcomes.
- 10.2 In line with Council’s vision to create a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging, the Education Scholarships are an important initiative that assists local families with the financial expenses incurred when a student commences secondary education, which leads to improved education and wellbeing outcomes for young people.

**Attachment 1**  
**EDUCATION SCHOLARSHIPS 2025 RECIPIENT SECONDARY SCHOOLS**

<b>SECONDARY SCHOOL</b>	<b># STUDENTS</b>	<b>AMOUNT</b>
Aitken College (P-12)	1	\$1,000
Craigieburn Secondary College	3	\$3,000
Elevation Secondary College	1	\$1,000
Gladstone Park Secondary College	1	\$1,000
Greenvale Secondary College	2	\$2,000
Hume Anglican Grammar	2	\$2,000
Hume Central Secondary College	2	\$2,000
Hume Valley School	1	\$1,000
Ilim College	1	\$1,000
Jacana School for Autism	1	\$1,000
Kolbe Catholic College	4	\$4,000
Mickleham Secondary College	7	\$7,000
Mount Ridley College	4	\$4,000
Parade College	1	\$1,000
Pascoe Vale Girls Secondary College	2	\$2,000
Penola College	2	\$2,000
Red Rock Christian College	1	\$1,000
Rosehill Secondary College	1	\$1,000
Roxburgh College	3	\$3,000
St Mary’s Coptic Orthodox College	1	\$1,000
Salesian College	3	\$3,000
Sirius College	2	\$2,000
Sunbury College	4	\$4,000
Sunbury Downs Secondary College	5	\$5,000
Sunbury Macedon Ranges Specialist School	1	\$1,000
Wayi School	1	\$1,000
William Ruthven Secondary College	1	\$1,000
<b>TOTAL</b>	<b>58</b>	<b>\$58,000</b>

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<b>REPORT NO:</b>	9.3
<b>REPORT TITLE:</b>	Event Grants 2024/2025 - Round 2 Recommendations
<b>SOURCE:</b>	Alisha Warner, Coordinator Events & Festivals
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC23/389
<b>POLICY:</b>	Grant-Giving Policy POL/303 Sponsorship Policy POL/174
<b>STRATEGIC OBJECTIVE:</b>	1.4: Strengthen community connections through local events, festivals and the arts
<b>ATTACHMENT:</b>	1. <i>Event Grant Program 2024-2025 Round 2 Recommendations</i>

**1. SUMMARY OF REPORT:**

- 1.1 This report recommends the allocation of funds within Round Two of the 2024/2025 Event Grant Program (Attachment 1).
- 1.2 The recommended applications embody Council’s commitment to strengthening community connections through local events, festivals, and the arts.

**2. RECOMMENDATION:**

**That Council**

- 2.1 Endorse the distribution of \$39,310 to seven applicants in Round Two of the 2024/2025 Event Grant Program (Attachment 1).**

**3. LEGISLATIVE POWERS:**

- 3.1 The provision of grants is within Council’s power under the Local Government Act, 2020, aiming to provide the best outcomes for the municipal community, including future generations, whilst providing services in an equitable, responsive manner.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 The Event Grants Program is funded within Council’s annual operating budget and has an allocation of \$290,000. The indicative allocations per category is shown below:

<b>Category</b>	<b>Amount</b>
Community and Neighbourhood Events – Small (distributed across two rounds)	\$22,000
Community and Neighbourhood Events – Medium (distributed across two rounds)	\$48,000
Major Events - One Round Only	\$100,000
Established Major Events - One Round Only	\$120,000
<b>TOTAL</b>	<b>\$290,000</b>

- 4.2 The distribution of \$257,900 to 22 Event Grant applicants in Round One was endorsed at the Council Meeting on 27 May 2024 (Report 9.4). Round One recommended bringing forward the expenditure of \$2,900 from the Round Two allocation. This adjustment was made to provide surety of funding to two applicants with events scheduled in early 2025.
- 4.3 Following endorsement, one event moved location, and the application became ineligible for funding. As a result of this change, \$250,700 was distributed to 21 applicants in Round One. Consequently, \$39,300 is available for Round Two applicants in the Community and Neighbourhood Small and Medium Events categories.

**REPORT NO: 9.3 (cont.)**

- 4.4 This report recommends the distribution of \$39,310 to seven successful applicants. Whilst this request represents an overspend of \$10 on the budgeted allocation, this figure is advised as it allows all recommended Community and Neighbourhood Medium Events applicants to be funded at 66% of their original requested grant amount, using the maximum funds available. This can be accommodated within the overall Events operational budget.
- 4.5 In addition to the cash funding recommended, in-kind support is recommended to be provided to five groups in Round Two. In-kind support can be accommodated through the operational budgets and is largely in the realm of foregone revenue (i.e. event permits).
- 4.6 If the Round Two recommendations are accepted, the final allocation of funds across the program categories would be as shown below.

<b>CATEGORY</b>	<b>Indicative Amount</b>	<b>Total (Proposed)</b>
Community and Neighbourhood Events – Small (distributed across two rounds)	\$22,000	\$17,800
Community and Neighbourhood Events – Medium (distributed across two rounds)	\$48,000	\$52,710
Major Events - One Round Only	\$100,000	\$103,500
Established Major Events - One Round Only	\$120,000	\$116,000
<b>TOTAL</b>	<b>\$290,000</b>	<b>\$290,010</b>

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

- 5.1 The Event Grant Program prioritises applications that demonstrate sustainability considerations in their event planning in line with the sustainable event guidelines.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

- 6.1 There are no direct implications for climate change adaptation in this report.

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

- 7.1 Under the Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic) Council has a responsibility to ensure all people, including those who may face barriers to participation, are treated fairly and equitably and are supported to seek funds through the program.
- 7.2 The following human rights that have been considered in the development of the Events Grants program; the right to recognition and equality before the law (section 8); the right to take part in public life (section 18); and cultural rights (section 19).
- 7.3 The Hume Event Grant program is aimed at events that align with the Hume Social Justice Charter. Events that do not align with the Charter are not eligible for funding.
- 7.4 Events that are inclusive of all residents within Hume City are prioritised and those that attract disadvantaged groups are also further prioritised.

**8. COMMUNITY CONSULTATION:**

- 8.1 The Event Grant Program was informed by the *Vibrant and Inclusive – Events and Festivals Strategy 2023-2026*. The Strategy was developed through community consultation, including with event organisers. This feedback noted that provision of grants is one of the most important ways that Council can support local events.
- 8.2 Round Two of the Event Grant Program was open for applications from 27 May until 1 July 2024.
- 8.3 Promotion of the grant opportunity and call for applicants was communicated via:



REPORT NO: 9.3 (cont.)

- 8.3.1 Email contact with previous applicants in the event grants program and to relevant applicants in the community grants program.
- 8.3.2 Promotion on the Hume City Council website, along with sponsored social media posts and digital screens in Libraries and Community Centres.
- 8.3.3 Two online information sessions which were scheduled during May and June. Eleven people registered to attend, with one person participating. Registered participants who did not attend were emailed and provided direct contact information with an Officer for support.
- 8.3.4 Promotion in Council’s fortnightly eHume (audience of 9,120 subscribers) and monthly Arts (audience of 1,680) newsletters.
- 8.4 All communications included a point of contact where application support could be provided.
- 8.5 At the conclusion of the round, 13 applications were received. Six applications were from first-time applicants to the Event Grant Program.
- 8.6 A range of organisations submitted applications, this included.
  - Ten from community organisations / not for profit organisations
  - Two from private businesses.
  - One from a family partnership

**9. DISCUSSION:**

**9.1 Background**

- 9.1.1 The Event Grant Program supports the delivery of Hume City Council’s vision for a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging. As part of this vision, Council aims to strengthen community connections through local events, festivals, and the arts.
- 9.1.2 The Program provides direct support (financial and / or in-kind) to event organisers, helping them to develop and deliver vibrant, inclusive, and engaging events in Hume City.
- 9.1.3 In Round One \$250,700 was distributed to 21 applicants across the four categories.

**9.2 Categories**

The 2024/25 Event Grant Program comprises four categories as follows:

**9.2.1 Community and Neighbourhood – Small**

- (a) This category is for events which are planned and staged for a particular interest or purpose, seeking to bring people together in a local or neighbourhood setting.
- (b) This category is open across both rounds and applicants can apply for up to \$2,000 cash and / or in-kind support for local or neighbourhood events attended by up to 1,000 people.

**9.2.2 Community and Neighbourhood – Medium**

- (a) This category is for events which are planned and staged for a particular interest or purpose, seeking to bring people together and provide opportunities for them to connect and participate.
- (b) This category is open across the two rounds and applicants can apply for up to \$12,000 cash and / or in-kind support for local or neighbourhood events attended by up to 3,000 people.

REPORT NO: 9.3 (cont.)

9.2.3 Major Events

- (a) This category is for larger scale events (3,000 people or more) seeking to attract a municipal wide audience. Recognising the lengthy planning period required, this category was only open for applications in Round One.

9.2.4 Established Major Events

- (a) This category is for events that have been on the Hume calendar for at least 3 years, are community led, and can demonstrate strong planning and visitation (i.e., municipal wide audience / attracting visitors to Hume). Recognising the lengthy planning period required, this category was also only open in Round One.

9.2.5 In Round Two, applicants were only able to apply in the Community and Neighbourhood Small and Medium categories.

9.2.6 The application and assessment processes were undertaken in accordance with Council’s Grant Giving Policy (POL/303).

9.3 Overview of Applications Received

9.3.1 Of the 13 applications received, one group was deemed to be ineligible as they had already received funding in Round One.

9.3.2 This left 12 applications eligible for assessment. Following a competitive assessment process, 7 applications are recommended for funding.

9.3.3 Based on the available funding in each category, a percentage criterion was applied to determine final funding amounts recommended. Across each category the following percentages are recommended:

- (a) Community and Neighbourhood – Small: applications that scored over 50 (out of 100) are recommended for funding at 100% of their requested amount.
- (b) Community and Neighbourhood – Medium: applications that scored over 50 (out of 100) are recommended for funding at 66% of their requested amount.
- (c) Five of the groups that requested in-kind support will be offered in kind support.

9.3.4 Of the seven applications recommended for funding, the table below shows the cash amount recommended in each category.

Category	Recommended Amount
Community and Neighbourhood – Small	\$4,000
Community and Neighbourhood – Medium	\$35,310
<b>Total</b>	<b>\$39,310</b>

9.3.5 Further detail relating to applications is shown in Attachment 1.

9.4 Application and Assessment Process

9.4.1 The application and assessment processes were managed online via SmartyGrants. Officers offered all applicants support in using the online system.

9.4.2 Applications were checked for eligibility including a review of submitted documentation (i.e. bank statements, certificate of incorporation, auspice arrangements, ABN check etc.), record of debts to Council, and confirmation of the location of the event.

**REPORT NO: 9.3 (cont.)**

- 9.4.3 As per the Assessment Panel Terms of Reference, the assessment process for the Event Grants Program was undertaken via an Officer Assessment Panel. The Panel comprised five Council Officers from various Council departments, each with a mix of relevant subject knowledge.
- (a) There were no conflict of interest declared by assessment panel members.
  - (b) Panel members independently scored each application against the assessment criteria published in the 2024/25 Event Grants Program Application Guidelines.
- 9.4.4 In line with Council’s Grant Giving Policy, the application and assessment process and officer recommendations were presented by email to the Councillor Review Panel with Councillors Bell, Overend and Sherry on 26 July 2024.
- (a) There were no conflict of interest declared by review panel members.
  - (b) The Councillor Review Panel considered the process, decision making approach and agreed that the recommendations could proceed to a full meeting of Council without amendment.

**9.5 Notification of Grants and Conditions**

- 9.5.1 Pending the adoption of report recommendations, all applicants will be notified of the outcome of their application by letter.
- 9.5.2 Successful applicants will be provided with an agreement to sign that details the conditions of the funding and any relevant event permits/approvals to be met.
- 9.5.3 As recommended in Report 9.4 from 27 May 2024, unsuccessful / ineligible applicants will be provided with application specific feedback.
- 9.5.4 Unsuccessful applicants will be offered support to develop their proposal for future funding rounds. Officers will also work with applicants as required/where possible to refer other funding opportunities.
- 9.5.5 Successful applicants will be required to enter into a funding agreement with Council prior to any funds being distributed.
- 9.5.6 Funding agreements will detail the standard conditions of the grant (including that the funds must only be used for the purpose described in the application), any conditions developed in relation to specific applications, and the requirements for acquittal at the conclusion of the funded project.

**9.6 Event Grants Program Annual Review**

- 9.6.1 Officers undertake an annual review of the Event Grant Program. The review includes analysis of data from applicants, feedback from workshops and assessment / review panels.
- 9.6.2 The review will consider the appropriateness of current application and assessment processes, allocations to grant categories, outcomes from existing projects, and alignment of the program to the Council Plan, Vibrant and Inclusive Events and Festivals Strategy and Social Justice Charter.
- 9.6.3 The Review will also consider the eligibility of commercial and for-profit event organisers in the program moving forward.
- 9.6.4 At the conclusion of this review, officers will present recommendations for the 2025/26 Event Grant Program to Council for consideration.

**REPORT NO: 9.3 (cont.)**

**10. CONCLUSION:**

- 10.1 The successful Event Grant Program Round Two recipients represent and celebrate the breadth and diversity of Hume’s communities. In so doing, they advance Hume City Council’s vision for a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging.

**Attachment 1 – 2024/25 Event Grant Program Round Two Recommended Fund Allocations**

**Table 1 Allocated funds per category**

<b>Category</b>	<b>Amount</b>
Community and Neighbourhood – Small	\$4,000
Community and Neighbourhood – Medium	\$35,310
<b>Total</b>	<b>\$39,310</b>

**Table 2 - Community and Neighbourhood – Small Events**

**Recommended**

<b>Organisation</b>	<b>Event</b>	<b>Amount</b>
Australia Light Foundation – Broadmeadows Branch Incorporated	Meet the Neighbours	\$2,000
Assyrian Culture Centre of Australia	Multicultural and Interfaith Harmony Day in Water Splashing Feast	\$2,000
<b>Total</b>		<b>\$4,000</b>

**Unsuccessful**

<b>Organisation</b>	<b>Event</b>
Empowering Woman’s Events – Partnering with High Fields Equestrian Centre	Healing & Empowerment with Horses
Newbury Seniors Club-3064	Visakhi Festival

**Table 3 - Community and Neighbourhood - Medium Events**

**Recommended**

<b>Organisation</b>	<b>Event</b>	<b>Amount</b>
Australian Women Association Inc	Hume Holi 2025	\$7,920
Australian Assyrian Arts and Literature Foundation	Assyrian New Year Festival	\$7,920
Geocaching Victoria Inc.	The Sunbury Event 2025	\$6,600
Ente Keralam Cultural Forum Inc	Ente Keralam Kalasandhya 2024 (Annual stage show)	\$4,950
Assyrian Church of the East Youth Association Melbourne	Rejoice Festival	\$7,920
<b>Total</b>		<b>\$35,310</b>

**Unsuccessful**

<b>Organisation</b>	<b>Event</b>
People First Healthcare	Beloved Gathering End of year Community Event
Guru Ravidass Free Kitchen Australia Charity Australia	Guru Ravidass Free Kitchen 3rd Annual Multicultural Charity Event
ALL SAINTS	ROXY STREET FESTIVAL.

**Ineligible**

<b>Organisation</b>	<b>Event</b>
Craigieburn Nepalese Community	Nepalese Holi Festival Celebration 2025

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<b>REPORT NO:</b>	9.4
<b>REPORT TITLE:</b>	Recommended Amendments to the Instrument of Delegation to the Chief Executive Officer
<b>SOURCE:</b>	Holly De Kretser, Manager Governance
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC14/405
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
<b>ATTACHMENT:</b>	1. <i>Instrument of Delegation to the Chief Executive Officer</i>

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**1. SUMMARY OF REPORT:**

- 1.1 Under section 11(1) of the *Local Government Act 2020*, Council has created an instrument of delegation to the Chief Executive Officer (CEO) of its powers, duties or functions.
- 1.2 This report recommends that the current limitation on the power delegated to the CEO to award a contract or make any expenditure not exceeding the value of \$1,000,000 (including GST) is increased to the value of \$2,391,343 (including GST), to take effect on 15 October 2024, to support Council operations during the election period.
- 1.3 A further report will be presented to Council at a meeting which is currently scheduled for 9 December 2024 recommending a further temporary increase to the CEO’s limitation to award contracts over the period mid December 2024 to early February 2025 when no Council meetings are scheduled, if the recommendations made to Council in this report are approved.

**2. RECOMMENDATION:**

**THAT Council:**

- 2.1 in accordance with section 11(1) of the *Local Government Act 2020*, varies its Instrument of Delegation to the Chief Executive Officer to increase the limitation on the power to award a contract or make any expenditure from the current amount of \$1,000,000 (including GST) to an amount not exceeding the value of \$2,391,343 (including GST);
- 2.2 approves that this variation takes effect on 15 October 2024;
- 2.3 approves the signing and sealing of the Instrument of Delegation to the Chief Executive Officer;
- 2.4 notes that a report with further recommendations on the CEO’s limitation to award contracts will be presented to Council at a meeting in December 2024;
- 2.5 notes that if recommendations 2.1 to 2.3 are adopted, contracts for the projects listed below may be signed following the conclusion of tender processes:
  - 2.5.1 Jack Roper Reserve – Stormwater Harvesting;
  - 2.5.2 Jack Roper Reserve – Paths Upgrade;
  - 2.5.3 Construction of Merri Creek Trail – Extension in Merri Creek Regional Park, Campbellfield;
  - 2.5.4 Boardman Reserve Netball Court Upgrade;
  - 2.5.5 Lakeside Dr Changeroom Pavilion Upgrade.

REPORT NO: 9.4 (cont.)

**3. LEGISLATIVE POWERS:**

*Local Government Act 2020 (the Act)*

**4. FINANCIAL IMPLICATIONS:**

There are no financial implications related to the recommendations made in this report because they do not propose any increases in already approved spending.

**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 the recommendations made to Council in this report.

**8. COMMUNITY CONSULTATION:**

Community consultation is not required prior to Council making a decision on the recommendations made in this report.

**9. DISCUSSION:**

9.1 The effective functioning of local government at an operational level is achieved by Council delegating to staff the powers that are conferred to it through various pieces of legislation and regulations, or by the CEO sub-delegating the powers that have been delegated to them by Council, to Council staff. In many cases there are conditions and limitations placed on Council officers in the exercising of a delegated power.

9.2 The decision of a delegate of Council is deemed to be a decision by Council.

9.3 A current limitation on the powers delegated to the CEO is that the CEO cannot award a contract or make any expenditure exceeding the value of \$1,000,000 (including GST). This report recommends that this value is increased to \$2,391,343 (including GST), to take effect, on 15 October 2024, primarily to ensure that contracts for capital works projects can be awarded promptly following the final Council meeting of this current term of Council which will be held on 14 October 2024.

9.4 The amount of \$2,391,343 (including GST) is recommended in this report because this is the upper limit of expenditure that Council itself can approve during the election caretaker period, which commences at midday on 17 September 2024 and concludes at 6pm on 26 October 2024. During the election caretaker period Council is prohibited from making a decision that commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year. The amount of \$2,391,343 (including GST) was calculated using this criteria.

9.5 The recommendations made in this report support the effective operation of Council during the election caretaker period and until a new Council term commences. Council



**REPORT NO: 9.4 (cont.)**

will be presented with a report in December 2024 with further recommendations on appropriate financial delegations, noting that in accordance with the requirement under section 11(7) of the Act that all delegations made under section 11(1) which are still in force must be reviewed within the period of 12 months after a general election.

**10. CONCLUSION:**

This report recommends an amendment to the CEO’s current delegated limitation on the power to award a contract or make any expenditure.

**REPORT NO: 9.4 (cont.)**

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# **Instrument of Delegation**

**to**

**The Chief Executive  
Officer**

## **Instrument of Delegation**

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the HUME CITY COUNCIL (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers set out in Schedule 1 to this Instrument of Delegation,

AND declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on:  
**9 September 2024**
2. the delegation
  - 2.1 comes into force on Tuesday 15 October 2024 and when the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in Schedule 1;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

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**SCHEDULE 1**

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any power conferred on Council by or under any Act.

**Conditions and Limitations**

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves
  - a) awarding a contract exceeding the value of \$ 2,391,343 (including GST);
  - b) making any expenditure that exceeds \$ 2,391,343 (including GST) (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make);
  - c) appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - d) election of a Mayor or Deputy Mayor;
  - e) granting of a reasonable request for leave under section 35 of the Act;
  - f) making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - g) approval or amendment of the Council Plan;
  - h) adoption or amendment of any policy that Council is required to adopt under the Act;
  - i) adoption or amendment of the Governance Rules;
  - j) appointment of the chair or the members to a delegated committee;
  - k) making, amending or revoking a local law;
  - l) approval of the Budget or Revised Budget;
  - m) borrowing money;
  - n) subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy or strategy adopted by Council;
5. if determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise;

6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff; or
7. if that power is listed in Schedule 2 as a power determined as appropriate to remain with Council.



**SCHEDULE 2**

**Powers and actions determined as appropriate to remain with Council.**

<b>FOOD ACT 1984</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38(3)	power to exempt any food premises or class of food premises from registration with the council.	

<b>LOCAL GOVERNMENT ACT 1989</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.204(2)	power to declare a road to be open to public traffic	
Schedule 10 cl.5 (1)(a)	power to approve, assign or change the name of a road	
Schedule 11 cl.13	power to determine speed limits	

<b>LOCAL GOVERNMENT ACT 2020</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.115	power to lease land where there is no requirement to undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4B	power to prepare an amendment to the Victoria Planning Provisions	
s.8(3)	power to prepare amendments to the planning scheme	
s.9(2) and (3)	power to apply to the Minister to prepare an amendment to the planning scheme	
s.12(3)	power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of the planning scheme with these persons	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	
s.20(1)	power to apply to the Minister for exemption from the requirements of section 19	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.23(2)	power to refer submissions to a panel	
s.27 (2)	power to apply for exemption if the panel's report is not received	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of a development infrastructure levy	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of a community infrastructure levy	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	
s.96G	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	
s.97C	power to request the Minister to decide the application	
s.178	power to amend a section 173 agreement	

<b>ROAD MANAGEMENT ACT 2004</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s11	power to declare a road	obtain consent in circumstances specified in section 11(2) where the land is reserved or administered under other Acts
s11(8)	power to change the name of a road	
s12(2)	power to discontinue a road or part of a road	
s17(3)	power to decide that a road is reasonably required for general public use	power of the coordinating road authority
s17(4)	power to decide that a road is no longer reasonably required for general public use	power of the coordinating road authority
s42(1)	power to declare a public road as a controlled access road	power of the coordinating road authority and Schedule 2 also applies
s42(2)	power to amend or revoke declaration under section 42(1)	power of the coordinating road authority and Schedule 2 also applies
Schedule 2 Clause 3(1)	power to make policy about controlled access roads	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	

**REPORTS – OFFICERS’ REPORTS****9 SEPTEMBER 2024**

Attachment 1 - Instrument of Delegation to the Chief Executive Officer

**COUNCIL MEETING**

<b>VALUATION OF LAND ACT 1960</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.13DC(1)	power to require a valuation on the basis of site value	where Council is rating authority

<b>WATER ACT 1989</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>PROVISION</b>	<b>POWER</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.179	power to submit a proposal to the Minister for declaration of a sewerage district	

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<b>REPORT NO:</b>	9.5
<b>REPORT TITLE:</b>	Historical Street Name Signs - Proposed Locations and Text (Community Consultation Results)
<b>SOURCE:</b>	Holly De Kretser, Manager Governance Peter Faull, Coordinator Governance and Council Business
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC18/447
<b>POLICY:</b>	Place Names Policy
<b>STRATEGIC OBJECTIVE:</b>	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
<b>ATTACHMENTS:</b>	1. <i>Number of Street Signs Required (Estimation)</i> 2. <i>Research Summary Report</i>

**1. SUMMARY OF REPORT:**

- 1.1 At its meeting held on 9 October 2023, Council approved the commencement of a six-week community consultation period to allow members of the public and historical and heritage associations the opportunity to make suggestions for streets on which historical street signs could be installed.
- 1.2 At its meeting held on 12 March 2024, Council then approved that the suggestions received during this period of community consultation were to be placed on public exhibition to give community members the opportunity to provide feedback on, or object to, the location and information proposed for each historical sign.
- 1.3 This report provides Council with the feedback received during the public exhibition period.

**2. RECOMMENDATION:**

- 2.1 **THAT Council notes the feedback received during the Historical Street Name Signs - Proposed Locations and Text public exhibition period which was held between 19 March and 19 May 2024.**
- 2.2 **THAT Council approves the installation of historical street signs, and the text for each sign, for the 24 streets listed by suburb in Table 1 below:**

**Table 1**

<b>BULLA</b>	
<b>Bourke Street</b>	<b>In 1835, Sir Richard Bourke, was Governor of the Colony of New South Wales and Port Phillip District.</b>
<b>Cahill Street</b>	<b>Early farmers in the district, Thomas and Malachi Cahill acquired land in Wildwood Road in Bulla.</b>
<b>Coghill Street</b>	<b>Donald Coghill built Cumberland in 1849, now a part of Woodlands and operated boiling – down works on Deep Creek.</b>
<b>Green Street</b>	<b>William and Anne Greene settled at Woodlands in 1843. The Bulla Church of England was originally built on the Woodlands property.</b>
<b>Quartz Street</b>	<b>Quartz, a mineral deposit discovered and mined at the Bulla mine on Woodlands near Moonee Ponds Creek.</b>

REPORT NO: 9.5 (cont.)

Rawdon Street	Rawdon Foster Greene was the son of William and Anne Greene. He attended the Bulla Bulla National School.
School Lane	Location of Bulla State School No.46, built in 1870-71 and operated for 125 years.
Trap Street	Trap, a dark, fine-grained non-granite igneous rock found in the district near the Moonee Ponds Creek.
<b>WESTMEADOWS</b>	
Ardlie Street	John M. Ardlie, acquired 225 acres of land, c1850, along the western bank of the Moonee Ponds Creek.
Johnstone Street	John Johnstone acquired Greenhill at Yuroke and was a Roads Board representative until 1863.
Black Street	Niel Black, pioneer landholder, acquired 777 acres of land, in part of what has become Gladstone Park.
Bent Street	Sir Thomas Bent, member of the Victorian parliament, and land speculator, who purchased much land across Melbourne suburbs.
Coghill Street	Donald Coghill built Cumberland in 1849, now a part of Woodlands and operated boiling – down works on Deep Creek.
Eyre Street	Eyre Evans Kenny, acquired land at Camp Hill, later known as Gowan Brae, now part of Tullamarine.
Fawkner Street	John Pascoe Fawkner, a businessman and politician, acquired land along Moonee Ponds Creek, near Oak Park and other lots throughout the area.
Forman Street	Peter Foreman was an early settler in the local area, who arrived in the Colony in 1839.
Kenny Street	Eyre Evans Kenny, acquired land at Camp Hill, later known as Gowan Brae, now part of Tullamarine.
Raleigh Street	Joseph Raleigh acquired land on the west side of the Maribyrnong River.
Riddell Street	John Carre Riddell acquired land west of Broadmeadows Road along the Moonee Ponds Creek.
Wills Street	Thomas Wills acquired land upstream from Broadmeadows Township on the Moonee Ponds Creek, that later became part of Cumberland.
<b>BROADMEADOWS</b>	
Stevenson Street	Robert Stevenson first Chairman of the District Road Board of Broadmeadows, elected 1858, and remained on the board until 1862.
<b>CAMPBELLFIELD</b>	
Hatty Court	John Hatty, local land owner and Member of the District Road Board of Broadmeadows from 1858-1868 and 1870-1873.
<b>CRAIGIEBURN</b>	
Patullos Lane	William and James Patullo, district pioneers, owned several acres of land from the early 1850 to 1909.



REPORT NO: 9.5 (cont.)

MEADOW HEIGHTS	
Shankland Boulevard	Robert Shankland, Chairman of the District Road Board of Broadmeadows and son William, Councillor Shire of Broadmeadows.

- 2.3 THAT Council notes that it is not recommend to install historic street name signage at this time on four streets listed below:
- 2.3.1 Campbell Street, Westmeadows;
  - 2.3.2 Pascoe Street, Westmeadows.
- 2.4 THAT Council writes to the 881 households who originally received correspondence regarding proposed installation of historic street name signage on the streets that these households are located on to advise of Council’s decision for each individual street.
- 2.5 THAT Council approves holding an event to commemorate the installation of the historical signs recommended for approval in this report.

**3. LEGISLATIVE POWERS:**

*Local Government Act 2020*

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Expenditure associated with periods of community consultation and public exhibition include administration costs which are funded from Council’s operational budget.
- 4.2 The cost to make new historical street signs is estimated to be approximately \$75 per sign. If the recommendations made to Council in this report are approved it is estimated that at least 61 signs will need to be made, at a total estimated cost of \$4,575, with the number of signs estimated to be required for each street listed in Attachment 1. This estimate is based on inspections of each street using online mapping services, however if the installation of historic street signs is approved a physical inspection of each street would then occur and this may identify some additional locations where signs may be required.
- 4.3 The cost of an event to commemorate the installation of historical street signs is estimated to be \$750.

**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 the recommendations made to Council in this report.

**8. COMMUNITY CONSULTATION:**

- 8.1 A Hume Participate page was available on Council’s website for members of the public to provide feedback on between 19 March and 19 May 2024. Feedback could also be submitted via an online form, or by email or post to Council.
- 8.2 Letters were posted to 881 households located on streets where submissions to install historic street name signage were received. These letters were customized for each street and asked for feedback on the historic sign that was proposed for that street.

**REPORT NO: 9.5 (cont.)**

- 8.3 Feedback was submitted to Council via the following methods:
  - 8.3.1 74 hard-copy forms were received by post (it is assumed that the majority of these were sent from the households that received direct correspondence on this project because they live on a street that would be directly affected);
  - 8.3.2 2 submissions were made using an online form;
  - 8.3.3 3 submissions were made by email.
- 8.4 Of the 79 submissions received, 47 of them agreed with the text for the proposed historic street sign that the submission related to, 29 disagreed and 3 did not indicate that they agreed or disagreed.
- 8.5 Of the 47 submissions received that agreed with the proposed text for various signs, 23 of these did not include comments. Of the 29 submissions received disagreeing with a sign, one of these did not include a comment.
- 8.6 The reasons providing in comments for disagreeing with proposed signs are summarized in Table 1 below:

TABLE 2	
Reason for Disagreeing	Number of Responses
Not a good use of council money	21
Incorrect wording	3
Uncomfortable with celebration of colonisation and lack of inclusivity of Traditional Custodians	3
Current signage style easy to read	1
More important issues to focus on (no further definition)	1
No reason given	1

- 8.7 Attachment 2 of this report is a Research Summary report that provides all comments received as feedback during the public exhibition period. Table 2 below provides a small sample of comments received:

TABLE 3	
Sample of Comments - Agree	Sample of Comments - Disagree
We like historical aspects of suburbs!	Although a "nice" idea this really is an unnecessary expenditure and does not add any more value or use to the city of Hume. I struggle to meet my current commitments of rate paying and I think council should focus on reducing expenditure in this current financial client. Save this money and use it instead, to assist people in our community with real needs. Please, please don't waste this money.
We like the suggestion of adding an historical significance to the area, and	What is historical about these names/people? I would like further information. Are they just reflecting

REPORT NO: 9.5 (cont.)

TABLE 3	
Sample of Comments - Agree	Sample of Comments - Disagree
recognising the people who acquired the land in our area to develop.	'white Australian'. How can we be more inclusive and pay our respect to our Indigenous Australians? Will this take place in all of Hume or just Westmeadows? What will this cost for rate payers? Spend money where needed, no on street signs. Traffic lights in high risk areas, planting more vegetation, the list cold go on!
Good to be sharing historical events with new residents.	What a complete waste of money. Signs that are readable would be a good idea, but historical signs no. Money would be better spent on community housing, foodbank, community halls, etc. Things that benefit the whole Community. Look to the future Hume, make it worthwhile.
I think this is an important step to ensuring the knowledge of the local area is passed on.	I disagree as it is only going to cost ratepayers more money.
We should identify and provide heritage signage to keep everyone informed of historical details of early settlers. It is very important for history to be pasted onto further generations to come.	I strongly disagree with the proposal to include historic information on street signs as this only serves to further alienate the traditional owners on the lands on which we live. I notice there isn't a single proposal that included any non-colonial settlers, nor is there any reference to addressing the deep connections first nations people have to these lands throughout the documentation provided. This land is stolen and maintaining the facade we have a legitimate claim through street signage is insulting.

**9. DISCUSSION:**

9.1 At its meeting held on 14 March 2023, Council made the following resolutions in response to NOM23/010:

9.1.1 *That following the success of the Historical Street Signage Project in Sunbury, Council officers:*

- (a) *Reinvestigate 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 by contacting historical groups in the municipality such as the Craigieburn Historical Interest Group, the Broadmeadows Historical Society, the Friends of Will Will Rook Pioneer Cemetery and other relevant Community Associations and Progress groups.*
- (b) *That Council Officers consider using the Participate Hume Webpage to create a virtual map and pinpoint tool that would allow not only community*

REPORT NO: 9.5 (cont.)

*groups, but individual community members and hobbyists to provide background information on historical street names.*

- (c) *Provide a Report to a future Council Meeting on the interest of the relevant groups in assisting Council with the continuation of the Historical Street Signage Project and how to progress community participation in this project.*

- 9.2 Council officers subsequently wrote to the following historical and heritage associations to gauge their interest in participating in this project:
- 9.2.1 Craigieburn Historical Interest Group;
  - 9.2.2 Sunbury Family History and Heritage Society Inc;
  - 9.2.3 Broadmeadows Historical Society Inc;
  - 9.2.4 Friends of Will Will Rook Pioneer Cemetery Inc.
- 9.3 Written and verbal responses expressing an interest in participating in the project have been received from all of the above groups.
- 9.4 At its meeting held on 9 October 2023, Council approved the commencement of a six-week community consultation period to allow members of the public and historical and heritage associations the opportunity to make suggestions for streets on which historical street signs could be installed.
- 9.5 At its meeting held on 12 March 2024 Council approved placing on public exhibition the suggestions received for streets and suggested text for historical street signs that was received during the community consultation period, to give community members the opportunity to provide feedback on, or object to, the location and information proposed for each historical sign. As part of this public exhibition period, letters were posted to 881 households located on streets where submissions to install historic street name signage were received.
- 9.6 This report presents Council with the feedback received during the public exhibition period and makes final recommendations on the suggestions received for historical street signs.
- 9.7 26 suggestions, including proposed text, were received for streets on which historical street name signs could be installed. Of these, it is recommended that Council approves historical street signs for 24 streets, however Council may wish to consider the number of objections to the cost of this project received during the public exhibition period, and to the objections received based on the lack of inclusivity of Traditional Custodians.
- 9.8 Feedback received during the public exhibition period on the two streets for which historical street signs are not recommended indicated that the text suggested for these signs may have some inaccuracies in them. The streets are Campbell Street and Pascoe Street Westmeadows. The issue raised with Campbell Street is that there are two individuals with the surname of Campbell that the street could have been named after, and the issue raised with Pascoe Street is that more clarification is needed on what land John Pascoe Fawkner may have acquired within what is now the Hume municipality.
- 9.9 Please also note the following items:
- 9.9.1 The suggested text for a historic street sign for Forman Street refers to Peter Foreman. It is noted that the surname for this individual is spelt differently to the name of the street, but it is not proposed that the name of the street is changed;
  - 9.9.2 The suggested text for a historic street sign for Green Street refers to William and Anne Greene. It is noted that the surname for these individuals is spelt differently to the name of the street, but it is not proposed that the name of the street is changed;

**REPORT NO: 9.5 (cont.)**

9.9.3 Some additional suggestions for historical streets signs were received during the public exhibition period. These names are not proposed to Council for consideration in this report because they have not followed the same process as other suggestions which includes providing community members the opportunity to provide feedback on them prior to Council making a final decision. These additional suggestions may be included in a future report to Council;

9.9.4 Following advice from Council’s Signs Manufacturing Team, the text originally proposed and placed on public exhibition for Wills Street has been amended to ensure that the length of the sign meets applicable standards. The recommended amended text is *Thomas Wills acquired land upstream from Broadmeadows Township on the Moonee Ponds Creek, that later became part of Cumberland*. The words ‘a section of’ have been removed after the word ‘acquired’.

9.10 If the recommendations made to Council in this report are approved, the next stage of this project will be signing manufacture which would then be followed by sign installation. This report also recommends that Council approves an event to commemorate the installation of these historical street signs.

**10. CONCLUSION:**

Following a period of public exhibition, it is recommended that Council approves the installation of historical street signs for 24 streets within the Hume municipality.

**REPORT NO: 9.5 (cont.)**

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<b>STREET NAME</b>	<b>ESTIMATED NUMBER OF SIGNS</b>
ARDLIE STREET	1
BLACK STREET	4
BENT STREET	1
COGHILL STREET	2
EYRE STREET	3
FAWKNER STREET	2
FORMAN STREET	2
JOHNSTONE STREET	5
KENNY STREET	5
RALEIGH STREET	4
RIDDELL STREET	2
WILLS STREET	4
BOURKE STREET	4
CAHILL STREET	3
COGHILL STREET	3
GREEN STREET	1
RAWDON STREET	4
QUARTZ STREET (not a public road)	1
SCHOOL LANE	1
TRAPP STREET	1
STEVENSON STREET	2
PATULLO LANE	2
SHANKLAND BOULEVARD	3
HATTY COURT	1
<b>TOTAL</b>	<b>61</b>

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# HISTORIC STREET SIGNAGE: SUPPORT LEVELS

## BACKGROUND

In October/November 2023 Council asked community members, friends groups and historical societies if they knew about the historical significance of any street names in the municipality.

Two groups presented Council with the history behind a number of street names. When the history behind street names could not be verified they were excluded.

Twenty-six street names were identified and each had suggested wording describing the history behind them. Information was limited to 15 to 20 words so that it fits on the standard size street sign.

## OBJECTIVES

The objectives of the **Error! Reference source not found.**project are to:

- invite residents to have their say on using historic street signage for the identified streets in Hume

## METHODOLOGY

A Hume Participate page was publicly available from 19 March and 19 May 2024. The community could give feedback via an online form (Appendix 1), emailing [namingplaces@hume.vic.gov.au](mailto:namingplaces@hume.vic.gov.au) or posting Hume City Council, PO Box 119, Dallas VIC 3047.

A letter was sent to 881 households who lived on streets where historic signage could be installed.

The data was downloaded via the Participate platform’s automated reporting feature. All information was managed in accordance with the *Privacy and Data Protection Act 2014 (Vic)*.

**Data cleaning:** one person filled in the form but did not leave feedback about any of the street signs, nor did they indicate which street or suburb they were reacting to. Their data has not been included in the feedback table.

## STREET NAMES ELIGIBLE FOR HISTORIC SIGNAGE

The following tables contain the streets eligible for historic street signage and their suggested wording:

<b>Bulla</b>	
<b>Bourke Street</b>	In 1835, Sir Richard Bourke, was Governor of the Colony of New South Wales and Port Phillip District
<b>Cahill Street</b>	Early farmers in the district, Thomas and Malachi Cahill acquired land in Wildwood Road in Bulla
<b>Coghill Street</b>	Donald Coghill built Cumberland in 1849, now a part of Woodlands and operated boiling – down works on Deep Creek
<b>Green Street</b>	William and Anne Greene settled at Woodlands in 1843. The Bulla Church of England was originally built on the Woodlands property
<b>Quartz Street</b>	Quartz, a mineral deposit discovered and mined at the Bulla mine on Woodlands near Moonee Ponds Creek
<b>Rawdon Street</b>	Rawdon Foster Greene was the son of William and Anne Greene. He attended the Bulla Bulla National School
<b>School Lane</b>	In 1976 tenders were accepted for building a new school house and school No. 46 at the end of School Lane
<b>Trap Street</b>	Trap, a dark, fine-grained non-granite igneous rock found in the district near the Moonee Ponds Creek

<b>Westmeadows</b>	
<b>Ardlie Street</b>	John M. Ardlie, acquired 225 acres of land, c1850, along the western bank of the Moonee Ponds Creek
<b>Johnstone Street</b>	John Johnstone acquired Greenhill at Yuroke and was a Roads Board representative until 1863
<b>Black Street</b>	Niel Black, pioneer landholder, acquired 777 acres of land, in part of what has become Gladstone Park
<b>Bent Street</b>	Sir Thomas Bent, member of the Victorian parliament, and land speculator, who purchased much land across Melbourne’ suburbs
<b>Campbell Street</b>	John David Lyon Campbell migrated from Scotland and acquired land across the district
<b>Coghill Street</b>	Donald Coghill built Cumberland in 1849, now a part of Woodlands and operated boiling – down works on Deep Creek
<b>Eyre Street</b>	Eyre Evans Kenny, acquired land at Camp Hill, later known as Gowan Brae, now part of Tullamarine
<b>Fawkner Street</b>	John Pascoe Fawkner, a businessman and politician, acquired land along Moonee Ponds Creek, near Oak Park and other lots throughout the area
<b>Forman Street</b>	Peter Foreman was an early settler in the local area, who arrived in the Colony in 1839
<b>Kenny Street</b>	Eyre Evans Kenny, acquired land at Camp Hill, later known as Gowan Brae, now part of Tullamarine
<b>Pascoe Street</b>	John Pascoe Fawkner, a businessman and politician, acquired land along Moonee Ponds Creek, near Oak Park and other lots throughout the area
<b>Raleigh Street</b>	Joseph Raleigh acquired land on the west side of the Maribyrnong River
<b>Riddell Street</b>	John Carre Riddell, settled at Riddells Creek, acquired land west of Broadmeadows Road, along the Moonee Ponds Creek
<b>Wills Street</b>	Thomas Wills acquired a section of land upstream from Broadmeadows Township on the Moonee Ponds Creek, that later became part of Cumberland

<b>Broadmeadows</b>	
<b>Stevenson Street</b>	Robert Stevenson first Chairman of the District Road Board of Broadmeadows, elected 1858, and remained on the board until 1862
<b>Campbellfield</b>	
<b>Hatty Court</b>	John Hatty, local land owner and Member of the District Road Board of Broadmeadows from 1858-1868 and 1870-1873
<b>Craigieburn</b>	
<b>Patullos Lane</b>	William and James Patullo, district pioneers, owned several acres of land from the early 1850 to 1909
<b>Meadow Heights</b>	
<b>Shankland Boulevard</b>	Robert Shankland, Chairman of the District Road Board of Broadmeadows and son William, Councillor Shire of Broadmeadows

## CONSULTATION PAGE

### Participate page visits

The page containing the consultation attracted 175 visits. Of the 146 visitors, 3<sup>1</sup> filled out the submission form.

**Table 1: Statistics for the Participate consultation page**

Level of engagement	No.	Explanation
Visits	175	The number of end-user sessions associated with a single visitor
Visitors	146	The number of unique public or end-users to a site. A visitor is only counted once, even if they visit a Site several times in one day.
Contributions	3	The total number of responses or feedback collected through the participation tools.

## COMMUNITY FEEDBACK

The consultation attracted a total of 79 respondents.

**Table 2: Number of respondents accessing each type of engagement mode**

Feedback via	Count	Per cent
Participate’s online form	2	3%
Emailed dedicated account	3	4%
Posted form back to Council	74 <sup>2</sup>	94%
<b>Total</b>	<b>79</b>	

Forty-seven (62%) respondents agreed with the proposal while 29 (38%) opposed it.

**Table 3 Number and percentage of submitters agreeing/disagreeing with having historic street signs**

Agree / Disagree	Number	Percentage
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<sup>1</sup> Noting that one person filled out their name and address on the form but provided no information about supporting or opposing the use of historic street signage, therefore, no information can be included in the feedback section.

<sup>2</sup> Noting that two people sent in the form but provided no information about supporting or opposing the use of historic street signage, therefore, no information can be included in the feedback section. They have been included in the Table 6 and marked ‘No indication’.

Agree	47	62%
Disagree	29	38%
No indication	3	N/A
<b>TOTAL</b>	<b>79</b>	

**Table 4: Reasons for disagreeing with proposed historic signage**

Reason	No.
Not a good use of council money	21
Incorrect wording	3 <sup>3</sup>
Uncomfortable with celebration of colonisation and lack of inclusivity of Traditional Custodians	3
Current signage style easy to read	1
More important issues to focus on (no further definition)	1
No reason given	1

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<sup>3</sup>Note – technically one respondent in this category did not indicate whether they agreed/disagreed with installing historic signage and only gave feedback about incorrect wording on one sign. Therefore, the numbers in this table do not match the number of submitters recorded as disagreeing. They are listed as ‘no indication’ in the table of comments.

It is clear, based on this table, that the number of respondents is much lower than the number of households on each street and the results may not reflect the sentiment of other households (possible exceptions being School Lane and Trap St in Bulla which are small).

**Table 5: Number who agree/disagree or give no indication of agreement/disagreement for having historic street signs**

Suburb	Street	Agree	Disagree	No indication	Total
Broadmeadows	Johnstone St	1	2	0	3
Bulla	Bourke St	0	3	0	3
	Cahill St	1	0	0	1
	Green St	0	1	0	1
	School Lane	1	0	1	2
	Trap St	2	0	0	2
Meadow Heights	Shankland Bvd	2	0	1	3
nil	nil	1	2	0	3
Westmeadows	Ardlie St	1	1	0	2
	Bent St	0	1	0	1
	Black St	4	1	0	5
	Campbell St	3	2	0	5
	Coghill St	1	1	0	2
	Eyre St	4	1	1	6
	Fawkner St	1	1	0	2
	Forman St	5	1	0	6
	Johnstone St	0	1	0	1
	Kenny St	3	5	0	8
	Pascoe St	6	2	0	8
	Raleigh St	5	0	0	5
	Riddell St	2	4	0	6
	Wills St	4	0	0	4

**Table 6: Submissions and reason for agreeing/disagreeing with proposed historic signage**

Agree / Disagree	Suburb	Street	Reason	Tally per street
Agree	Broadmeadows	Johnstone St	[no reason given]	<b>Total 3</b> Agree 1 Disagree 2
Disagree	Broadmeadows	Johnstone St	[no reason given]	
Disagree	Broadmeadows	Johnstone St	The proposed Historical sign is too hard to read, while the white sign we all know and love is BOLD and clear. The size of the street name is currently 100mm, it doesn't make sense to make it smaller. It's not broken, so don't fix it and waste our taxpayer money!	
Disagree	Bulla	Bourke St	In Bourke St Bulla we haven't even got a safe foot path to walk on and now you want to waste rate payer money to change street signs what a joke!	<b>Total 3</b> Agree 0 Disagree 3
Disagree	Bulla	Bourke St	I disagree as it is only going to cost ratepayers more money	
Disagree	Bulla	Bourke St	Money should be better spent on fire hazard reduction road maintenance and community welfare centre	
Agree	Bulla	Cahill St	[no reason given]	<b>Total 1</b> Agree 1 Disagree 0
Disagree	Bulla	Green St	We are writing to express our strong opposition to the proposed historical signage for Green Street Bulla, specifically referencing William and Anne Greene's settlement at Woodlands in 1843 and the Bulla Church of England's original location on the property. While we appreciate efforts to honor local history, we believe this initiative is misguided and does not align with our values as a society. As a community, it is imperative that we recognize and celebrate the rich and diverse history of our region. However, commemorating colonial settlement and the associated structures without acknowledging the Indigenous history and culture that	<b>Total 1</b> Agree 0 Disagree 1



Agree / Disagree	Suburb	Street	Reason	Tally per street
			<p>predates it and caused so much harm perpetuates a one-sided narrative of our past. Indigenous Australians have inhabited this land for tens of thousands of years, and their contributions to our society, culture, and heritage deserve more recognition and respect. By exclusively highlighting colonial history, we risk marginalising Indigenous perspectives and perpetuating a Eurocentric view of our past. This not only ignores the injustices and atrocities inflicted upon Indigenous peoples during colonisation but also reinforces harmful stereotypes and erases their rightful place in our shared history. instead of commemorating colonial figures and structures, we should prioritise initiatives that celebrate Indigenous culture, heritage, and contributions to our community. This includes acknowledging Traditional Owners, promoting Indigenous languages and artwork, supporting Indigenous-led initiatives, and fostering meaningful reconciliation efforts. Furthermore, it is essential that any historical signage or commemorations undergo thorough consultation with Indigenous communities to ensure accuracy, authenticity, and cultural sensitivity. Their input and perspectives are invaluable in shaping a more inclusive and respectful representation of our shared history. We urge the council to reconsider the proposed historical signage for Green Street Bulla and instead focus on initiatives that honor and celebrate Indigenous culture and are forward thinking. It is time for us to embrace the traditional history of this land and work towards reconciliation, healing, and unity as a community. Thank you for considering our perspective.</p>	

Agree / Disagree	Suburb	Street	Reason	Tally per street
Agree	Bulla	School Lane	Wording is inaccurate: I live in the school house - I believe it was built in 1870 - it is over 150 years old. I like the idea of the sign but it needs to be accurate	<b>Total 2</b> Agree 1 Disagree 0 No indication 1
No indication	Bulla	School Lane	Your suggested wording for the School Lane Street sign is factually wrong. It reads "In 1976 tenders were accepted for building a new school house and school No 46 at the end of School Lane" Bulla Primary School was built in 1870 not 1976. We purchased the school from the State Government in 1996 it operated from 1870 to 1996.	
Agree	Bulla	Trap St	There are many "slants" on the history of Bulla, but I guess this is OK!	<b>Total 2</b> Agree 2 Disagree 0
Agree	Bulla	Trap St	[no reason given]	
Agree	Meadow Heights	Shankland Bvd	[no reason given]	<b>Total 3</b> Agree 2 Disagree 0 No indication 1
Agree	Meadow Heights	Shankland Bvd	[no reason given]	
No indication	Meadow Heights	Shankland Bvd	Same as above [note: name and address were written above this statement]	
Agree	nil	nil	We prefer the green sign	<b>Total 3</b> Agree 1 Disagree 2
Disagree	nil	nil	I am happy with the street name. I believe there are more serious issues the council should be considering. I love the name of my street. I am proud of it. I would not settle anything less.	
Disagree	nil	nil	I think this money should be used for a more useful cause such as cleaning up dirty area's and bring up the low-class suburbs to a reasonable state	
Agree	Westmeadows	Ardlie St	I am thrilled to read about this as the area has so much history. Just a great pity about no.s [redacted] Ardlie Str who are a disgrace to Ardlie Str and the area	<b>Total 2</b> Agree 1 Disagree 1
Disagree	Westmeadows	Ardlie St	Although a "nice" idea this really is an unnecessary expenditure and does not add any more value or use to the city of	

Agree / Disagree	Suburb	Street	Reason	Tally per street
			Hume. I struggle to meet my current commitments of rate paying and I think council should focus on reducing expenditure in this current financial client. Save this money and use it instead, to assist people in our community with real needs. Please, please don't waste this money.	
Disagree	Westmeadows	Bent St	Waste of money - prefer it spent on beautifying the area	<b>Total 1</b> Agree 0 Disagree 1
Agree	Westmeadows	Black St	I would like it too include the years he owned it and what he did on or with the land. Any historical moments? Happy to remove the part that mentions the land has now become Gladstone Park	<b>Total 5</b> Agree 4 Disagree 1
Agree	Westmeadows	Black St	[no reason given]	
Agree	Westmeadows	Black St	[no reason given]	
Agree	Westmeadows	Black St	[no reason given]	
Disagree	Westmeadows	Black St	Waste of money	
Agree	Westmeadows	Campbell St	[no reason given]	<b>Total 5</b> Agree 3 Disagree 2
Agree	Westmeadows	Campbell St	Great idea	
Agree	Westmeadows	Campbell St	We like historical aspects of suburbs!	
Disagree	Westmeadows	Campbell St	The money to produce and install, can be better spent in the community. Bike, footpaths, playground, sportsground and public toilets at grounds that are not closed at 7pm while game are still on	
Disagree	Westmeadows	Campbell St	Cannot find any record of John David Lyon CAMPBELL. Think Council should be spending money on more important things.	
Agree	Westmeadows	Coghill St	I agree	<b>Total 2</b> Agree 1 Disagree 1
Disagree	Westmeadows	Coghill St	Please be advised we DISAGREE with the proposal to install Historic Street Sign. Coghill Street is a small street and we	

Agree / Disagree	Suburb	Street	Reason	Tally per street
			believe this is a waste of money & time. Agree for Major streets and roads.	
Agree	Westmeadows	Eyre St	We like the suggestion of adding an historical significance to the area, and recognising the people who acquired the land in our area to develop	<b>Total 6</b> Agree 4 Disagree 1 No indication 1
Agree	Westmeadows	Eyre St	Happy for that on Eyre St	
Agree	Westmeadows	Eyre St	Great initiative, after living in Eyre St for over 40 years I thought it was named after Lake Eyre	
Agree	Westmeadows	Eyre St	Good to be sharing historical events with new residents	
Disagree	Westmeadows	Eyre St	Waste of money	
No indication	Westmeadows	Eyre St	Change to 'dead end st'. You have it listed as street and its not. We have trucks and cars all the time thinking it's a street. Well ints not	
Agree	Westmeadows	Fawkner St	I think this is an important step to ensuring the knowledge of the local area is passed on	<b>Total 2</b> Agree 1 Disagree 1
Disagree	Westmeadows	Fawkner St	Costing not specified (do rates increase). I'm sure in the council of Hume money can be better spent elsewhere ie grass being cut, roads fixed	
Agree	Westmeadows	Forman St	We should identify and provide heritage signage to keep everyone informed of historical details of early settlers. It is very important for history to be pasted onto further generations to come.	<b>Total 6</b> Agree 5 Disagree 1
Agree	Westmeadows	Forman St	I think it would be nice to know about the history of the street and why it was named Forman Street	
Agree	Westmeadows	Forman St	Forman is spelt differently to the early settler Peter FOREMAN. Please do not change/correct spelling as this is too much paperwork.	
Agree	Westmeadows	Forman St	[no reason given]	
Agree	Westmeadows	Forman St	Would love to see more historical features hilighted. Westmeadows sign	

Agree / Disagree	Suburb	Street	Reason	Tally per street
			top of Fawkner in desperate need of upgrade.	
Disagree	Westmeadows	Forman St	As much as I respect Australian history the monies can be spent elsewhere. le cat trapping by council; ie many shops throw food out at the end of day. Food can be given to places like Salvation Army etc	
Disagree	Westmeadows	Johnstone St	It will make things too confusing. The rate payers money could be used more effectively for fat more important issues within the Hume Shire. Traffic lights at the Johnstone Street and Broadmeadows should be a priority for Council.	<b>Total 1</b> Agree 0 Disagree 1
Agree	Westmeadows	Kenny St	[no reason given]	<b>Total 8</b> Agree 3 Disagree 5
Agree	Westmeadows	Kenny St	Design consultant engagement should be limited to minimise capital expenditure on this project	
Agree	Westmeadows	Kenny St	[no reason given]	
Disagree	Westmeadows	Kenny St	What is historical about these names/people? I would like further information. Are they just reflecting 'white Australian'. How can we be more inclusive and pay our respect to our Indigenous Australians? Will this take place in all of Hume or just Westmeadows? What will this cost for rate payers? Spend money where needed, no on street signs. Traffic lights in high risk areas, planting more vegetation, the list cold go on!	
Disagree	Westmeadows	Kenny St	I strongly disagree with the proposal to include historic information on street signs as this only serves to further alienate the traditional owners on the lands on which we live. I notice there isn't a single proposal that included any non-colonial settlers, nor is there any reference to addressing the deep connections first nations people have to these lands throughout the	

Agree / Disagree	Suburb	Street	Reason	Tally per street
			documentation provided. This land is stolen and maintaining the facade we have a legitimate claim through street signage is insulting.	
Disagree	Westmeadows	Kenny St	How much money is this costing?? I love the idea. But reate a small booklet. This is not a priority in my life. I need better parking in my street. Not street signs!	
Disagree	Westmeadows	Kenny St	Money should be better spent on: Kenny st, Riddel st intersection upgrade; widening Somerton road; Extending Barry Rd to Mickleham Rd; Skate park at Harricks cres park; Lobby VICROADS to fix Johnston/Elizabeth intersection.	
Disagree	Westmeadows	Kenny St	Waste of funds. Only to address white male privilege that would cause protest amongst young	
Agree	Westmeadows	Pascoe St	Fantastic idea. Good work. Shame you don't care about the heritage building we lost to a "suspicious" fire across from the Westmeadows Tavern.	<b>Total 8</b> Agree 6 Disagree 2
Agree	Westmeadows	Pascoe St	I think it will look fantastic especially with the local historical blue stone buildings in the area.	
Agree	Westmeadows	Pascoe St	I strongly support the said proposal. It honours and keeps the spirit alive of prominent figures that contributed to the shaping and building of our nation.	
Agree	Westmeadows	Pascoe St	Its great to aknowledge toes who have played an integral role in our community with recognition on street signage	
Agree	Westmeadows	Pascoe St	[no reason given]	
Agree	Westmeadows	Pascoe St	[no reason given]	
Disagree	Westmeadows	Pascoe St	The proposed wording in HCC18/447 of 29 Apr2024 concentrates on the City of Moreland (Oak Park) and not the City of Hume. Suggest: "John Pascoe Fawkner, Melbourne cofounder, business man and politician acquired land in HUME (Westmeadows), along Moonee Ponds	

Agree / Disagree	Suburb	Street	Reason	Tally per street
			Creek and In Melbourne". I understand my land was owned by John Pascoe Fawkner	
Disagree	Westmeadows	Pascoe St	What a complete waste of money. Signs that are readable would be a good idea, but historical signs no. Money would be better spent on community housing, foodbank, community halls, etc. Things that benefit the whole Community. Look to the future Hume, make it worthwhile.	
Agree	Westmeadows	Raleigh St	[no reason given]	<b>Total 5</b> Agree 5 Disagree 0
Agree	Westmeadows	Raleigh St	[no reason given]	
Agree	Westmeadows	Raleigh St	[no reason given]	
Agree	Westmeadows	Raleigh St	Raleigh Street as stated is part of the heritage area. I agree and would like to see it listed on street sign's. Have lived in this area for many years, a feeling of living in a lovely country area	
Agree	Westmeadows	Riddell St	[no reason given]	<b>Total 6</b> Agree 2 Disagree 4
Agree	Westmeadows	Riddell St	[no reason given]	
Disagree	Westmeadows	Riddell St	Use the money spent on this project to improve the area as in roads etc. No rate increase for the year	
Disagree	Westmeadows	Riddell St	With cost of living pressures! Money could be spent elsewhere. Even not increasing Rates!!	
Disagree	Westmeadows	Riddell St	The proposed wording is factually incorrect. John Carre Riddell <u>settled</u> in Elsternwick after leaving the western district in 1866. I did agree with the acquiring of the land and that Riddells Creek is named after him.	
Disagree	Westmeadows	Riddell St	Don't agree with this as the money spent could be used to fix roads and help the community etc. I suggest you set up a visual display in Council office	
Agree	Westmeadows	Wills St	[no reason given]	<b>Total 4</b> Agree 4
Agree	Westmeadows	Wills St	[no reason given]	

Agree / Disagree	Suburb	Street	Reason	Tally per street
Agree	Westmeadows	Wills St	[no reason given]	Disagree 0
Agree	Westmeadows	Wills St	[no reason given]	



## Appendix 1

### Feedback on wording

Feel free to let us know what you think of the wording used to explain the history behind the name of any of the streets above.

### Feedback

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If you would like to give feedback about any of the wording about the history behind the name of the street signs please do so here. **Note** - if suggesting other wording it must be 15 to 20 words so that it can fit on the sign

**When giving feedback please include which street you are referring to:**

**Screen name** Required

**Email address** Required

**Suburb** Required

**Privacy Statement:**

Your information is voluntary and confidential. The information will be managed in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. If you require further information regarding this form, please contact the Research and Engagement Team on 9205 2200.

Submit

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<b>REPORT NO:</b>	9.6
<b>REPORT TITLE:</b>	Review of Instrument of Delegation to Members of Council Staff
<b>SOURCE:</b>	Holly De Kretser, Manager Governance Peter Faull, Coordinator Governance and Council Business
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC04/638-02
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
<b>ATTACHMENT:</b>	1. <i>S6 Instrument of Delegations Members of Council Staff - August Final</i>

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**1. SUMMARY OF REPORT:**

This report presents Council with its *Instrument of Delegation to Members of Council Staff* (Attachment 1), which has been updated with the proposed amendments, for review and adoption.

**2. RECOMMENDATION:**

- 2.1 THAT Council’s existing *Instrument of Delegation to Members of Council Staff*, which was adopted on 24 June 2024, be revoked.**
- 2.2 THAT Council approves the signing and sealing of the attached *Instrument of Delegation to Members of Council Staff* (Attachment 1).**

**3. LEGISLATIVE POWERS:**

The *Instrument of Delegation to Members of Council Staff* relies on specific powers of delegation contained within each Act or Regulation that is included in this delegation.

**4. FINANCIAL IMPLICATIONS:**

There are no financial implications associated with the recommendations made in this report.

**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 the recommendations made in this report.

**8. COMMUNITY CONSULTATION:**

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

REPORT NO: 9.6 (cont.)

9. DISCUSSION:

- 9.1 The effective functioning of local government at an operational level is achieved by Council delegating to staff the powers that are conferred to it through various pieces of legislation and regulations. In many cases there are conditions and limitations placed on Council officers in the exercising of a delegated power.
- 9.2 The decision of a delegate of Council is deemed to be a decision by Council.
- 9.3 Council delegates powers directly to individual officers via their position titles through the *Instrument of Delegation to Members of Council Staff*. These powers cannot be delegated to the Chief Executive Officer and then sub-delegated to staff, however, this instrument also delegates these same powers to the Chief Executive Officer to prevent any member of Council staff from having a delegated power not also delegated to the Chief Executive Officer.
- 9.4 Council subscribes to a legislative update service provided by Maddocks. This service advises Council officers of changes to legislation that affects Council. The amendments proposed in this report are made following an update release from Maddocks in July 2024.
- 9.5 The amendments proposed to Council’s *Instrument of Delegation to Members of Council Staff*, as attached, are as follows:
- 9.5.1 *Food Act 1984*
- (a) Update to s.19(4)(a): Power to direct that an order made under section 19(3)(a) or (b):
- *displayed at any point of sale;*
  - *be published on the food business’s Internet site;*
- and
- inform the public by notice in a published newspaper, *on the Internet site* or otherwise
- (b) New conditions & limitations have been applied to the following provisions:
- s.19AA(4)(c): Power to direct, in an order made under section 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises
    - (i) Conditions & Limitations:
      - Note: the power to direct the matters under section 19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by a Council resolution
      - Only in relation to temporary food premises or mobile food premises.
  - s.43F(7): Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements.
    - Where Council is the registration authority;
    - Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

REPORT NO: 9.6 (cont.)

- (c) The following sections are new inclusions to the Food Act 1984:
- 19FA(1): Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program.
    - *Conditions & Limitations:* Where Council is the registration authority;
    - Only in relation to temporary food premises or mobile food premises;
    - Subject to s 19FA(2), which requires a time limit for compliance to be specified.
      - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)
  - s 19FA(3)(a): Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)
    - (i) *Conditions & Limitations:*
      - Where Council is the registration authority;
      - Only in relation to temporary food premises or mobile food premises;
      - Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
        - This power is delegated to Coordinator Public Health (CPUBH)
  - s 19FA(3)(b): Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1).
    - (i) *Conditions & Limitations:*
      - Where Council is the registration authority.
      - Only in relation to temporary food premises or mobile food premises
        - This power is delegated to Coordinator Public Health (CPUBH)
  - s 19FA(3)(c): Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1).
    - (i) *Conditions & Limitations:*
      - Where Council is the registration authority;
      - Only in relation to temporary food premises or mobile food premises

REPORT NO: 9.6 (cont.)

- This power is delegated to Coordinator Public Health (CPUBH)

9.5.2 Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

(a) The following provisions have been removed from the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020:

- r 18(4) – Power to determine where the emergency contact person’s details are displayed.
- r 18(6) – Power to determine where certain information is displayed.
- r 24 - Power to determine places in which caravan park owner must display copy of public emergency warnings.
- r 28(c) – Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling.
- r 40(b) – Power to require notice of proposal to install unregistrable movable dwelling or rigid annex.
- r 43 – Power to approve use of a non-habitable structure as a dwelling or part of a dwelling.
- Schedule 3 – clause 4(3) – Power to approve the removal of wheels and axles from an un-registrable movable dwelling.

(b) Update to r 23 – Power to determine places in which caravan park owner must display copy of public emergency warnings:

(c) The following sections are new inclusions to the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020:

- r 22 - Power to determine places in which caravan park owner must display a copy of emergency procedures.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)
- r 24(2) - Power to consult with relevant floodplain management authority.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)
- r 26(b)(i) - Power to approve system for the discharge of sewage and wastewater from a movable dwelling.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)
- r 38(b) - Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)

REPORT NO: 9.6 (cont.)

- r 45(3) - Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)
- r 45(5) - Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules.
  - This power is delegated to Coordinator Public Health and Environmental Health Officer. (CPUBH/EHO)

9.5.3 Road Management Act 2004

- (a) The following provisions have been removed from the Road Management Act 2004:
- s.12(2) - Power to discontinue a road or part of a road.
  - s.12(4) - Duty to publish, and provide copy, notice of proposed discontinuance

**10. CONCLUSION:**

It is recommended that Council reviews and adopts the attached *Instrument of Delegation to Members of Council Staff*.

**REPORT NO: 9.6 (cont.)**

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# **Instrument of Delegation**

**to**

# **Members of Council Staff**

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S6 Instrument of Delegation to Members of Council Staff – August 2024

### Instrument of Delegation

In exercise of the power of delegation conferred by each of the Acts referred to in Schedule 1 (attached), the Council:

1. delegates each power described in column 1 of Schedule 1 (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such power in column 3 of Schedule 1;
2. also delegates each power described in column 1 of Schedule 1 (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the position of Chief Executive Officer except where specific qualifications are required by the delegate;
3. records that a reference in Schedule 1 to:

Acronym	Title
All City Strategy	means All staff within the City Strategy Department
CCITL	means Coordinator City Laws
CENVPC	means Coordinator Environmental Planning and Compliance
CEO	means Chief Executive Officer
CFO	means Chief Financial Officer
CGOV	means Coordinator Governance
CGROA	means Coordinator Growth Area Planning
CSPP	means Coordinator Strategic Planning Policy
CSPPR	means Coordinator Strategic Planning Projects
CPUBH	means Coordinator Public Health
CSTAP	means Coordinator Statutory Planning
CGAI	means Coordinator Growth & Improvement
CTECS	means Coordinator Technical Services
DCPP	means Director City Planning & Places
DCSL	Means Director City Services & Living
DIA	Means Director Infrastructure & Assets
EHO	means Environmental Health Officer
EPO	means Environmental Planning Officer
MASS	means Manager Assets
MBS	Means Municipal Building Surveyor
MCITS	means Manager City Safety
MGOV	means Manager Governance
MINFD	means Manager Infrastructure Delivery
MPLAD	means Manager Planning and Development
MCSTR	means Manager City Strategy
MWASS	means Manager Waste & Sustainability
PRIPL	means Principal Planner
SLUP	means Strategic Land Use Planner
SPIO	means Senior Planning Investigations Officer
SPO	means Statutory Planning Officers
PSTRP	Means Principal Strategic Planner
SEPO	means Senior Environmental Planning Officer
SSUBO	means Senior Subdivisions Officer
STOWP	means Senior Town Planner
STRP	means Strategic Planner
SUBO	means Subdivisions Officer
TLEPO	means Team Leader Environmental Planning Officer
TLPIO	means Team Leader Planning Investigations
TPLAN	means Town Planner

- 4. declares that:
  - 4.1 this Instrument of Delegation is authorised by a resolution of Council passed on **9 September 2024** and
  - 4.2 the delegation:
    - 4.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation.
    - 4.2.2 remains in force until varied or revoked;
    - 4.2.3 is subject to any conditions and limitations set out in sub-paragraph 4.3, and Schedule 1; and
    - 4.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
  - 4.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 4.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
    - 4.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy; or strategy adopted by Council; or
    - 4.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 4.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

**THE COMMON SEAL of HUME CITY COUNCIL**

was hereto affixed on the .....  
in the presence of

**COUNCILLOR** .....

**CHIEF EXECUTIVE OFFICER** .....

**SCHEDULE**  
**TABLE OF CONTENTS**

CEMETERIES AND CREMATORIA ACT 2003.....	5
DOMESTIC ANIMALS ACT 1994.....	6
FOOD ACT 1984 .....	7
HERITAGE ACT 1995.....	15
LOCAL GOVERNMENT ACT 1989.....	16
PLANNING AND ENVIRONMENT REGULATIONS 2015.....	84
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 .....	85
RESIDENTIAL TENANCIES ACT 1997 .....	89
ROAD MANAGEMENT ACT 2004 .....	92
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016.....	100
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015.....	102

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<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.99	Power to approve or refuse an application made under s98, or to cancel an approval	CFO/MGOV/CGOV	An application can be made under s98 to establish or alter a memorial or a place of interment. This power is limited to applications received to alter a memorial at the Will Will Rook Pioneers Cemetery.

<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.41A(1)	Power to declare a dog to be a menacing dog	DCSL/MCITS/CCITL	Council may delegate this power to an authorised officer

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CPUBH/EHO	If section 19(1) applies
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CPUBH/EHO	If section 19(1) applies
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CPUBH/EHO	if section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b): <ul style="list-style-type: none"> <li>• be affixed to a conspicuous part of the premises;</li> <li>• displayed at any point of sale;</li> <li>• be published on the food business's Internet site;</li> <li>• and</li> </ul>	CPUBH/EHO	If section 19(1) applies



<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	<ul style="list-style-type: none"> <li>inform the public by notice in a published newspaper, on the Internet site or otherwise</li> </ul>		
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a) to (c)	CPUBH/EHO	Where Council is the registration authority.
s.19AA(4)(c)	Power to direct, in an order made under section 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CPUBH/EHO	Note: the power to direct the matters under section 19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s.19CB(4)(b)	Power to request a copy of records	CPUBH/EHO	Where Council is the registration authority
s.19E(1)(d)	Power to request a copy of the food safety program	CPUBH/EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CPUBH/EHO	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CPUBH/EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	CPUBH/EHO	Where Council is the registration authority
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Not applicable	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19NA(1)	Power to request food safety audit reports	CPUBH/EHO	Where Council is the registration authority
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not applicable	Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	CPUBH/EHO	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CPUBH/EHO	Where Council is the registration authority
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CPUBH/EHO	Where Council is the registration authority
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into	CPUBH/EHO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	the minimum records required to be kept or food safety program of the premises		
Various	Power to register or renew the registration of a food premises	CPUBH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see Section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CPUBH/EHO	Where Council is the registration authority
s.38AA(5)	Power to: a) request further information; or b) advise the proprietor that the premises must be registered if the premises are not exempt	CPUBH/EHO	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1) s 38AB(1)	CPUBH	Where Council is the registration authority The fees are approved by Council as part of Council annual budget
s.38A(4)	Power to request a copy of a completed food safety program template	CPUBH/EHO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38D(3)	Power to request copies of any audit reports	CPUBH/EHO	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	CPUBH	Where Council is the registration authority Not exceeding the prescribed time limit defined under subsection (5)
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CPUBH/EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CPUBH/EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CPUBH/EHO	Where Council is the registration authority
s.39A	Power to register, or renew the registration of a food premises despite minor defects	CPUBH	Where Council is the registration authority Only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CPUBH	

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than one year	CPUBH	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	CPUBH	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	CPUBH	Where Council is the registration authority
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CPUBH	Where Council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s.45AC	Power to bring proceedings	CPUBH/EHO	
s.46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a	CPUBH	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	prosecution, without proceedings first being instituted against the person first charged		

<b>HERITAGE ACT 1995</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 116	Power to sub-delegate Executive Director's functions, duties or powers	NOT DELEGATED	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Instrument of Delegation to Members of Council Staff – August 2024

15



<b>LOCAL GOVERNMENT ACT 1989</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.
s 185L(4)	Power to declare and levy a cladding rectification charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	NOT DELEGATED	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	ALL CITY STRATEGY	
s 4H	Duty to make amendment to Victorian Planning Provisions available	ALL CITY STRATEGY	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available	ALL CITY STRATEGY	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DCPP/MCSTR	Only in relation to amendments which seek to correct an anomaly or error in the planning scheme
s 8A(5)	Function of receiving notice of the Minister's decision	ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 8A(7)	Power to prepare the amendment specified in the application without the Minister’s authorisation if no response received after 10 business days	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DCPP/MCSTR	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DCPP/MCSTR	
s 12B(1)	Duty to review planning scheme	ALL CITY STRATEGY	
s 12B(2)	Duty to review planning scheme at direction of Minister	ALL CITY STRATEGY	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	ALL CITY STRATEGY	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	ALL CITY STRATEGY	
s 17(1)	Duty of giving copy amendment to the planning scheme	ALL CITY STRATEGY	
s 17(2)	Duty of giving copy s 173 agreement	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	ALL CITY STRATEGY	
s 18	Duty to make amendment etc. available	ALL CITY STRATEGY	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DCPP/MCSTR	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DCPP/MCSTR	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	NOT DELEGATED	Where Council is a planning authority
s 21(2)	Duty to make submissions available	ALL CITY STRATEGY	<u>Until the end of 2 months after the amendment comes into operation or lapses</u>
s 21A(4)	Duty to publish notice	ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 22(1)	Duty to consider all submissions received before the date specified in the notice	ALL CITY STRATEGY	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	ALL CITY STRATEGY	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	ALL CITY STRATEGY	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	ALL CITY STRATEGY	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCPP/MCSTR/STOWP /CGROA/CSPP /PSTRP/STRP/SLUP /CSTAP/PRIPL	
s 26(1)	Power to make report available for inspection	DCPP/MCSTR /CGROA/CSPP	
s 26(2)	Duty to keep report of panel available for inspection	ALL CITY STRATEGY	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	NOT DELEGATED	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 28(1)	Duty to notify the Minister if abandoning an amendment	ALL CITY STRATEGY	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	ALL CITY STRATEGY	
s 30(4)(b)	Duty to provide information in writing upon request	ALL CITY STRATEGY	
s 32(2)	Duty to give more notice if required	ALL CITY STRATEGY	
s 33(1)	Duty to give more notice of changes to an amendment	ALL CITY STRATEGY	
s 36(2)	Duty to give notice of approval of amendment	ALL CITY STRATEGY	
s 38(5)	Duty to give notice of revocation of an amendment	ALL CITY STRATEGY	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	ALL CITY STRATEGY	
s 40(1)	Function of lodging copy of approved amendment	ALL CITY STRATEGY	
s 41(1)	Duty to make approved amendment available	ALL CITY STRATEGY	
s 42	Duty to make copy of planning scheme available	ALL CITY STRATEGY	
s 46AW	Function of being consulted by the Minister	ALL CITY STRATEGY	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	ALL CITY STRATEGY  NOT DELEGATED	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	ALL CITY STRATEGY	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	ALL CITY STRATEGY	Where Council is a responsible public entity
s 46G1(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DCPP	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DCPP/MCSTR/CGROA	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DCPP/MCSTR/CGROA	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GP	Function of receiving a notice under s 46GO	ALL CITY STRATEGY	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	ALL CITY STRATEGY	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DCPP/MCSTR/CGROA /CSPP/PSTRP	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DCPP	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DCPP/MCSTR	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DCPP/MCSTR/CGROA /CINTP/PSTRP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	DCPP/MCSTR/CGROA /CSPP/PSTRP  DCPP/MCSTR/CGROA /CSPP	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DCPP/MCSTR	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DCPP/MCSTR/CGROA /CSPP/PSTRP /CCI/CSPPG/CSP /STP/TP/MPIP /SSUBOO/SUBO	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DCPP/MCSTR	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/CFO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DCPP/MCSTR /CGROA/CFO	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(2)(b)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DCPP/MCSTR /CGROA/CINTP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DCPP/MCSTR /CGROA/CSPP /PSTRP	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(9)	Function of receiving the fee simple in the land	DCPP/MCSTR /CGROA/CSPP /PS TRP	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/CSPP /PS TRP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	ALL CITY STRATEGY	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DCPP/MCSTR /CGROA/CSPP /PS TRP	Where Council is a development agency under an approved infrastructure contributions plan



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DCPP/MCSTR /CGROA/CSPP /PSTRP	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DCPP/MCSTR /CGROA/CSPP/PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	DCPP/MCSTR /CGROA/CSPP/PSTRP	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DCPP/MCSTR /CGROA/CSPP	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council’s Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	ALL CITY STRATEGY	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCPP/MCSTR /CGA/CSTAP /STOWP/PLAN/PRIPL /SSUBO/SUBO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCPP/MCSTR /CGROA/CSPP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DCPP/MPLAD/MCSTR/ CGROA/CSPP/CSTAP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Conditional upon the agreement being a requirement of the planning scheme amendment.
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Note – payment can be in the form of a bank guarantee
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DCPP/MCSTR	Where Council is the collecting agency.
s 46Q(1)	Duty to keep proper accounts of levies paid	ALL CITY STRATEGY	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	DCPP/MCSTR/CGROA /CSPP	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DCPP/MCSTR/CGROA /CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCPP/MCSTR	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DCPP/MCSTR/CGROA /CSPP	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DCPP/MCSTR/CGROA /CSPP/PSTRP	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DCPP/MCSTR/CGROA /CSPP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	DCPP/MCSTR	
s 46QD	Duty to prepare report and give a report to the Minister	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is a collecting agency or development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	ALL CITY STRATEGY	
s 46V(4)	Duty to make copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	ALL CITY STRATEGY	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	ALL CITY STRATEGY	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	ALL CITY STRATEGY	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	ALL CITY STRATEGY SPO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 47	Power to decide that an application for a planning permit does not comply with that Act	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SPO	
s 49(2)	Duty to make register available for inspection	SPO	
s 50(4)	Duty to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50(6)	Duty to make note of amendment to application in register	SPO	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 50A(1)	Power to make amendment to application	DCPP/MPLAD/CGAI/ CSTAP/STOWP/TPLAN/P RIPL/SSUBO/SUBO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50A(4)	Duty to note amendment to application in register	SPO	
s 51	Duty to make copy of application available for inspection	SPO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(3)	Power to give any further notice of an application where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 53(1A)	Power to require the applicant to give the notice under s.52(1AA)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54(1)	Power to require the applicant to provide more information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54(1B)	Duty to specify the lapse date for an application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SPO	
s 57(5)	Duty to make available for inspection copy of all objections	SPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 57A(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57A(6)	Duty to note amendments to application in register	SPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57C(1)	Duty to give copy of amended application to referral authority	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 58	Duty to consider every application for a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 58A	Power to request advice from the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 60	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 60(1A)	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received – if more than 5 objections are received or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council.</p> <p>No limitation for decisions to refuse a permit application.</p>



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister’s consent	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister’s consent	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCPP/MPLAD/CGAI/CGR OA/CSSTAP/STOWP/TPL AN/PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 62(2)	Power to include other conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /CENVP/EPCO/ENVPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a), (b) and (c)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO/ CENV/PC/TLEPO/SEPO/ EPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 64(3)	Duty not to issue a permit until after the specified period	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	SPO	
s 69(1A)	Function of receiving application for extension of time to complete development	SPO	
s 69(2)	Power to extend time	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	The responsible authority may extend the time within which the use or development or any stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the <i>Subdivision Act 1988</i> is to be certified.
s 70	Duty to make copy permit available for inspection	SPO	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 71(1)	Power to correct certain mistakes	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 71(2)	Duty to note corrections in register	SPO	
s 73	Power to decide to grant amendment subject to conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP/STOWP /TPLAN/PRIPL/SSUBO/S UBO	
s 74	Duty to issue amended permit to applicant if no objectors	DCPP/MPLAD/CGAI/CGR OA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

Instrument of Delegation to Members of Council Staff – August 2024

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 76D	Duty to comply with direction of Minister to issue amended permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 83	Function of being respondent to an appeal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO ALL CITY STRATEGY	
s 83B	Duty to give or publish notice of application for review	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DCPP/MPLAD/CGAI/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84AB	Power to agree to confining a review by the Tribunal	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO ALL CITY STRATEGY	
s 91(2)	Duty to comply with the directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 93(2)	Duty to give notice of VCAT order to stop development	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /SPIO/TLPIO/CENVPC/ TLEPO/SEPO/EPO	
s 95(3)	Function of referring certain applications to the Minister	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 95(4)	Duty to comply with an order or direction	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCPP/MPLAD/CGAI /CGROA/CSTAP /MCSTR/CSPP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /MCSTR/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96F	Duty to consider the panel's report under s 96E	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/PRIPL /MCSTR/CSPP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/PRIPL /MCSTR/CSPP	
s 96H(3)	Power to give notice in compliance with Minister's direction	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96J	Duty to issue permit as directed by the Minister	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	SPO	
s 97C	Power to request Minister to decide the application	NOT DELEGATED	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	SPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	SPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	SPO	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /MCSTR/CSPP/SLUP /PSTRP/STRP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DCPP/MPLAD/MCSTR	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCPP/MPLAD/CGAI /CGROA/CSTRP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97Q(4)	Duty to comply with directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	SPO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	SPO CFO	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	SPO CFO	
s 101	Function of receiving claim for expenses in conjunction with claim	SPO CFO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 103	Power to reject a claim for compensation in certain circumstances	DCPP/MPLAD/MCSTR /CFO	Note – refers to small claims, ie: a) \$500 or any greater amount prescribed by the Regulations; b) or 0.1% of the value that the land would have had if the land had not been affected by any circumstance set out in section 98(1) or (2) or 107.
s 107(1)	Function of receiving claim for compensation	SPO CFO	
s 107(3)	Power to agree to extend time for making claim	DCPP/MPLAD/MCSTR /CFO	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes		
s 114(1)	Power to apply to the VCAT for an enforcement order	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/PRIPL /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/PRIPL /TPLAN/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DCPP/MPLAD/CGAI /CGROA/CSSTAP/ TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DCPP/MPLAD/CGAI /CSSTAP/CENVPC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DCPP/DIA/MPLAD	Except Crown Land

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	DCPP/MPLAD/CGAI/CSTAP/ CGAI/CENVPC	Section 123 of the <i>Victorian Civil and Administrative Tribunal Act 1998</i> applies on an application to the Tribunal.
s 129	Function of recovering penalties	SPO	
s 130(5)	Power to allow person served with an infringement notice further time	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/ TLPIO/SPIO/CENVPC/TL EPO/SEPO/EPO	
s 148B	Power to apply to the Tribunal for a declaration.	DCPP/MPLAD/CGAI/CSTAP/ CGAI/CENVPC	
s 149A(1)	Power to refer a matter to the VCAT for determination	DCPP/MPLAD/CGAI/CST API/CENVPC	Note – Part 6 of the Act refers to enforcement and legal proceedings
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DCPP/MPLAD/CGAI /CGROA/CSTAP/ CENVPC ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	DCPP/MPLAD/MCSTR	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DCPP/MPLAD/CGAI /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	Subject to budgetary provision
s 171(2)(g)	Power to grant and reserve easements	DCPP/MPLAD/CGAI /CGROA/CSSTAP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCPP/MPLAD/MCSTR	Where Council is a development agency specified in an approved infrastructure contributions plan.  This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DCPP/MPLAD/MCSTR	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCPP/MPLAD/MCSTR	Where Council is the development agency specified in an approved infrastructure contributions plan.  This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.
s 173(1)	Power to enter into agreement covering matters set out in s 174	DCPP/MPLAD/CGAI /CGROA/CSSTAP /MCSTR/CSPP/CENVPC/ MBS	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DCPP/MPLAD/CGAI /CSSTAP /MCSTR/CGROA /CSPP	Where Council is the relevant responsible authority

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /MCSTR/CGROA /CSPP/CENVPC	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DCPP/MCSTR/CGAI  /CTOWP/STOWP /PRIPL/MCSTR/CGROA /CSPP/CENVPC	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DCPP/MPLAD/CGAI  /CSTAP/MCSTR  /CGROA/CSPP	Note - section 178 provides: “An agreement may, with the approval of the Minister, be amended by agreement between the responsible authority and all persons who are bound by any covenant in the agreement”.
s 178A(1)	Function of receiving application to amend or end an agreement	SPO ALL CITY STRATEGY	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL  /STOWP/PLAN  /SSUBO/SUBO  /MCSTR/CGROA  /CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /STOWP/TPLAN /SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178A(5)	Power to propose to amend or end an agreement	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SPO ALL CITY STRATEGY	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DCPP/MPLAD/CGAI  /CSTAP/STOWP /TPLAN/PRIPL/SSUBO /SUBO/MCSTR /CGROA/CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCPP/MPLAD/CGAI  /CSTAP/STOWP /TPLAN/PRIPL/SSUBO /SUBO/MCSTR /CGROA/CSPP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	SPO ALL CITY STRATEGY	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 179(2)	Duty to make available for inspection copy agreement	SPO  ALL CITY STRATEGY	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCPP/MPLAD/CGAI  /CSTAP/MCSTR /CGROA/CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 182	Power to enforce an agreement	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DCPP/MPLAD/MCSTR	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	SPO	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	SPO ALL CITY STRATEGY	
s 184G(2)	Duty to comply with a direction of the Tribunal	SPO ALL CITY STRATEGY	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	DCPP/MPLAD/CGAI / CSTAP/STOWP/PRIPL/ TPLAN/SSUBO/SUBO/ MCSTR/CGROA/CSPP	
s 198(1)	Function to receive application for planning certificate	SPO	
s 199(1)	Duty to give planning certificate to applicant	DCPP/MPLAD/CGAI / CSTAP/STOWP/PRIPL / TPLAN/SSUBO/SUBO	
s 201(1)	Function of receiving application for declaration of underlying zoning	SPO	
s 201(3)	Duty to make declaration	DCPP/MPLAD/CGAI / CSTAP/STOWP/PRIPL / TPLAN/SSUBO/SUBO/ / TLPIO/SPIO/CENVPC/ / TLEPO/SEPO/EPO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA/ CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA/CSPP/ TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO/ MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCPP/MPLAD/CGAI  /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPOF	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	SPO ALL CITY STRATEGY	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	SPO ALL CITY STRATEGY	

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>				
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.	ALL CITY STRATEGY SPO	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.	
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DCCP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO		
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements.	SPO	Where Council is the responsible authority	
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements.	SPO	Where Council is not the responsible authority, but the relevant land is within Council's municipal district	
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	ALLCITY STRATEGY SPO	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or	

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>		
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>
		Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>		
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>
r.19	Power to waive or rebate fee relating to amendment of a planning scheme	DCPP/MCSTR/CGROA /CSPP
		<p>Where Council is the planning authority</p> <p>Note – the grounds for waiving or rebating a fee include:</p> <ul style="list-style-type: none"> <li>a) the request has been withdrawn and a new request submitted in its place; or</li> <li>b) the amendment combines separate items from more than one request for an amendment to a planning scheme into one amendment; or</li> <li>c) in the opinion of the planning authority or the Minister—</li> </ul> <p>(i) the request imposes on the planning authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying</p> <ul style="list-style-type: none"> <li>d) that service; or</li> </ul>

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.19 <i>continued</i>			(ii) the primary intention of the amendment is to substantially assist in the implementation of State, regional or local policy; or (iii) the primary intention of the amendment is to upgrade and improve the planning scheme in the public interest; or (iv) the amendment implements a review of the planning scheme completed under section 12B of the Act; or (v) the amendment rewrites and restructures the planning scheme so that it may be more readily understood, without changing the planning policy; or (vi) the primary intention of the amendment is to make the planning scheme consistent in form and content with the directions or guidelines issued by the Minister under section 7 of the Act; or (vii) the primary intention of the amendment is to remove errors or anomalies in the planning scheme; or



<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.20  r.20 <i>continued</i>	Power to waive or rebate fee other than a fee relating to an amendment to a planning scheme	DCPP/MP/LAD/MCSTR /CGROA/CSPP/CSTAP /CGAI	(viii) the request has been made by a person or group of persons standing to gain no financial benefit from the amendment; or (ix) the amendment is not intended to financially benefit an owner or group of owners of land.  Where Council is the responsible authority Note – the grounds for waiving or rebating a fee include:  (a) <i>an application is withdrawn and a new application is submitted in its place; or</i> (b) <i>in the opinion of the responsible authority or the Minister the payment of the fee is not warranted because—</i> <i>(i) of the minor nature of the consideration of the matter decided or to be decided; or</i> <i>(ii) the requested service imposes on the responsible authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying that service; or;</i>  (c) <i>in the opinion of the responsible authority or the Minister (as the case may be) the application or determination assists—</i>



<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	ALLCITY STRATEGY SPO	<p>(i) the proper development of the State, region or municipal district; or</p> <p>(ii) the proper development of part of the State, region or municipal district; or</p> <p>(iii) the preservation of buildings or places in the State, region or municipal district which are of historical or environmental interest; or</p> <p>(d) the application relates to land used exclusively for charitable purposes.</p>

<b>RESIDENTIAL TENANCIES ACT 1997</b>				
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	
s.518F	Power to issue a notice to a caravan park operator regarding the emergency management plan if it is determined that the plan does not comply with the requirements	CPUBH		
s.522(1)	Power to give a compliance notice to a person	CPUBH		
s.525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CPUBH		
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CPUBH		

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>				
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	
r 7	Power to enter into a written agreement with a caravan park owner	CPUBH/EHO		
r 12(1) r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCSL/MCITS/CPUBH		
r 14(3)	Power to determine where notice of transfer is displayed	CPUBH/EHO		
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CPUBH/EHO		
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	NOT DELEGATED		

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CPUBH/EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CPUBH/EHO	
r 24(2)	Power to consult with relevant floodplain management authority	CPUBH/EHO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CPUBH/EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CPUBH/EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CPUBH/EHO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CPUBH/EHO	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	Power to declare a road by publishing a notice in the Victoria Government Gazette	NOT DELEGATED	Obtain consent in circumstances specified in 11(2)
s.11(8)	Power to name a road or change the name of a road by publishing a notice in the Government Gazette	NOT DELEGATED	
s13(1)	Power to fix a boundary road by publishing notice in the Government Gazette	DIA	Power of the coordinating road authority and obtain consent under s13(3) and section 13(4)
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	DIA/MASS/DCSS/IMPLAD	
s15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DIA	Must be ratified by Council
s15(1A)	Power to enter into an arrangement with a utility to transfer a road management function of the utility to the road authority	DIA	Must be ratified by Council

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.16(7)	Power to enter into an arrangement under section 15	DIA	Must be ratified by Council
s.17(3)	Power to decide that a road is reasonably required for general public use	NOT DELEGATED	Note – a public road includes a road declared pursuant to section 204(1) of the <i>Local Government Act 1989</i>
s.17(4)	Power to decide that a road is no longer reasonably required for general public use	NOT DELEGATED	
s.18(1)	Power to designate an ancillary area	NOT DELEGATED	Where Council is the coordinating road authority, and obtains consent in circumstances specified in section 18(2)
s.21	Power to reply to a request for information or advice from the Minister or relevant Minister	DIA/MASS/DCSS/IMPLAD	Obtain consent in the circumstances specified in section 11(2)
s.22(2)	Power to comment on a proposed Ministerial direction	DIA/MASS	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	NOT DELEGATED	
s.42(1)	Power to declare a public road as a controlled access road	NOT DELEGATED	Power of the coordinating road authority and Schedule 2 also applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.42(2)	Power to amend or revoke a declaration by notice published in the Government Gazette	NOT DELEGATED	Note “controlled access road” means a public road in respect of which a declaration is in force under section 42  Power of the coordinating road authority - Schedule 2 also applies
s42A(4)	Power to approve the Minister’s decision to specify a road as a specified freight road	DIA/MASS	Power of the coordinating road authority If the road is a municipal road or part thereof and where the road is to be specified a freight road
s.49	Power to develop and publish a road management plan	NOT DELEGATED	
s.51	Power to determine standards by incorporating the standards in a road management plan	NOT DELEGATED	
s53(2)	Power to cause notice to be published in the Government Gazette of an amendment etc. of a document in a road management plan	DIA/MASS	
s.54(6)	Power to amend a road management plan	NOT DELEGATED	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.63(1)	Power to consent to conduct of works on a road	DIA/MASS/DCSS/CTECS /MINFD/IMPLAD	Where Council is the coordinating road authority
s.63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DIA/MASS/MWASS/MINFD /DCSS/IMPLAD	Where council is the infrastructure manager
s.66(1)	Power to consent to structure etc	DIA/MASS	Where Council is the coordinating road authority
s.67(3)	Power to request information relating to the person responsible for distributing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.68(2)	Power to request information relating to the person responsible for depositing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	NOT DELEGATED	
s.87(2)	Duty to investigate complaint and provide report	DIA/MASS/MINFD/CTECS /DCSS/IMPLAD	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.96	Power to authorise a person for the purpose of instituting legal proceedings	DIA/MASS/MINFD/CTECS	
s.112(2)	Power to recover damages in court	DIA/MASS/MINFD/CTECS /DCSS/IMPLAD	
s.116	Power to cause or carry out an inspection where a notice of an incident arising out of the condition of a public road has been received	DIA/MASS/MINFD/DCSS /IMPLAD	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of The Head, Transport for Victoria)	DIA/MASS/MWASS/MINFD /DCSS/IMPLAD	
s.121(1)	Power to enter into an agreement in respect of works	DIA/MASS/MWASS/MINFD /DCSS/IMPLAD	
s.122(1)	Power to charge and recover fees	DIA	Note – fees may be charged if authorised under the Road Management (General) Regulations 2005. The Regulations express the fees in terms of “fee units” which are indexed annually. In 2014/15, a fee unit is \$13.24.
s.123(1)	Power to charge for any service	DIA	Note – the charge can include costs relating to:

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			a) supplying a service, product or commodity; or b) giving information.
Schedule 2 – Clause 2(1)	Power to make a decision in respect of controlled access roads	DIA/MASS/MINFD	Note – controlled access road means a public road in respect of which a declaration is in force under section 42.
Schedule 2 – Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NOT DELEGATED	See above
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager of another authority to conduct reinstatement works	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs incurred in sub clause 12(3)	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority

Instrument of Delegation to Members of Council Staff – August 2024

97

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 13(2)	Power to vary a notice period	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 16(1)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(5)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 18(1)	Power to enter into an agreement in relation to proposed roadworks	DIA/MASS/MINFD/DCSS /IMPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	DIA/MASS/MINFD/CTECS /DCSS/IMPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DIA/MASS/MINFD/CTECS /DCSS/IMPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DIA/MASS/MINFD/CTECS /DCSS/IMPLAD	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	DIA/MASS/MINFD/DCSS /IMPLAD	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.16(3)	Power to issue a permit	DIA/MASS/MINFD/DCSS	Where Council is the coordinating road authority
r.18(1)	Power to give written consent re damage to road	DIA/MASS/MINFD	Where Council is the coordinating road authority
r.23(2)	Power to make a submission to the tribunal.	DIA/MASS	Where Council is the coordinating road authority Note “tribunal” refers to the Victorian Civil and Administrative Tribunal
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act	NOT DELEGATED	Where Council is the coordinating road authority
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on a road	DIA/MASS/CTECS/MINFD /DCSS/IMPLAD	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from a road or part of road (after first complying with regulation 25(3))	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.25(5)	Power to recover in the Magistrates’ Court expenses from the person responsible	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.15	power to exempt a person from requirement under clause 13(1) of schedule 7 to the Act to give notice as to the completion of those works	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority

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<b>REPORT NO:</b>	9.7
<b>REPORT TITLE:</b>	Response to NOM24/30 - Mickleham Road Avenue of Honour
<b>SOURCE:</b>	Marvin Chen, Coordinator Traffic
<b>DIVISION:</b>	Infrastructure & Assets
<b>FILE NO:</b>	HCC24/688
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
<b>ATTACHMENTS:</b>	1. <i>Tree Removal associated with VicRoads road works</i> 2. <i>Signage Plan</i>

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**1. SUMMARY OF REPORT:**

- 1.1 This report addresses Notice of Motion (NOM24/30). It outlines a proposed signage scheme to identify the Mickleham Road Avenue of Honour as well as the associated cost.

**2. RECOMMENDATION:**

**That Council:**

- 2.1 Endorse the proposed signage scheme for the Mickleham Road Avenue of Honour provided in Attachment 2.**
- 2.2 Authorise the Director Infrastructure and Assets to seek the responsible road authority’s (VicRoads) approval for the signage scheme, and if required make any changes to the plans to meet VicRoads’ directives.**
- 2.3 Notify the Craigieburn Historical Interest Group and Craigieburn War Memorial and Remembrance Committee of the endorsed proposal.**
- 2.4 Allocate \$6,000 within Council’s 2024/2025 Responsive Road Safety Works – Operating Budget to implement the signage scheme.**

**3. LEGISLATIVE POWERS:**

- 3.1 Mickleham Road is an arterial road under the ownership and management of The Department of Transport and Planning (VicRoads). The proposed signs fall under the definition of ‘Tourist Attraction Signs’.
- 3.2 Section 9 (3) (4), of the Code of Practice – Operational responsibility for Public Roads (Government Gazette No. S 174) made under the Road Management Act 2004 states Tourist Attraction Signs (white on brown) will be the responsibility of VicRoads for signs facing traffic on arterial roads.
- 3.3 Accordingly, the signage scheme if endorsed by Council, will require the approval of VicRoads as the relevant road authority.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 The proposed signage scheme is expected to cost approximately \$6,000. VicRoads will likely require the signs to be maintained by Council and accordingly, costs associated with replacement due to damage or the sign reaching the end of its lifespan will be borne by Council.

REPORT NO: 9.7 (cont.)

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

- 5.1 Enhancing the recognition and significance of the Avenue of Honour may offer greater protection for the underlying the vegetation (mostly Sugar Gum and River Red Gum trees) that may be impacted by future development or road duplications. This retains habitat for wildlife in the area and cultivates biodiversity.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

- 6.1 Enhancing the recognition and significance of the Avenue of Honour may offer greater protection for the underlying the vegetation (mostly Sugar Gum and River Red Gum trees) that may be impacted by future development or road duplications. Retention of the trees sequesters carbon dioxide in the atmosphere in new growth.

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

- 7.1 The Avenue of Honour does not directly relate to human rights under the charter.

**8. COMMUNITY CONSULTATION:**

- 8.1 Council Officers have discussed the signage proposal with both the Craigieburn Historical Interest Group and the Craigieburn War Memorial Remembrance Committee. It was noted that while the preferred signage scheme at this stage may not fall within current VicRoads standards and guidelines in relation to its wording, however, both community groups were ultimately satisfied that some form of signage recognition was provided even if the wording was basic.

**9. DISCUSSION:**

**9.1 Notice of Motion**

- 9.1.1 A Notice of Motion (NOM24/30) was passed at Council’s Meeting on 8 July 2024, to enhance the Mickleham Road Avenue of Honour and its recognition by identifying signage at both the northern and southern ends of the Avenue.

- 9.1.2 The Notice of Motion stated that:

*“That Council investigates and reports on the costs and options of erecting roadside signage at the southern and northern ends of the Mickleham Road Avenue of Honour, specifically identifying the Avenue of Honour, and that a report be presented to council on the options available, acknowledging that Mickleham Road, Mickleham is designated as an arterial road, controlled and managed by VicRoads, and any works of this nature would require their prior approval.”*

**9.2 Existing Conditions**

- 9.2.1 The Mickleham Road Avenue of Honour (the Avenue) generally refers to the tree planting along Mickleham Road to the north and south of Mt Ridley Road. The planting extends approximately 1.2 kilometres to the south of Mt Ridley Road and 1.4 kilometres to the north, with a total length of 2.6 kilometres.

- 9.2.2 There were approximately 400 trees in total within the 2.6 kilometre length of the Avenue and they are mostly eucalypts, predominantly Sugar Gum and River Red Gum, with some exotics. For most of the length the trees are planted in avenues (single file), however there are also some that appear to be either self-sown or not intended to form part of a formal avenue.

**REPORT NO: 9.7 (cont.)**

- 9.2.3 The trees, including those within the Avenue, have a range of age, size and health. Many of the original trees had deteriorated and had been removed over the years with some of them replaced. On 24 April 2002, Mickleham Primary School children, teachers, Second World War veterans and their families reinstated the Avenue, planting River Red Gums with new brass name plates along the section to the south of Mt Ridley Road.
- 9.2.4 In 2023, VicRoads upgraded the Mickleham Road / Mt Ridley Road intersection and duplicated both Mickleham Road and Mt Ridley Road on the approaches to the intersection. This culminated in the removal of several trees and has created an approximate 300 metre gap along the Avenue of Honour. Refer to Attachment 1.
- 9.2.5 The Mickleham War Memorial is located on the roadside within the Avenue of Honour, outside Mickleham Primary School. The cenotaph at the Memorial includes the inscription ‘In honour of the brave men who enlisted from this District to serve in the Great War 1914 – 1918. For God and Country. Also for the men and women who served in the Second World War 1939 – 1945.’

**9.3 Proposed Signage Scheme**

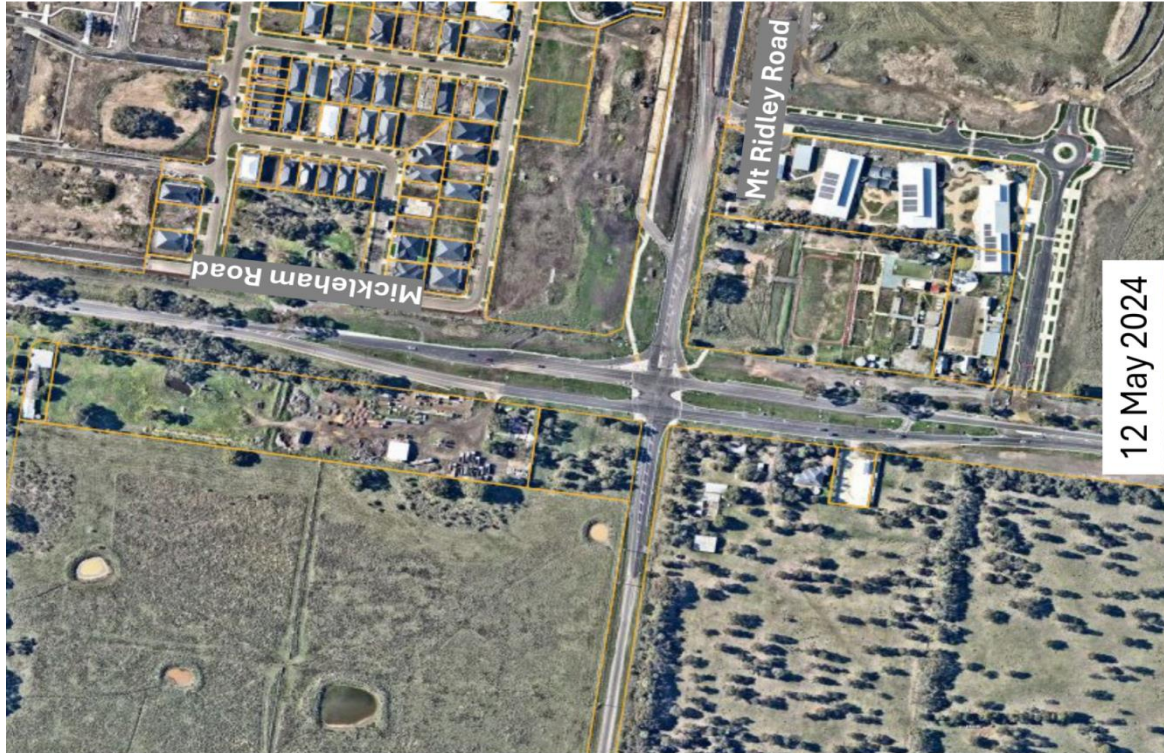
- 9.3.1 A review of other avenues of honour shows that some have signage that is more decorative or provides more information than what is proposed in this case. However, many of these were located on local roads where signage is not governed by the State Road Authority (VicRoads). In this case, being on an arterial road, VicRoads will generally only approve signage in line with the Australian Standards for tourism signage. It was also observed that most avenues on arterial roads do not have signage.
- 9.3.2 The proposed signage scheme identifying the Mickleham Road Avenue of Honour is provided in Attachment 2. The signage has been developed based on the boundaries specified in section 9.2.1.
- 9.3.3 It is proposed to provide the following wording “Mickleham Avenue of Honour WWI & WWII Veterans”. It is noted Australian Standards specify Tourist Signage information should generally be simplified to their most basic forms. While the proposed wording provides appropriate information in relation to the wars that the Avenue commemorates, the extended wording is ultimately subject to VicRoads approval.
- 9.3.4 The signage scheme for the Avenue of Honour is broken down to two discrete sections north and south of Mt Ridley Road having regard to the tree removal associated with the VicRoads related road work (refer to section 9.2.4).
- 9.3.5 It is proposed to provide signage on both sides of the road on all approaches to both sections of the Avenue of Honour significantly improving recognition of the commemorative trees.
- 9.3.6 The signage plan comprising eight (8) signs is estimated to cost \$6,000 to install.

**10. CONCLUSION:**

- 10.1 The proposed signage scheme, subject to VicRoads approval, will enhance and recognise the existing Avenue of Honour.
- 10.2 The signage plan comprising eight (8) signs is estimated to cost \$6,000 to install.
- 10.3 The recommendation arising from motion (NOM24/30) has been considered and addressed.

**REPORT NO: 9.7 (cont.)**

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OFFICER: ANTHONY KALAPURACKAL



DESCRIPTION: MICKLEHAM AVENUE OF HONOUR PROPOSED SIGNAGE SHEET 2



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<b>REPORT NO:</b>	9.8
<b>REPORT TITLE:</b>	Response to NOM 24/33 - Indented Parking on Narrow Streets Program
<b>SOURCE:</b>	Nick Varvaris, Assistant Manager Engineering
<b>DIVISION:</b>	Infrastructure & Assets
<b>FILE NO:</b>	HCC24/688
<b>POLICY:</b>	-
<b>STRATEGIC OBJECTIVE:</b>	2.2: Design and maintain our City with accessible spaces and a strong sense of place
<b>ATTACHMENTS:</b>	Nil

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## 1. SUMMARY OF REPORT:

This report addresses the Notice of Motion (NOM24/33 – 8 July 2024) regarding the delivery of the Narrow Streets Indented Parking Bay program.

*That Council:*

1. *Conduct a review of the infringement Management policy, in particular its impacts on nature strip parking, including consideration of the practical realities faced by residents due to poor estate design, and*
2. *Encourage council officers to continue to engage positively with (on nature-strip parking) fine recipients to understand their experience and circumstances that have led to receiving the parking infringement – particularly those in narrow streets by clearly providing them with the option of and how to appeal, especially when our Hume City Council infringement Management Policy acknowledges that first-time offenders maybe eligible for leniency under certain circumstance, provided they provide a valid circumstance.*
3. *To provide the information of the right to appeal and how to appeal on the back of the infringement notice to promote our transparency, and*
4. *Receive a report detailing the number of parking on nature strip infringements that have been handed out to residents living in narrow streets over the past 5 years.*
5. *Receive a report on the indented parking program and the Hume City Parking on Narrow Streets Policy, including options to fast-track the delivery of the indented parking bay projects were needed to provide benefits as quickly as possible to residents and remove the need to park on nature strips or other locations.*

## 2. RECOMMENDATION:

**That Council:**

- 2.1 **Notes the response to NOM24/33.**
- 2.2 **Notes that the Infringement Management Policy is currently under review and will be presented to Council in 2025.**
- 2.3 **Requests Officers to undertake a review of the impacts of the proposed parking enforcement approaches as outlined in 9.3.3, and present the findings to a future meeting of Council for consideration.**
- 2.4 **Notes that parking surveys have identified a high number of narrow streets that do not meet the current warrants of the Hume City Parking on Narrow Streets Policy (Policy). The Policy is scheduled to be updated in 2025 where the warrants will be reviewed and discussed with Council.**

**REPORT NO: 9.8 (cont.)**

- 2.5 Refers an increase of \$350,000 to the 2025/26 capital budget process for consideration to bring the total investment in the Indented Parking Program to \$1 million per year (indexed annually).

**3. LEGISLATIVE POWERS:**

- 3.1 Council has an obligation to enforce Section 197 of the Victorian Road Safety Road Rules 2009 (Road Rules), which prohibits parking on nature strips. The Victoria Police can also enforce the Road Rules.
- 3.2 Section 208 of the Road Rules requires the motorist to park the vehicle so that there is at least 3 metres of the road alongside the vehicle that is clear for other vehicles to pass. This can be enforced by Council or the Victoria Police, however it is difficult to establish the offending vehicle when two vehicles park opposite each other and there is less than 3 metres for traffic to flow.

**4. FINANCIAL IMPLICATIONS:**

- 4.1 Council provides an annual Capital Works budget to fund indented parking bays where the warrants under the Policy are met. The current 2024/25 annualised budget is approximately \$650,000 and the following years budget is adjusted to include CPI increases.
- 4.2 Since the implementation of the Policy over an eight-year period from the 2016/17 to 2023/24 financial year Council has delivered indented parking bays on 62 streets at a cost of approximately \$3,600,000.
- 4.3 A further 57 streets that meet the warrants for indented parking bays are waiting to be completed under the annual program. The costs for these works is estimated at \$3.2M and it is estimated it would take around five years to complete these works with the current funding arrangements.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

- 5.1 Vehicles parking on the nature strip leads to damage of the grassed area and compaction of the soil which can damage the root zone of nature strip trees.
- 5.2 The introduction of an indented parking bay may reduce tree canopy if it replaces an existing tree, or is located where a nature strip tree was proposed.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

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

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

- 7.1 There are no direct implications on human rights as a result of this report.

**8. COMMUNITY CONSULTATION:**

- 8.1 Consultation with affected residents and property owners is undertaken prior to the implementation of any parking restrictions or installation of indented parking bays.

REPORT NO: 9.8 (cont.)

9. DISCUSSION:

9.1 Notice of Motion

9.1.1 Notice of Motion (NOM24/33) adopted by Council at its meeting on the 8 July 2024, included several actions related to infringement management and parking on narrow streets. Each section is addressed below:

9.2 **Conduct a review of the infringement Management policy, in particular its impacts on nature strip parking, including consideration of the practical realities faced by residents due to poor estate design**

9.2.1 Council’s Infringement Management Policy was re-adopted by Council on 25 October 2021. It is currently being reviewed and the updated draft Policy will be scheduled for consideration by Council in early 2025, seeking endorsement for consultation prior to final adoption.

9.2.2 Council’s current policy acknowledges an infringement recipient’s right to request a review, outlines the review process, and specifies grounds upon which a review may be sought. Among these grounds is ‘exceptional circumstances’, which is broadly defined in the policy in recognition that a range of factors or situations may prevent an individual from complying with legal requirements.

9.2.3 This broad definition does allow a recipient to request a review of their infringement on the basis that the design of the street or available infrastructure may have made parking lawfully difficult or impossible.

9.2.4 It is Council’s current practice to withdraw infringements issued for nature strip offences on appeal in instances where it is a first offence and there has been no safety, asset or amenity impact.

9.3 **Encourage council officers to continue to engage positively with (on nature-strip parking) fine recipients to understand their experience and circumstances that have led to receiving the parking infringement – particularly those in narrow streets by clearly providing them with the option of and how to appeal, especially when our Hume City Council infringement Management Policy acknowledges that first-time offenders maybe eligible for leniency under certain circumstance, provided they provide a valid circumstance.**

9.3.1 Council’s parking services are delivered under contract by Orikan. Orikan receive all parking related complaints directly for their action. They coordinate and undertake parking patrols, issue warnings and infringements, and pursue court proceedings on Council’s behalf when infringements remain unpaid.

Whilst Orikan undertake these duties on Council’s behalf, Council continues to manage parking infringement review requests. This includes deciding when infringements are upheld, withdrawn, or replaced with another form of notice.

9.3.2 In the 2023/24 financial year, Council received more than 9,000 parking complaints from across Hume City. Parking patrols across Hume are conducted in response to these complaints. Complaints typically relate to poor parking behaviour, such as cars blocking driveways, cars parking in a manner that may damage assets, cars being parked in zones too long, or people being unable to easily drive down a street due to cars obstructing the road.

9.3.3 Parking contractors do not engage directly with residents to understand their experienced and circumstances when they undertake their patrols. However, Council has the option of directing Orikan to take different approaches regarding parking priorities and practices across the City. This could include;

- (a) Directing Orikan to issue a warning for all first-time nature strip offences, or when a vehicle is on a narrow street.

REPORT NO: 9.8 (cont.)

- (b) Only enforce parking offences in response to a complaint.
  - (c) Specify conditions in which enforcement would occur, such as when a vehicle is causing an obstruction, is parked against the direction of traffic, or is damaging assets.
- 9.3.4 Officers have not undertaken a review of the impact of the options presented in 9.3.3, but note they may present financial, operational, risk considerations, as well as impact customer complaints and community sentiment. Noting this, Officers proposed to conduct an analysis of these options and present them to a future meeting of Council for consideration.
- 9.4 To provide the information of the right to appeal and how to appeal on the back of the infringement notice to promote our transparency**
  - 9.4.1 In most cases, infringement notices are placed on the windscreen of offending vehicle. In addition to this, recipients receive the following by post:
    - (a) A copy of the infringement notice
    - (b) An infringement reminder notice
    - (c) Overdue reminder notice/s
  - 9.4.2 Each notice provides instructions how the recipient can request a review and includes a link to a website where recipients can view images captured of the offence.
- 9.5 Receive a report detailing the number of parking on nature strip infringements that have been handed out to residents living in narrow streets over the past 5 years.**
  - 9.5.1 In the 2023 – 2024 financial year, Council issued 6,938 infringements for nature strip offences in areas classified as ‘narrow streets’. This represents approximately 67% of all nature strip related infringements issued within the same period.
  - 9.5.2 While officers note that this Notice of Motion requested this data be provided for a 5-year period, Council’s systems are not structured to enable this reporting. The figures for the 2023-2024 financial year provided above provided an indication of the number of these infringements issued to residents each year.
- 9.6 Receive a report on the indented parking program and the Hume City Parking on Narrow Streets Policy, including options to fast-track the delivery of the indented parking bay projects were needed to provide benefits as quickly as possible to residents and remove the need to park on nature strips or other locations.**

**Background**

- 9.6.1 Since the implementation of the Intended Parking Policy over an eight-year period from the 2016/17 to 2023/24 financial year, Council has delivered indented parking bays on 62 streets at a cost of approximately \$3,600,000.
- 9.6.2 Parking surveys have currently identified a further 57 narrow streets at an estimated cost of \$3,200,000 to deliver that have met the warrants under the Policy for indented parking bays. As requests for indented parking bays are received from residents, new parking surveys are undertaken and additional streets that meet the warrants are added to the program.
- 9.6.3 Based on the current Capital Works annual funding allocation of approximately \$650,000 it would take approximately five years to complete this list of narrow roads without adding to it.
- 9.6.4 Parking surveys have also identified that 170 narrow streets have not met the warrants under the current Policy for indented parking bays. A change to the

REPORT NO: 9.8 (cont.)

warrants of the Policy would need to be made to allow for more streets to qualify for indented parking bays. This is outlined in more detail in Section 9.5 on Policy.

**Process**

- 9.6.5 The process to deliver indented parking bays on a narrow street that have met the warrants of the Policy is as follows.
- (a) Consultation and approval with Council’s City Parks and Open Space Department (Parks) regarding existing trees and new trees. This process requires several plan iterations.
  - (b) Field survey of street.
  - (c) Concept plan of existing conditions and proposed indented parking bays.
  - (d) Consultation and approval with Service Authorities if modifications are required. This process requires some plan iterations.
  - (e) Streetscape plan and resident consultation / engagement. This process involves some plan iterations.
  - (f) Detailed design plan and itemised schedule of works to form the tender document.
  - (g) Procurement process to engage a construction contractor and contract availability to undertake works.
- 9.6.6 The process involves many consultation steps which on average leads to eight iterations of the concept plan before the detailed design plan can be undertaken. While this may sound like a lot, established streets are a deceptively complex environment to work in. Aside from the obvious constraints of the existing road, footpaths and driveways, any design needs to consider multiple underground services and the various property connections, such as drainage, power, water, gas, sewer and telecommunications. There can also be a wide range of opinions among property owners regarding the preferences for increased parking versus an improved streetscape and space for vegetation.

**Fast-Track Option**

- 9.6.7 The program could be sped up to deliver approximately \$1,000,000 worth of projects annually, up from \$650,000. This would be supported by an additional project manager that would be costed to the program budget.

**Indented Parking Policy**

- 9.6.8 The parking surveys have identified a high number of narrow streets that do not meet the warrants of the Policy. This has led to some resentment and complaints from residents. There are some streets that have been surveyed several times that have come close to meeting the warrants but just miss out.
- 9.6.9 The current warrant for indented parking bays under the Policy is where *‘the demand for on-street parking exceeds the space that is available on side of the road the warrant for indented parking is met’*.
- 9.6.10 Reducing the warrant to *‘if there is less than 20% parking available on one side of the road’* would qualify more narrow streets for indented parking bays and satisfy more residents. This would be reviewed when the Policy is next updated in 2025.

**10. CONCLUSION:**

- 10.1 The Infringement Management Policy is currently under review and will be presented to the new Council for discussion.

**REPORT NO: 9.8 (cont.)**

- 10.2 A potential increase to the Indented Parking on Narrow Streets annual program funding will be referred to the 25/26 capital budget process for consideration.
- 10.3 Reducing the warrant requirement for indented parking bays under the Policy would qualify more narrow streets and this will form part of the next review of that Policy.

REPORT NO: 9.8 (cont.)

NARROW STREETS FUNDED AND INDENTED PARKING BAYS CONSTRUCTED				
NO.	STREET NAME	SUBURB	LOCATION	COST
1	Academy Drive	Broadmeadows	b/w Wharton Avenue and road bend	\$72,000
2	Acland Street	Craigieburn	b/w Clarendon Avenue and road bend	\$24,000
3	Bickerton Way	Roxburgh Park	Whole length	\$95,000
4	Bradworth Street	Craigieburn	b/n Botanic Rise and Jacaranda Place	\$60,000
5	Bonnor Street	Sunbury	Whole length	\$85,000
6	Brushwood Circuit	Roxburgh Park	Whole length	\$100,000
7	Chesterville Court	Roxburgh Park	Whole length	\$45,000
8	Cleeland Court	Roxburgh Park	Whole length	\$45,000
9	Corell Way*	Roxburgh Park	Whole length	\$65,000
10	Columbia Circuit*	Broadmeadows	Whole length	\$35,000
11	Crestwood Road*	Greenvale	Cul-de-sac	\$30,000
12	Douglas Mawson Drive	Roxburgh Park	b/n McPherson Boulevard and Stilwell Crescent	\$100,000
13	Eildon Court	Meadow Heights	Whole length	\$25,000
14	Foxton Place	Roxburgh Park	Whole length	\$10,000
15	Gaussberg Walk	Roxburgh Park	Whole length	\$86,000
16	Gippsland Way	Craigieburn	Whole length	\$80,000
17	Glama Court	Roxburgh Park	Whole length	\$50,000
18	Greensted Grove*	Roxburgh Park	Cul-de-sac	\$15,000
19	Grey Court	Sunbury	Whole length	\$43,000
20	Hanke Place	Sunbury	Whole length	\$53,000
21	Havilland Drive	Roxburgh Park	Whole length	\$30,000
22	Hunter Avenue	Roxburgh Park	Whole length	\$100,000
23	Jamieson Close	Roxburgh Park	Whole length	\$130,000
24	Kinglake Crescent	Craigieburn	West of Booderee Way	\$84,000
25	Kastura Retreat	Roxburgh Park	Whole length	\$75,000
26	Korab Place	Roxburgh Park	Whole length	\$36,000
27	Lambert Place	Roxburgh Park	Whole length	\$30,000
28	Langbourne Court	Greenvale	Whole length	\$64,000
29	Lawry Place	Roxburgh Park	Whole length	\$30,000
30	Long Island Circuit	Craigieburn	Whole length	\$70,000
31	Lucy Crescent	Greenvale	Whole length	\$40,000
32	Magdalene Court	Sunbury	Whole length	\$70,000
33	Mellor Rise	Roxburgh Park	Whole length	\$75,000
34	Merrigan Court*	Roxburgh Park	Whole length	\$37,123
35	Merrivale Place	Roxburgh Park	Whole length	\$90,000
36	Miles Place*	Roxburgh Park	Whole length	\$25,000

REPORT NO: 9.8 (cont.)

<b>NARROW STREETS FUNDED AND INDENTED PARKING BAYS CONSTRUCTED (CONT’)</b>				
<b>NO.</b>	<b>STREET NAME</b>	<b>SUBURB</b>	<b>LOCATION</b>	<b>COST</b>
37	McGeorge Court	Sunbury	Whole length	\$27,000
38	McLaurin Avenue	Roxburgh Park	Whole length	\$31,000
39	Mladen Court	Coolaroo	Whole length	\$39,000
40	Molineux Way	Roxburgh Park	Whole length	\$60,000
41	Nixon Court	Roxburgh Park	Whole length	\$15,000
42	Petre Court	Roxburgh Park	Whole length	\$35,000
43	Porter Avenue	Roxburgh Park	Whole length	\$22,000
44	Reading Close	Roxburgh Park	b/w property no. 17 & 24	\$40,000
45	Reynolds Court	Roxburgh Park	Whole length	\$85,000
46	Rocklands Rise	Meadow Heights	Whole length	\$34,000
47	Rosemont Way	Roxburgh Park	Whole length	\$40,000
48	Roycroft Road	Roxburgh Park	Whole length	\$90,000
49	Sherwin Place	Roxburgh Park	Whole length	\$30,000
50	Snowden Place	Roxburgh Park	Whole length	\$51,000
51	Sporing Court	Roxburgh Park	Whole length	\$15,000
52	Taylor Place	Roxburgh Park	Whole length	\$20,000
53	Thames Way	Roxburgh Park	Whole length	\$125,000
54	Thirlestane Place	Craigieburn	Whole length	\$40,000
55	Vela Place	Roxburgh Park	Whole length	\$50,000
56	Verwood Court*	Craigieburn	Whole length	\$30,000
57	Waterdale Rise*	Roxburgh Park	Whole length	\$45,000
58	Wild Crescent	Roxburgh Park	Whole length	\$145,000
59	Winchster Way	Broadmeadows	Whole length	\$32,000
60	Wintle Close	Roxburgh Park	Whole length	\$40,000
61	Wharton Avenue	Broadmeadows	Whole length	\$149,000
62	Yellowstone Court	Roxburgh Park	Whole length	\$55,000
63	Various	Various	Individual indented parking bays	\$177,248
<b>(2016/17 \$200,000; 2017/18 \$400,000; 2018/19 \$500,000; 2019/20 \$400,000; 2020/21 \$614,000; 2021/22 \$628,490; 2022/23 \$643,487; 2023/24 \$659,009)</b>				<b>\$3,626,371</b>
<b>TOTAL</b>				

\*Projects being designed/under construction



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<b>REPORT NO:</b>	9.9
<b>REPORT TITLE:</b>	Child Safety and Wellbeing Policy
<b>SOURCE:</b>	Chris Bradbury, Coordinator Integrity Support
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC20/375
<b>POLICY:</b>	POL/284
<b>STRATEGIC OBJECTIVE:</b>	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"><li>1. <i>Safeguarding Children and Young People Policy</i></li><li>2. <i>Child Safety and Wellbeing Policy</i></li><li>3. <i>External Reporting Procedure</i></li></ol>

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**1. SUMMARY OF REPORT:**

Council’s existing Child Safe policy has been reviewed and updated to demonstrate how Council will comply with the Victorian Child Safe Standards (VCSS).

**2. RECOMMENDATION:**

**That Council**

- 2.1 Revokes the Safeguarding Children and Young People Policy (attachment 1)**
- 2.2 Endorses the updated Child Safety and Wellbeing Policy (attachment 2)**

**3. LEGISLATIVE POWERS:**

- 3.1 Hume City Council is obligated to comply with the Victorian 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 are no financial implications that need to be considered as a result of this report.

**5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:**

There are no environmental sustainability considerations that need to be considered as a result of this report.

**6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:**

There are no climate change adaptation considerations that need to be considered as a result of this report

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

The review of this Policy has considered relevant Equal Opportunity Legislation and supports the right to protection from torture and cruel, inhuman or degrading treatment outlined in the Charter of Human Rights.

**8. COMMUNITY CONSULTATION:**

- 8.1 Community consultation has not been undertaken in relation to this review of the Policy.
- 8.2 The timing of this update has been prompted by the approaching review date of the previous policy and pending legislative changes to the Reportable Conduct Scheme.

**REPORT NO: 9.9 (cont.)**

- 8.3 While the layout of the updated Policy has changed, these changes do not impact on Council’s obligations under the Act and the changes to the Reportable Conduct Scheme relate to labour hire staff and contractors engaged by Council.
- 8.4 Council also engaged a specialist law firm, that only deals with child safeguarding matters, to review the policy to ensure it addresses the legislative changes.
- 8.5 Accordingly, community consultation was not required as part of this review as no material changes have been made.

**9. DISCUSSION:**

- 9.1 As required by the Commission for Children and Young People (CCYP), the new policy contains further information about how Council will address the Victorian Child Safe Standards (VCSS).
- 9.2 Effort has been made to condense the information in the policy as much as practicable, making the policy easier to understand. This will make it easier for staff to understand their obligations in relation to child safety and also make it easier for the community to understand how Council is addressing VCSS.
- 9.3 While Council has always had procedures in place for responding to child abuse and reportable conduct allegations, the process was not previously documented. A copy of the External Reporting Procedure is included as Attachment 3.

**10. CONCLUSION:**

Endorsement of the Child Safety and Wellbeing Policy supports Council’s compliance with the Act.



# Safeguarding Children and Young People Policy

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<b>Policy Reference No.</b>	POL/284
<b>File No.</b>	HCC20/375
<b>Strategic Objective</b>	2.2: Strengthen community safety and respectful behaviour
<b>Adopted by Council</b>	27 July 2020 –
<b>Re-Adopted</b>	14 June 2022
<b>Date Reviewed</b>	June 2024
<b>Responsible Officer</b>	Manager, Family Youth and Children
<b>Division</b>	City Services and Living

**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.

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

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**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

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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.

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

**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.

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

**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

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

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
<b>CEO and Executive Leadership and Management Team</b>	<ul style="list-style-type: none"> <li>• Advocate and promote child rights, empowering and engaging children and young people in support of this Policy.</li> <li>• Ensure all staff understand their obligations in accordance with this Policy and any relevant policy and procedural documentation.</li> <li>• Ensure this Policy is implemented and adhered to amongst staff.</li> <li>• 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.</li> <li>• Ensure adequate resources are allocated to allow effective implementation of this Policy.</li> <li>• Ensure to fully support Staff with any decision to initiate action to protect a child from abuse and neglect.</li> <li>• 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.</li> <li>• Proactively share resources and experience in the development of child safe initiatives as they are identified.</li> <li>• 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.</li> </ul>

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		



**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

	<ul style="list-style-type: none"> <li>• Ensure that all staff are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Provide information relating to the Child Safe policies and practices via training/induction material to new and existing staff.</li> <li>• Make child safety resources available to managers, team leaders and coordinators for dissemination.</li> <li>• Ensure that all employees complete the compulsory e-learning Child Safe Standards training.</li> <li>• 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.</li> <li>• 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.</li> <li>• Support staff to build resilience and cope with child abuse incidences, for example through resilience training, Employee Assistance Program (EAP) counselling service.</li> <li>• Reflect a culture of child safety in all corporate training activities.</li> <li>• Support the Child Safety Officer with confidential staff matters.</li> </ul>
<b>All staff and volunteers</b>	<ul style="list-style-type: none"> <li>• Ensure all staff have completed mandatory training</li> <li>• Planning staff tasks and delegation of work to staff with appropriate training as Working with Children checks.</li> <li>• 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.</li> </ul>
<b>Child Safe Champions</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Offer information, referral and/or support to the child, the parents/caregivers, the person who reports and the allegation.</li> <li>• Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required).</li> <li>• Confirm relevant authorities have been notified i.e. Department of Health and Human Services (DHHS) Child</li> </ul>

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

	<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"> <li>Engage the assistance of expert advice as required.</li> </ul> <p>Retain the completed reporting according to Council’s privacy policy and procedures.</p>
<b>Those responsible for mandatory reporting under the <i>Children, Youth and Families Act 2005</i></b>	<ul style="list-style-type: none"> <li>Act in accordance with Children, Youth and Families Act 2005 in relation to reporting child abuse.</li> </ul>
<b>All Councillors, Employees, Volunteers and Contractors</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Advocate and promote child rights, empowering and engaging children and young people in support of this Policy.</li> <li>Complete the compulsory Child Safe Standards e-learning training module within 30 days of it being allocated.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Ensure compliance with this Policy, fully implementing and adhering to the commitments and expectations</li> <li>To undertake any induction and training anticipated in this Policy, in relation to policy and procedures relevant to safeguarding children and young people.</li> <li>To support a culture of openness, continued improvement and accountability to children and young people by</li> </ul>

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

	<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"> <li>• 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.</li> <li>• To adopt appropriate safeguarding practice and behaviour</li> <li>• To take action to protect children and young people from all forms of abuse and neglect.</li> <li>• To report any abuse committed by staff within our organisation or by others.</li> <li>• To assist in creating and maintaining a child safe culture and a culture of inclusion and safety.</li> </ul>
<b>Communications and Events</b>	<ul style="list-style-type: none"> <li>• Promote Hume City Council as an organisation that upholds the Child Safe Standards.</li> <li>• 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</li> </ul>

**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)

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

- 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.

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

APPENDIX A

GLOSSARY OF TERMS AND LEGISLATIVE REQUIREMENTS

<b>Key Term</b>	<b>Definition</b>
<b>Child or Young person</b>	A person under the age of eighteen years.
<b>Child Safety</b>	A range of timely and appropriate measures to protect a child from abuse.
<b>Child Safe Organisation</b>	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.
<b>Staff</b>	All who work for the organisation whether in a paid or unpaid capacity, including; employees, casual employees, , Contractors, Students, partner organisations.
<b>Volunteer</b>	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.
<b>Contractor or Consultant</b>	An individual engaged to provide goods, and or services or works on behalf of Council.
<b>Contracted Organisations</b>	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.
<b>Duty of Care</b>	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.
<b>Critical Incident</b>	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.
<b>Cultural Safety of Aboriginal Children</b>	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.

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<p><b>Cultural safety for children from culturally and/or linguistically diverse backgrounds</b></p>	<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>
<p><b>Risk management</b></p>	<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>
<p><b>Failure to Disclose</b></p>	<p>A failure to act on the legal obligation upon <b>all</b> 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>
<p><b>Failure to Protect</b></p>	<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>
<p><b>Grooming Legislation</b></p>	<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>

<p><b>Policy Reference No:</b></p>	<p>POL/284</p>	<p><b>Responsible Officer:</b></p>	<p>Manager, Family Youth and Children’s Services</p>
<p><b>Date of Re/Adoption:</b></p>	<p>14 June 2022</p>	<p><b>Division</b></p>	<p>City Services and Living</p>
<p><b>Review Date:</b></p>	<p>June 2024</p>	<p style="text-align: center;">Page 12 of 15</p>	

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<b>Online environment</b>	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.
<b>Reasonable Belief or Belief on reasonable grounds</b>	<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"> <li>• They are more likely to accept rather than reject their suspicion; and</li> <li>• The belief is formed through disclosures, observations or other information of which they have become aware.</li> </ul> <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>
<b>Victorian Child Safe Standards</b>	<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>
<b>Commission for Children and Young People (CCYP)</b>	<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"> <li>• independent scrutiny and oversight of services for children and young people, particularly those in the out-of-home- care, child protection</li> <li>• youth justice systems advocacy</li> <li>• supporting and regulating organisations that work with children and young people to prevent abuse and make sure these organisations have child safe practices.</li> </ul>
<b>Reportable Conduct Scheme</b>	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

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

	<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"> <li>• supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses; and</li> <li>• independently overseeing, monitoring and making appropriate recommendations to improve organisational responses.</li> </ul>
<b>National Principles for Child Safe Organisations (National Principles)</b>	<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><a href="https://childsafe.humanrights.gov.au/national-principles">https://childsafe.humanrights.gov.au/national-principles</a></p>
<b>The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission).</b>	<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><a href="https://www.childabuseroyalcommission.gov.au/">https://www.childabuseroyalcommission.gov.au/</a></p>
<b>United Nations Convention on the Rights of the Child</b>	<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><a href="https://www.ohchr.org/en/professionalinterest/pages/crc.aspx">https://www.ohchr.org/en/professionalinterest/pages/crc.aspx</a></p>

<b>Policy Reference No:</b>	POL/284	<b>Responsible Officer:</b>	Manager, Family Youth and Children
<b>Date of Re/Adoption:</b>	14 June 2022	<b>Division</b>	City Services and Living
<b>Review Date:</b>	June 2024		



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 provided 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

Safeguarding Children and Young People Code of Conduct	Approved By: ELT	Approval Date: May 2022
	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)

Safeguarding Children and Young People Code of Conduct	Approved By: ELT	Approval Date: May 2022
	Author: Manager Family Youth and Children	Review Date: July 2023



- 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.

Safeguarding Children and Young People Code of Conduct	Approved By: ELT	Approval Date: May 2022
	Author: Manager Family Youth and Children	Review Date: July 2023



- 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.

Safeguarding Children and Young People Code of Conduct	Approved By: ELT	Approval Date: May 2022
	Author: Manager Family Youth and Children	Review Date: July 2023



- 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.

Safeguarding Children and Young People Code of Conduct	Approved By: ELT	Approval Date: May 2022
	Author: Manager Family Youth and Children	Review Date: July 2023





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	

<b>Safeguarding Children and Young People Code of Conduct</b>	<b>Approved By:</b> ELT	<b>Approval Date:</b> May 2022
	<b>Author:</b> Manager Family Youth and Children	<b>Review Date:</b> July 2023



# Child Safety and Wellbeing Policy

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<b>Policy Reference No.</b>	POL/284
<b>File No.</b>	HCC20/375
<b>Strategic Objective</b>	1.3. Promote a healthy, inclusive and respectful community that fosters community pride and safety.
<b>Adopted by Council</b>	June 2024
<b>Re-Adopted</b>	
<b>Date Reviewed</b>	June 2027
<b>Responsible Officer</b>	Manager Governance
<b>Division</b>	Finance & Governance

**1 Policy statement**

At Hume City Council (Council) safeguarding children and young people is everyone’s responsibility.

Everyone has the responsibility to be alert to and respond to risks of harm to children and young people, incidents of child abuse and neglect and to create and maintain a child safe culture. Staff will do this by following appropriate safeguarding practice and behaviour as set out in policy and procedural guidelines.

Council recognises that all children and young people have the fundamental right to develop, reach their full potential, and 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.

**2 Commitment to Child Safety**

Council is committed to keeping children and young people safe and protected. All children and young people who access services provided by Council have the right to be safe and feel safe.

The safety, well-being and interests of children and young people are paramount, and we have a zero-tolerance approach to child abuse. Council is committed to creating and maintaining a child safe organisation where children and young people are valued and protected from harm and abuse.

Council is welcoming of all children and young people and is committed to the principles of cultural safety and inclusion for Aboriginal and Torres Strait Islander children, children with a refugee or migrant background, those who have a disability, those who are unable to live at home and those who identify as lesbian, gay, bisexual, trans, intersex, queer, gender diverse and asexual (LGBTIQA+). Council aims to create child safe and friendly environments where children and young people feel safe and can fully participate. Council actively listens to and supports children to be strong, confident, and self-determined citizens.

**3 Purpose**

- 3.1 Council has zero-tolerance approach towards child abuse and neglect and is committed to the rights of all children and young people to feel safe and be safe when participating in Council activities, services, and events.
- 3.2 This policy outlines the responsibilities of all Council staff to keep children and young people safe.
- 3.3 This policy reflects child safe legislation and promotes best practice for working with children and young people. Council is committed to acting in the best interests of children and young people and building a culture of child safety at all levels.
- 3.4 This policy is to be read in conjunction with the Safeguarding Children and Young People Code of Conduct to ensure that staff understand their responsibility in child safety and can meet their legislative obligations.
- 3.5 In accordance with this policy, allegations of child abuse and reportable conduct will be fully investigated within the organisation’s legislative scope and handled with confidentiality and discretion, whilst ensuring that the best interests of children and young people are upheld.



**4 Scope**

The Child Safety and Wellbeing Policy (Policy) applies to all staff in paid and unpaid capacities including, Councillors, employees, casual employees, students on placement, volunteers, contractors, and workers and volunteers provided by labour hire agencies, companies or other providers (staff).

The Policy applies irrespective of whether roles have direct contact with children and young people.

This Policy extends to all Council environments and all interactions with children and young people including but not limited to, Council facilities, activities, programs and services and open spaces in both physical and online environments.

It covers children and young people up to the age of 18 years.

This Policy has been developed to support Council’s compliance with the eleven [Victorian Child Safe Standards](#), established under the Child Safety and Wellbeing Act 2005.

**5 Responsibilities**

The safety of children and young people is **everyone’s** responsibility. Everybody has a duty of care to keep children and young people safe, regardless of their role.

Role	Responsibility
CEO	<ul style="list-style-type: none"> <li>• Model and champion, a child safe culture</li> <li>• As head of organisation, act in accordance with obligations of Reportable Conduct Scheme</li> </ul>
<p><b>Senior Leadership Team (SLT): CEO, Executive Leadership Team, Department Managers</b></p>	<ul style="list-style-type: none"> <li>• Model and champion, a child safe culture</li> <li>• Advocate and promote the rights of children and young people, and empowering and engaging children and young people in support of this Policy.</li> <li>• Ensure all staff understand their obligations in accordance with this Policy and any relevant policy and procedural documentation.</li> <li>• Ensure this Policy is implemented and adhered to.</li> <li>• Ensure the development and implementation of required policies, procedures and guidelines to support safeguarding children and young people in accordance with this Policy.</li> <li>• Ensure adequate resources are allocated to allow effective implementation of this Policy.</li> <li>• Support staff to initiate actions to protect a child from abuse and neglect.</li> <li>• Ensure appropriate supports, such as counselling and formal debriefing, are provided for Staff involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person.</li> <li>• Proactively share resources and experience in the development of child safe initiatives as they are identified.</li> <li>• 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.</li> <li>• Ensure that all staff are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.</li> </ul>
All staff	<ul style="list-style-type: none"> <li>• Uphold Council’s Statement of Commitment to child safety and act in accordance with Child Safeguarding and Wellbeing Policies and</li> </ul>

	<p>procedures, including this Policy and Safeguarding Children and Young People Code of conduct.</p> <ul style="list-style-type: none"> <li>• Place the best interests of children and young people above the interests of the organisation or other individuals within it, subject to legislative obligations.</li> <li>• Take action to protect children and young people from risks of harm and all forms of child abuse and neglect. This also applies to any incidents, disclosures, suspicions, or breaches of the Code of Conduct that may be encountered within Council and whilst undertaking their role in the wider Hume community. Where a child is in immediate danger, call 000.</li> <li>• Report any child abuse or reportable conduct committed by staff within our organisation or by others in line with the Reportable Conduct Scheme.</li> <li>• Advocate and promote child rights, empowering and engaging children and young people in support of this Policy.</li> <li>• Ensure appropriate supervision of children and young people with consideration to their age, development and other vulnerabilities.</li> <li>• Complete the compulsory Child Safe Standards e-learning training module annually, within 30 days of it being allocated.</li> <li>• Complete other professional development as required and seek support from co-ordinator or manager if there is anything that required clarification.</li> <li>• Obtain and maintain a valid Working with Children Check throughout the duration of employment as required for their role. Ensure that Council is registered on their WWCC and ensure that People and Culture (P&amp;C) is aware of any exclusion notice immediately.</li> <li>• Support a culture of openness, continued improvement and accountability to children and young people by engaging in regular review and discussion of organisational policies and practices and providing feedback to support improvement.</li> <li>• Assist in creating and maintaining a child safe culture and a culture of inclusion and safety.</li> <li>• Seek guidance from a supervisor or manager if there is any lack of understanding in relation to and expectations set out in this Policy</li> </ul>
<p><b>People &amp; Culture</b></p>	<ul style="list-style-type: none"> <li>• Provide information relating to the Child Safe policies and practices via training/induction material to new and existing staff.</li> <li>• Ensure that all employees complete the compulsory e-learning Child Safe Standards training.</li> <li>• Conduct recruitment practices, pre-employment screening and National Police and Working with Children Check processes in line with Council’s recruitment and selection guideline requirements for child related work.</li> <li>• Manage Council’s disciplinary procedures. Oversee any investigations into suspected staff misconduct and provide advice in relation to disciplinary</li> </ul>

	<p>procedures as they apply to the Child Safe Standards and Child Safe Policy.</p> <ul style="list-style-type: none"> <li>• Provide support when reporting child abuse, for example through resilience training, Employee Assistance Program (EAP) counselling service.</li> <li>• Reflect a culture of child safety in all corporate training activities.</li> <li>• Support the Project Officer – Child Safe Standards with confidential staff matters.</li> </ul>
<p><b>Child Safe Team: Manager People and Culture, People and Culture Coordinator, Coordinator Integrity Support, Project Officer Child Safe Standards</b></p>	<ul style="list-style-type: none"> <li>• Act as a point of contact for child safety concerns or allegations of reportable conduct.</li> <li>• Offer information, referral and/or support to the child, the parents/caregivers, the person who reports the allegation.</li> <li>• Provide guidance to determine whether there is sufficient information to support a reasonable belief that the alleged conduct has occurred.</li> <li>• Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint, support in the determination of reasonable belief and commence disciplinary process (if required).</li> <li>• 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 reportable conduct.</li> <li>• Engage the assistance of expert advice as required.</li> <li>• Retain the completed reporting according to Council’s privacy policy and procedures.</li> </ul>
<p><b>Those responsible for mandatory reporting under the <i>Children, Youth and Families Act 2005</i></b></p>	<ul style="list-style-type: none"> <li>• Act in accordance with Children, Youth and Families Act 2005 in relation to reporting child abuse.</li> </ul>
<p><b>Communications and Events</b></p>	<ul style="list-style-type: none"> <li>• Promote Council as an organisation that upholds the Child Safe Standards.</li> <li>• Ensure relevant events and public activities include messaging about Child Safe Standards and have procedures in place to mitigate the risk of harm to children and young people.</li> </ul>

**6 Hume City Council Staff**

**6.1 Safeguarding Children and Young People Code of Conduct (SCYP Code of Conduct)**

Council has a SCYP Code of Conduct outlining the expectations of staff which must be read in conjunction with this Policy.

Before working with children, staff must read, understand and agree to comply with the code of conduct.

### **6.2 Recruitment of staff**

The safety of children and young people is at the centre of recruitment and screening. Council’s statement of commitment is included in job advertisements.

For roles that have direct or indirect contact with children and young people a Working with Children Check (WWCC), police check, and comprehensive referee checks are required.

### **6.3 Support to staff**

Council is committed to ensuring that all staff receive training to understand their responsibilities in relation to child safety. Training provided will be a combination of face-to-face and/ or online depending on the role.

All staff are required to complete Child Safe Standards and Reportable Conduct training modules through the learning management system annually, within 30 days of it being allocated.

Child protection and mandatory reporting training through the Department of Education and Training must also be completed by relevant staff.

Staff have access to Aboriginal and Torres Strait Islander Engagement - Building Aboriginal Cultural Competency training through the corporate training calendar.

Staff may also be required to engage in other prescribed training as the need is identified.

## **7 Policy**

### **7.1 Children’s Empowerment and Participation**

Council seeks to ensure that children and young people are informed about their rights to safety and participation.

The voice of children and young people will be considered in all aspects of Council business including the provision of services, programs and activities. Children and young people should be seen as active citizens in their community. Council will do this by providing formal and informal opportunities for children and young people to have a say in decisions that affect them.

### **7.2 Families and Communities**

Council recognises the important role of families and seeks to involve them in decisions that may affect their children.

Families are encouraged to provide feedback or raise concerns with Council as the need arises.

Council provides information to families and the community regarding child safe policies and practises by:

- Publishing this policy and (SCYP) Code of Conduct on Council’s website
- Providing information about our approach to child safety to parents of children accessing Council’s programs and services
- Providing families with information and support to report a concern, or allegation in a range of options which are provided in a number of community languages.

### **7.3 Diversity and Inclusion**

Hume is an incredibly diverse municipality and Council is committed to creating an inclusive and safe environment for all in our community. Racism is not tolerated.

Council is welcoming of all children and young people and is committed to the principles of cultural safety and inclusion for Aboriginal and Torres Strait Islander children, children with a refugee or migrant background, those who have a disability, those who are unable to live at home and those who identify as LGBTIQ+.

Council has a number of plans and frameworks including:

- Reconciliation Action Plan outlining the commitment to supporting and strengthening connections in Aboriginal communities and creating culturally safe environments for Aboriginal children and their families.
- The Multicultural Framework outlines the support of established migrant communities as well as newly arrived and emerging communities.
- Disability Action Plan outlining support to citizens with a disability.
- A range of resources, groups and services available to those to identify as LGBTIQ+.

### **7.4 Reporting and responding to child abuse allegations**

All staff have a responsibility to report risks of harm to children and young people, child abuse and reportable conduct.

Council’s processes to manage complaints and concerns are child focused. Reports will be treated seriously and responded to promptly and thoroughly, guided by the Reporting Child Abuse and Reportable Conduct Procedure.

Reportable conduct investigations are outsourced to an independent investigator as per recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission).

Staff are expected to cooperate with child safety investigations conducted internally or externally, including but not limited to investigations conducted by an independent investigator, Victoria Police and the Department of Families, Fairness and Housing (DFFH).

#### **7.4.1 Child Safe Committee**

The Child Safe Committee (Committee) will have oversight of all child safe reports. The committee is made up of:

- Manager People & Culture
- Project Officer – Child Safe Standards
- Coordinator People & Partnerships
- Coordinator Integrity Support

The committee can take reports from children, young people, families, and members of the community, and can provide guidance and support to Council staff in relation to issues of child abuse and reportable conduct.

#### 7.4.2 Types of reports

There are two types of incidents or allegations that must be reported:

- **Child abuse or neglect:** Includes the risk of harm from physical, emotional, sexual, grooming, neglect or family violence. This type of allegation must also be reported to the relevant statutory authority i.e., Victoria Police or Child Protection.
- **Reportable Conduct:** This type of allegation occurs when the abuse or misconduct is perpetrated by a Hume City council Councillor, staff, volunteer, or contractor. Under the Reportable Conduct Scheme, this must be reported to the Commission for Children and Young People (CCYP) and Victoria Police.

All staff have a responsibility to report child abuse, neglect and reportable conduct. Even if they are unsure, or do not have all of the required information, if there is a reasonable belief that abuse or neglect is occurring, it must be reported.

The committee can help staff to determine if there is reasonable belief, which is more than a suspicion. Some objective basis for the belief must exist, however this is not the same as having proof and does not require certainty. Reasonable belief is likely to be formed if the person reporting the alleged conduct:

- has observed the conduct
- has heard information directly from a child that the conduct has occurred
- has received information from another source (including another witness)

Incidents and allegations can be reported by anyone, including children and young people, parents, community members, as well as Council staff.

Staff are to report all incidents or allegations through Elumina, as well as the relevant statutory authority. The child safe committee can support staff through this process. For further information consult the Reporting Child Abuse and Reportable Conduct Procedure.

### 7.5 Privacy, Record keeping and Information Sharing

All personal information collected and recorded in relation to a report and investigation will be handled in accordance with Council's [Privacy Policy](#).

The best interests of the child or young person is the paramount consideration when making decisions in relation to privacy.

Under the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme Policy, there are prescribed Council staff that are legally required to share information to ensure the safety and wellbeing of children and young people.

### **7.6 Risk Management**

All risks to the safety and wellbeing of children and young people are taken seriously. Council will work to identify, remove or reduce risks in line with risk management framework.

### **7.7 Third Party Operators**

There are contractual agreements with third parties that hire, access, or use buildings where children and young people are present, or that deliver services to children, young people and families.

The requirement to comply with child safety obligations will be included in contracts based on the level of engagement with and risk to children and young people.

## **8 Breaches of policy and code of conduct**

Council will enforce this policy, the SCYP Code of Conduct and any related child safety and wellbeing policies. Potential breaches will be investigated and managed in accordance with Council's Disciplinary Policy.

## **9 Related Documents**

This policy should be read in conjunction with the following:

### **Council Policies and Procedures**

- Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) Policy
- Councillor Code of Conduct
- Disciplinary Policy
- EEO Policy
- Employee Code of Conduct
- Employee Handbook
- Hume City Council Enterprise Agreement (as applicable)
- Privacy Policy
- Safeguarding Children and Young People Code of Conduct
- Social Justice Charter 2021

- Staff Conflict of Interest Policy
- Use of Council’s Internet, Email, and Electronic Communications Policy
- Work Health and Safety Policy

**Legislation**

- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Equal Opportunity Act 2010
- Equal Opportunity Act 2010 (Vic)
- Health Records Act 2001
- Occupational Health & Safety Act 2004
- Policy for the Use of the Internet Privacy and Data Protection Act 2014 (Vic)
- The Charter of Human Rights and Responsibilities 2006 (Vic)



**APPENDIX A**

**Definitions**

<b>Key Term</b>	<b>Definition</b>
Child or Young Person	A person under the age of eighteen years.
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.
Child Safety	A range of timely and appropriate measures to protect a child from abuse.
Child Information Sharing Scheme (CISS)	<p>The Child Information Sharing Scheme (CISS) allows authorised organisations to share information to support child wellbeing or safety.</p> <p>This ensures that professionals working with children, young people and families can gain a complete view of the children and young people they work with, making it easier to identify wellbeing or safety needs earlier, and to act on them sooner. This will allow children to receive the best support possible across services.</p> <p>Information can only be shared under the Child Information Sharing Scheme by professionals at authorised organisations, known as Information Sharing Entities (ISEs). These include:</p> <ul style="list-style-type: none"> <li>• schools</li> <li>• kindergartens</li> <li>• long day care</li> <li>• out of school hours care (OSHC)</li> <li>• child protection</li> <li>• youth justice</li> <li>• maternal and child health</li> <li>• public hospitals</li> <li>• Victoria Police.</li> </ul>
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"> <li>• independent scrutiny and oversight of services for children and young people, particularly those in the out-of-home- care, child protection</li> <li>• youth justice systems advocacy</li> <li>• supporting and regulating organisations that work with children and young people to prevent abuse and make sure these organisations have child safe practices.</li> </ul>
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.
Contractor or Consultant	An individual engaged to provide goods, and or services or works on behalf of Council.
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.
Cultural safety for children from culturally and linguistically diverse children	<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>
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.
Family Violence Information Sharing Scheme (FVISS)	<p>The Family Violence Information Sharing Scheme (FVISS) supports effective assessment and management of family violence risk. Under the Scheme, Information Sharing Entities (ISE) can share information related to assessing or managing family violence risk. The Scheme supports ISEs to:</p> <ul style="list-style-type: none"> <li>• keep perpetrators in view and accountable</li> <li>• promote the safety of victim survivors of family violence</li> </ul> <p>The Scheme doesn't interfere with existing information sharing legislation, like privacy or child protection legislation.</p> <p>Changes have also been made to Victorian privacy legislation so information can be shared to reduce or prevent a serious threat to someone's life, health, safety or welfare.</p> <p>There are a broad number of ISEs, some include:</p> <ul style="list-style-type: none"> <li>• All statutory authorities</li> <li>• Kindergartens</li> <li>• Long day care</li> <li>• Schools and educational providers</li> <li>• Maternal Child and Health Nurses</li> </ul>
Mandatory Reporting	<p>Particular professionals have the legal obligation of to report to Child Protection 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. This includes:</p> <ul style="list-style-type: none"> <li>• Registered Medical Practitioner</li> <li>• Registered Nurse</li> <li>• Midwife</li> <li>• Registered Psychologist</li> <li>• Registered teacher/ educator/ early childhood worker</li> <li>• School Principal</li> <li>• School Counsellors</li> <li>• Out of Home Care Workers</li> <li>• Youth Justice workers</li> <li>• The head of an organisation (CEO) as described under the Reportable Conduct Scheme</li> </ul>

Online Environment	Anywhere online that allows digital communication, including but not limited to, 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	Reasonable belief is more than a suspicion. Some objective basis for the belief must exist, however this is not the same as having proof and does not require certainty. Reasonable belief is likely to be formed if a person has observed the conduct, has heard information directly from a child that the conduct has occurred or has received information from another source (including another witness)
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"> <li>• supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses.</li> <li>• independently overseeing, monitoring and making appropriate recommendations to improve organisational responses.</li> </ul>
Risk Management	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.
Staff	All who work for the organisation whether in a paid or unpaid capacity, including; Councillors, employees, casual employees, students on placement, volunteers, contractors, and agency staff.
The Royal Commission into Institutional Responses to Child Sexual Abuse	<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><a href="https://www.childabuseroyalcommission.gov.au/">https://www.childabuseroyalcommission.gov.au/</a></p>
Victorian Child Safe Standards	<p>The Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe.</p> <p>They provide guidance for organisations to ensure that policies and procedures are in place to protect children and young people from harm, promote their participation and wellbeing and to respond to reports of abuse or misconduct.</p>
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.

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**APPENDIX B****SAFEGUARDING CHILDREN AND YOUNG PEOPLE (SCYP)  
CODE OF CONDUCT****Introduction**

At Hume City Council (Council) safeguarding children and young people is everyone’s responsibility.

Everyone has the responsibility to be alert to and respond to risks of harm to children and young people, incidents of child abuse and neglect and to create and maintain a child safe culture. Staff will do this by following appropriate safeguarding practice and behaviour as set out in policy and procedural guidelines.

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.

Council requires that Councillors, staff, volunteers and contractors understand and follow child safe principles and expectations for appropriate behaviour towards, and in the company of children and young people at all times.

**Statement of Commitment**

Council is committed to keeping children and young people safe and protected. All children and young people and who access services provided by Council have the right to be safe and feel safe.

The safety, well-being and interests of children and young people are paramount, and we have a zero-tolerance approach to child abuse. Council is committed to creating and maintaining a child safe organisation where children and young people are valued and protected from harm and abuse.

Council is welcoming of all children and young people and is committed to the principles of cultural safety and inclusion for Aboriginal and Torres Strait Islander children and young people, children and young people with a refugee or migrant background, those who have a disability, those who are unable to live at home and those who identify as lesbian, gay, bisexual, trans, intersex, queer, gender diverse and asexual (LGBTIQA+). Council aims to create child safe and friendly environments where children and young people feel safe and can fully participate. Council actively listens to and supports children and young people to be strong, confident, and self-determined citizens.

**Purpose**

The SCYP Code of Conduct:

- Sets clear expectations about how staff must and must not behave towards and in the presence of children and young people, in both physical and online environments.
- Supports staff to identify and report potential behavioural and conduct issues against children and young people.
- Must be read in conjunction with:

- The specific requirements of your role as defined in your position description.
- The Child Safety and Wellbeing Policy.
- All applicable laws, including in relation to privacy, confidentiality, information sharing and record keeping.

**Scope**

The SCYP Code of Conduct applies to all staff in paid and unpaid capacities including Councillors, employees, casual employees, students on placement, volunteers, contractors, and workers and volunteers provided by labour hire agencies, companies or other providers (staff).

It includes sexual misconduct or 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 neglect of a child, in both the physical and online environments.

It covers children and young people up to the age of 18 years.

It does not cover all situations and staff who are uncertain about their role or responsibility in a particular situation must contact their manager, the Project Officer-Child Safe Standards or Manager People and Culture for advice.

**Standards and Obligations**

Staff will ensure that children and young people participating in Council programs or services are aware of Council’s expectations in relation to acceptable behaviour towards them.

**I will:**

- Uphold Council’s Statement of Commitment to child safety at all times and act in accordance with Council’s Child Safeguarding and Wellbeing Policies and procedures, including this Code, the Policy and any related procedures.
- Ensure appropriate supervision of children and young people with consideration to their age, development and other vulnerabilities.  
Place the best interests of children and young people above the interests of the organisation or other individuals within it, subject to legislative obligations.
- Uphold the rights of children and young people who come into contact with Council and empower them 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 of children and young people, especially when they have concerns about their safety.
- Provide a welcoming, inclusive and safe environment that supports and values the ideas and opinions of children and young people and treats them with respect regardless of their race, colour, gender identity, sex, sexual orientation, religion, political or other opinion, national, ethnic or social origin, culture, disability or other status.
- Have zero tolerance of racism and will act on any racist incidents that arise.
- Actively promote the safety, participation, empowerment, cultural safety and inclusion of all children and young people, in particular Aboriginal and Torres Strait Islander children and young people, children and young people from culturally and

linguistically diverse communities, those with a disability, those who cannot live at home and those who identify as LGBTQTI+.

- Identify and mitigate risks to the safety and wellbeing of children and young people.
- Take all reasonable steps to protect children and young people from risk of harm from child abuse or reportable conduct.
- Report any concerns, allegations, disclosures or observations of risk of harm of child abuse or reportable conduct in line with Council’s policies, procedures, Mandatory Reporting and Reportable Conduct requirements.
- Work with children and young people in an open and transparent way.
- Respect the privacy of children and young people and their families and only disclose information to people in accordance with legislation.
- Comply with legislation and Council policy and procedures in relation to record keeping and information sharing.
- Observe professional boundaries with children and young people at all times.
- Complete relevant training and professional development as required and communicate any deficits in knowledge or understanding to my supervisor.
- Obtain and maintain a valid WWCC throughout my employment (dependent on role), ensure that Hume City Council is registered on my WWCC, and ensure People and Culture is made aware of any exclusion notice immediately.
- Notify supervisor immediately if a complaint or allegation regarding child safety has been made against me, including if these allegations are outside the ordinary course of employment with Council.

**I will not:**

- Engage in unlawful, unsafe or abusive activity towards, against or in the presence of a child or young person or threaten to engage in such conflict.
- Engage in any form of child abuse or harm against a child or place a child at risk of harm.
- Engage in any conduct against, with or in the presence of children and young people, which constitutes reportable conduct under the Reportable Conduct Scheme including sexual offences, sexual misconduct, physical violence, behaviour that causes significant emotional or psychological harm or significant neglect.
- Engage in racist behaviour.
- Be alone with a child or young person unless required to perform my role.
- Engage in activities or provide additional support or care outside the scope of my duties (as specified in my position description), including activities of a personal nature.
- Ignore, disregard exaggerate or trivialise concerns, suspicions, or disclosures of risk of harm of child abuse or reportable conduct.
- Develop inappropriate relationships with children and young people, including relationships that show favouritism.
- Engage in unnecessary physical contact with children and young people or exhibit behaviours with children and young people which may be construed as inappropriate.
- Engage in any form of sexual activity with a child or young person.
- Engage in open discussions of a mature nature in the presence of children and young people.

- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate, racist or discriminatory language when speaking with, or in the presence of a child or young person.
- Discriminate against any child or young person including based on their identification as Aboriginal or Torres Strait Islander, being culturally and linguistically diverse, disability status, inability to live at home or LGBTQI+ status.
- Engage in any practice which attempts to change or suppress a child or young person’s sexual orientation or gender identity.
- Use any computer, mobile phone, or video and digital camera, or software applications to exploit or harass children and young people or expose them to offensive or sexualised content.
- Exchange personal contact details with a child or young person such as phone number, social networking sites or email address, unless authorised by a direct Manager.
- Have unauthorised contact with a child, young person 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 while responsible for children and young people.

### **Breach of the SCYP Code of Conduct**

Council has zero tolerance for child abuse and will take all allegations of reportable conduct seriously. Staff who breach the SCYP Code of Conduct may be subject to disciplinary procedures in accordance with Child Safety and Wellbeing Policy, Reporting Child Abuse and Reportable Conduct Procedure, Council’s Disciplinary Policy and/or relevant terms of engagement.

Staff are obliged to report any breaches of the SCYP Code of Conduct and reportable conduct allegations to their manager, Manager People & Culture or Project Officer – Child Safe Standards.

Staff are also obliged to report and self-disclose information regarding themselves including being questioned, charged or convicted of a criminal offence which relates to children or young people, being named as a respondent on a Family Violence or Personal Safety Intervention Order where children are named as protected persons or being subject to reportable allegations or employment action within any other organisation.

In instances where a reportable conduct allegation has been made, the matter will be managed in accordance with Council’s Reporting Child Abuse and Reportable Conduct Procedure and may be subject to referral to Victoria Police.

If a staff member thinks that the SCYP 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 Council’s reporting procedures.



**Declaration**

I have read, understood and agree to comply with this Safeguarding Children and Young People Code of Conduct.

I understand the importance of keeping children and young people safe and my obligations to report a concern.

Name	
Signature	
Date	
Role	

If you have any questions, further information is contained in the Child Safety page on HQ. You can also speak to your supervisor, the Project Officer – Child Safe Standards or the Manager People and Culture.


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**External Child Safe Reporting Process**

HUME CITY COUNCIL

## Child Safe Reporting Process



- 1 Who can report?**  
 Any child, young person, family or community member.
- 2 What to report?**


  - Concerns about the safety of children or young people at a Council service, program or event
  - Concerns about the behaviour of Hume City Council Councillors, staff, volunteers or contractors towards children and young people
  - Concerns about abuse from children or young people towards other children and young people in Council programs or events.
- 3 When to report?**  
 As soon as you become aware of an incident or concern.  
**Remember – If a child or young person is in immediate danger phone police on 000.**
- 4 How to report?**  
 You can make a report by:

  - Speaking to a Council officer at the service, event or facility
  - Phone: 03 9205 2200
  - Email: [childsaf@hume.vic.gov.au](mailto:childsaf@hume.vic.gov.au)
  - Make a report [online](#)
- 5 What happens next?**  
 Council will:

  - Offer support to the relevant people
  - Ensure the safety of the children and young people involved
  - Hire an independent investigator who will speak with the people involved
  - During the investigation the person who the report has been made about may be stood down
  - Depending on the facts, make reports to Victoria Police, Commission for Children and Young People or Child Protection.
- 6 Outcome**

  - Once the investigation has finished, the relevant people will be notified of the outcome
  - Based on the outcome of the investigation, disciplinary action may be taken.
- 7 Support**  
 Witnessing and discussing child abuse can cause distress.  
 If you need support you can speak with someone you trust like family or friends.  
 Other services include:

  - Kids Helpline 1800 551 800
  - Lifeline 13 11 14



<b>Reporting Child Abuse and Reportable Conduct Procedure - Page 7 of 7</b>	<b>Approved By:</b> ELT	<b>Approval Date:</b> June 2024
	<b>Author:</b> Manager Governance	<b>Review Date:</b> June 2027

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REPORT NO:	10.1
REPORT TITLE:	NOM24/42 - Cr Jarrod Bell
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background information:

The proposed Bulla Bypass is essential for reducing traffic volumes on Sunbury-Bulla Road, which currently sees in excess of 25,000 vehicles daily. Sunbury's population is projected to increase significantly, and ongoing development of the Sunbury South and Lancefield Road Precinct Structure Plans will contribute to increased traffic on Sunbury Road. Therefore, the need for enhanced road infrastructure is urgent. Despite recent upgrades at Sunbury Road, Oaklands Road and Melbourne-Lancefield Road, traffic accidents are too common. Crashes in Bulla have often resulted in prolonged road closures and the absence of any other suitable route underscores the critical need for this project.

I acknowledge the progress made with the Bulla Bypass Planning Study, including the identification of a preferred route and the initiation of a Planning Scheme Amendment.

The successful completion of the Sunbury Road duplication project is recognized as a significant milestone, setting the stage for the future development of the Bulla Bypass.

However, given the significant time that has elapsed since these initial steps, it is imperative that the community receives a clear update on the project's status to ensure continued momentum.

2. **RECOMMENDATION:**

**That Council:**

**1. Reaffirms the critical importance of the Bulla Bypass project as a key infrastructure initiative necessary to alleviate congestion on the Sunbury-Bulla Road, Oaklands Road and connecting communities and to support the ongoing development and connectivity of Sunbury with the Northern Growth Corridor.**

**2. Notes the long-standing advocacy efforts of Council to prioritize the Bulla Bypass as a key roads project in its advocacy program to both the State and Federal Governments.**

**3. Acknowledges the positive step that the Victorian Government has undertaken a business case for the Bulla Bypass, marking the first time any government has allocated significant funds to this vital project.**

**4. Recognizes the successful completion of the Sunbury Road duplication project as a significant and positive outcome of recent government investment. This project serves as an important stage one step towards the full realization of the Bulla Bypass, providing immediate relief and improved safety for road users.**

**5. Highlights the importance of receiving regular updates on the progress on planning for the delivery of the Bulla Bypass, given the time that has passed since community consultation was undertaken and the business case completed, to ensure the community remains well-informed and engaged with the project's advancement.**

**6. Resolves to write to both Josh Bull MP, Member for Sunbury, and The Hon Melissa Horne MP, Minister for Roads, seeking an update on the status of the Bulla Bypass**

**REPORT NO: 10.1 (cont.)**

**project. This update should include details on the progress of the design and costing work, expected timelines, and any forthcoming steps to move this project closer to construction, ensuring the community is kept informed and that pressure is maintained to advance this critical infrastructure project.**

**3. OFFICER COMMENTS**

Letters will be prepared for The Hon Melissa Horne MP and Josh Bull MP as request in the Notice of Motion.

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<b>REPORT NO:</b>	10.2
<b>REPORT TITLE:</b>	NOM24/43 - Cr Trevor Dance
<b>SOURCE:</b>	Hazel Finnie, Acting Manager City Lifestyle
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**1. RECOMMENDATION:**

**THAT: Hume Council revisits the George Evans Museum location and provides a report to council by February 2025 that will identify a fully free-standing building location (Such as Hume Council Jacksons Hill site. The Sunbury Community Arts and Cultural Precinct) and any potential to actually expand the current location at The Global Learning Centre in Sunbury to ensure all historical items are on display at all times when these locations are open.**

**2. OFFICER COMMENTS**

Over the past 18 months, Council has invested \$152,200 to improve the heritage display, storage, and research capability of the Hume Global Learning Centre (HGLC) Sunbury.

This investment was in line with the response to NOM 23/005 (George Evans Needs and Spaces Review). This review was undertaken in consultation with the George Evans Museum volunteers, the Sunbury history and heritage communities, and other key stakeholders

Following an assessment of twenty sites, the HGLC Sunbury was identified as the most suitable location for the display and storage of the George Evans collection.

HGLC Sunbury has appropriate storage space for the collection, well-appointed spaces suitable for research, quality gallery space available for temporary exhibitions and distributed spaces for semi-permanent displays. The site is also well integrated with library services and community meeting spaces, facilitating ease of access for the local community.

The findings of the George Evans Needs and Spaces Review was adopted at the Council Meeting on 26 June 2023. This included a requirement for officers to evaluate the outcomes of this investment, and report back to Council in December 2025 (after 12 months of operations).

Officers note the request in this Notice of Motion to bring a report back to Council in February 2025, however, as the new community heritage spaces will not open until December 2024, Officers recommend that, in the event of this motion being endorsed, the report is returned to Council in December 2025.

This timing will allow a sufficient period to consider the outcomes of 12 months of operations at the HGLC Sunbury. This will include understanding the community experience and sentiment, and whether the upgraded storage, displays and research areas are fit for purpose. As part of this, the need for a fully free-standing building location for the George Evans Museum collection could also be considered.

At this stage, the longer-term plan, once the Sunbury Community Arts and Cultural Precinct is activated to include another gallery, the HGLC Sunbury gallery space will be more focused on local history and heritage, further expanding display opportunities for the George Evans collection.

**REPORT NO: 10.2 (cont.)**

With regards to the recommendation that the George Evans collection should have all historical items on display at all times, Officers do not support this recommendation.

The George Evans collection is estimated to contain approximately 10,000 items and it is not feasible, nor a standard museum practice, for the entirety of historical collections to be publicly displayed at any one time.

Collection items are curated and rotated on public display to maximise community engagement and education with local history. All items in the George Evans collection are available to access for research purposes.



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<b>REPORT NO:</b>	10.3
<b>REPORT TITLE:</b>	NOM24/44 - Cr Joseph Haweil
<b>SOURCE:</b>	Brooke Watson, Manager Community Health and Wellbeing
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**1. RECOMMENDATION:**

**That Council, noting:**

- 1. The pervasive and profound effect of gambling harm across the Australian community, and especially in Hume City, resulting in devastating social harm including financial loss, health and mental health issues, family violence, family-break up and suicide;**
- 2. The tsunami of gambling advertising across online platforms, television and radio platforms in Australia unlike anywhere else internationally;**
- 3. Studies showing that 7 in 10 Australians believe there are too many betting advertisements, and that gambling advertising on television should be banned; and,**
- 4. The recommendations of 'You win some, you lose more': the report of the House of Representatives Standing Committee on Social Policy and Legal Affairs' inquiry into gambling and its impacts on those experiencing gambling harm, issued on 28 June 2023 (the "Murphy Report");**

**Writes to The Hon Michelle Rowland MP, Minister for Communications, and the Federal Members for Calwell, Hawke and Maribyrnong and all Senators for Victoria, strongly calling on the Australian Government to commit to the swift adoption and implementation of all 31 recommendations contained in the "Murphy Report", including a 3-year, phased-in ban on all gambling advertising and the banning of inducements and promotions.**

**2. OFFICER COMMENTS**

Hume City Council is a staunch policy and advocacy leader on the harms caused by gambling. In the Public Accounts and Estimates Committee (PAEC, 2023) report on 'Gambling and liquor regulation in Victoria: a follow up of three Auditor-General reports', Council's submission into the inquiry was referenced on several occasions. Namely, Council's concern regarding the misuse of 'community benefits' claimed by sporting and recreation clubs with Electronic Gaming Machine (EGM) rooms. This advocacy call formed the basis of PAEC recommendation #4 which has been passed with support in full.

Council will continue its advocacy efforts, with Officers noting NOM24/44. If this Notice of Motion is supported, Council Officers will execute the recommendation, as outlined. The letter will also include qualitative and quantitative data on the harms caused by gambling on the Hume City community, as well as drawing on recent studies exploring the impact and saturation of online, television and radio betting advertisements.

**REPORT NO: 10.3 (cont.)**

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<b>REPORT NO:</b>	10.4
<b>REPORT TITLE:</b>	NOM24/45 - Cr Trevor Dance
<b>SOURCE:</b>	Robert Costa, Manager Finance
<b>DIVISION:</b>	Finance & Governance
<b>FILE NO:</b>	HCC24/688

I hereby request that pursuant to Council’s Governance Rules and Code of Conduct for Councillors that the following motion be included in the agenda of the next Council Meeting.

**1. RECOMMENDATION:**

**That Council:**

**Receive a report by February 2025 about how the 25/26 budget could be developed with no increase to rates and ensure that the report includes application of the waste levy charges as outlined in the Victorian Government Ministers good practice guidelines for service Rates and charges (The Guidelines) issued on 22 December 2023 (effective 1 March 2024).**

**2. OFFICER COMMENTS**

With respect to the financial implications, the following details assuming all other things included within the adopted 2024/25 budget remain the same, are as follows.

The lost rate revenue in applying a once off rate freeze assuming a rate cap of 2.5% for 2025/26 is as follows.

Rates freeze one-year only in 2025/26	1 Year	4 Year	10 Year
	million	million	million
Financial impact	4.52	19.71	58.11

With respect to waste charge guidelines, the financial impact is as follows:

New waste guideline	Financial impact		
	1-year impact	4-year impact	10-year impact
	million	million	million
Assuming it is put back into Rates Base	-	3.18	29.03

As part of the 2025/26 Budget preparation, updated information will be provided that illustrates the following scenarios:

1. The 10-year financial impact of zero percent rate increase for 2025/26.
2. The financial effects of removing the public waste charge and reintegrating it into the rates base.
3. The financial effects of removing the public waste charge without reintegrating it into the rates base.

This approach ensures that Council is fully informed of the financial implications associated with these options.

REPORT NO: 10.4 (cont.)

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<b>REPORT NO:</b>	10.5
<b>REPORT TITLE:</b>	NOM24/46 - Cr Jarrod Bell
<b>SOURCE:</b>	Samuel Ferrier, Manager City Safety
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background Information:

Recent incidents involving dog attacks in Sunbury have raised significant concern within our community. These tragic events have brought to light the potential risks associated with dangerous or threatening dogs, particularly in public spaces such as streets, parks, reserves, and playgrounds.

In response to these concerns, the motion seeks to address any deficiencies in Council's current systems and processes. By conducting an immediate review of our internal reporting and response mechanisms, the aim is to ensure that timely and effective action is taken whenever a dangerous dog is reported. This review will also assess compliance with existing permit requirements for multiple dogs under Hume City Local Law, as well as dangerous dog declaration processes under the Domestic Animals Act 1994.

Additionally, the motion calls for the development of a clear communications strategy, including a reporting flowchart, to assist residents in understanding the process for reporting dangerous dogs and the legal steps required for officers to take action.

Furthermore, a re-assessment of all designated dog on-lead and off-lead areas is proposed. This review will ensure these areas are appropriately located, provide adequate buffer zones around playgrounds, and are clearly signed to indicate the appropriate activities.

While acknowledging the importance of dogs to many Hume families, this motion also affirms that the vast majority of dog owners are responsible and that the actions of a few should not tarnish the reputation of those who do the right thing.

This background section provides context for the motion, explaining its purpose and the reasoning behind each of the proposed actions.

2. **RECOMMENDATION:**

**That Council:**

**1. Expresses its deep and heartfelt sympathies to the victims of the recent dog attacks in Sunbury.**

**2. Recognises the genuine concerns expressed by many in our community when interacting with dogs in our streets, parks, reserves, and playgrounds.**

**3. Instructs officers to:**

**3.1. Conduct an immediate review of Council's internal reporting and response systems to ensure timely action is taken regarding reports of dangerous or threatening dogs in the municipality. This includes ensuring compliance with permit requirements for multiple dogs under Hume City Local Law and dangerous dog declaration processes under the Domestic Animals Act 1994.**

**3.2. Report to Council any recommended policy changes arising from this review at the earliest opportunity.**

REPORT NO: 10.5 (cont.)

**3.3. Develop a clear communications strategy, including a reporting flowchart, to help residents understand the process for reporting dangerous dogs and how officers will respond including what steps are required under law to take action.**

**3.4. Re-assess all dog on-lead and off-lead areas designated under the Domestic Animals Act 1994 to ensure they are appropriate, provide adequate buffer zones around playgrounds, and are clearly signed to indicate the appropriate activities in these areas.**

**4. Acknowledges that dogs are an important part of many Hume families, and that the vast majority of dog owners are responsible, with well-trained dogs. And affirms that the actions of a few do not reflect poorly on the majority who do the right thing.**

**3. OFFICER COMMENTS**

Officers acknowledge the significant distress caused by the recent dog attacks in Sunbury. These incidents have had a profound impact not only on victims and witnesses but also on the broader community. While most dogs are cherished and valued members of families and Hume's community, it is essential that appropriate controls are in place to prevent harm to residents and other animals.

A comprehensive review has commenced in response to these dog attack events. In addition to examining incident alert systems, legislative arrangements, and communications as referenced in the notice of motion, this review will also assess the appropriateness of previous compliance actions, the adequacy of Council's dog attack processes and procedures, and the suitability of control measures.

Officers are committed to providing Councillors with a detailed report outlining key findings from this review. To ensure thorough analysis, this final report is expected to be delivered to Councillors in December 2024. Any immediate opportunities for improvement identified during the review will be promptly actioned and implemented ahead of the final report.

**REPORT NO:** 10.6  
**REPORT TITLE:** NOM24/47 - Cr Carly Moore  
**SOURCE:** Holly De Kretser, Manager Governance  
**DIVISION:** Finance & Governance  
**FILE NO:** HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**1. RECOMMENDATION:**

**That in accordance with its Governance Rules s77.2.1, Council resolve to hold its meetings on Monday 23 September and Monday 14 October wholly in person, noting that all rules pertaining to requests to attend electronically will apply.**

**2. OFFICER COMMENTS**

Council's Governance Rules outline the procedures which govern Council Meetings, including if meetings are to be held wholly in person, wholly online or in a hybrid manner.

Should Council pass this motion, the agenda papers for Council Meetings 23 September 2024 and 14 October 2024 (notice of meeting) will be issued reflective of Council's decision to conduct the meeting wholly in person. Any Councillor may request to attend by electronic means in accordance with s.77.4 of the Governance Rules.

REPORT NO: 10.6 (cont.)

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REPORT NO:	10.7
REPORT TITLE:	NOM24/48 - Cr Chris Hollow
SOURCE:	Luke Maguire, Coordinator Sport and Recreation
DIVISION:	City Services & Living
FILE NO:	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background Information:

The Greenvale Recreation Reserve is one of Councils largest and most unique sport and recreation precincts. The reserves 58 hectares offer a diverse blend of community sport and recreation opportunities set in a stunning natural landscape environment. Council, in collaboration with our partners and stakeholders, have recognised the importance of this site and fostered its development over many years, most recently through the implementation of the Greenvale Recreation Reserve Master Plan (2018) and the pending opening of the new Hume Indoor Cricket Centre.

With the current masterplan implementation reaching its conclusion, it's important that this site reaches its full potential by exploring opportunities for new sport and recreation participation and safeguarding its development to meet the needs of Hume generations to come.

While the precinct is currently providing both regional and local participation opportunities in cricket, Australian rules football, tennis and equestrian, it has the capacity for so much more. Other sports that are not currently accessible to the Greenvale community could be considered for future inclusion on the reserve, providing more opportunities for participation and the local community to get the best use of this valuable community asset.

Equally, existing sports such as football (soccer) that are currently inhibited by limited facility availability within the Greenvale area could expand into the reserve.

As one example, Council is currently planning to deliver works to the Greenvale Tennis Club clubroom and court infrastructure, located in the north-eastern end of the reserve. While these works will assist the immediate needs of the club, I believe opportunity exists for a future relocation of the club within the reserve to ensure it can continue to grow alongside Hume's growing community, something that is currently inhibited by the terrain and environmental challenges of the club's current location.

A future relocation would also allow for repurposing of these assets for new sporting and community opportunities e.g. outdoor netball, basketball, futsal, community meetings space etc.

2. **RECOMMENDATION:**

**That Council**

**1. Directs officers to renew the Greenvale Recreation Reserve Master Plan for presentation to a future Council briefing.**

**The Master Plan is to develop a long-term vision for the precinct that supports the future needs of Humes growing and diverse community and considers the current demand of all sports at the reserve, and their ability to accommodate projected future growth.**

**It is also to consider sport and recreational gaps and opportunities for future potential inclusion at the site including, but not limited to:**

REPORT NO: 10.7 (cont.)

- a. Relocation of the Greenvale Tennis Club to the southern end of the reserve.
  - b. Repurposing of the existing Greenvale Tennis Club infrastructure for new sporting opportunities e.g. Outdoor undercover netball/basketball.
  - c. Repurposing of the Greenvale Tennis Clubroom for community meeting and function space.
  - d. Development of football (soccer)/futsal pitches and associated infrastructure.
2. Refers consideration of funding for a Greenvale Recreation Reserve Master Plan to the forthcoming Council Budget process should the development of a Master Plan not be able to be accommodated within existing budgets and resourcing.
3. Consults with current reserve users, local sporting clubs, state sporting associations and community when developing the Master Plan.

**3. OFFICER COMMENTS**

Council officers agree that the Greenvale Recreation Reserve is a unique and important asset for both regional and local sport and recreation participation in Hume.

Council planning including the *Greenvale Recreation Reserve Master Plan*, the *Hume Outdoor Sports Lighting Plan* and the *Hume Pavilion Upgrade Plan* has seen significant recent investment at the reserve including the construction of the Indoor Cricket Centre and oval 3 development, new oval 2 pavilion and sports lighting upgrade, new equestrian clubroom and the redevelopment of the oval 1 pavilion.

A further \$6.1 million is currently being invested over the next two years to upgrade the Greenvale Tennis Club. This includes renewal and extension of the clubrooms, two new courts, renewal of courts 5, 6, & 7 and upgrade of all court lighting systems; these upgrades will provide for the club for many years to come.

Officers are currently preparing two strategic documents in 2024/25 to identify and guide future sport and recreation provision in Hume, the 'Active Living Service and Infrastructure Plan' and the 'Hume Football (Soccer) Strategy'.

The 'Active Living Service and Infrastructure Plan' will assess and renew Council priorities for future service provision and investment in leisure, indoor and outdoor sports infrastructure. The 'Hume Football (Soccer) Strategy' will be a dedicated plan detailing the strategic directions and actions to meet the growing demand for football participation in Hume.

Both documents will provide a holistic approach to assessing Hume participation demand, projections and investment priorities. The future needs of the Greenvale Recreation Reserve will be considered in the preparation of both documents, and it is recommended that the outcomes of these strategies are assessed prior to committing to renew the Greenvale Recreation Reserve Master Plan.

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<b>REPORT NO:</b>	10.8
<b>REPORT TITLE:</b>	NOM24/49 - Cr Sam Misho
<b>SOURCE:</b>	David Fricke, Manager Assets Nick Varvaris, Assistant Manager Engineering
<b>DIVISION:</b>	Infrastructure & Assets
<b>FILE NO:</b>	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

**1. Background Information:**

The section between Roxburgh Park Drive, Somerton Road and Mickleham Road handles approximately 25,000 vehicles per day, leading to significant congestion particularly during peak hours causing delays and increasing accidents, compromising the safety of drivers and passengers due to frustrated aggressive driving behaviors. More than 70% of people in the area rely heavily on vehicles to commute to work/schools and universities due to the lack of sufficient public transport.

For more than a decade council has been advocating for the duplication of Somerton Road. Whilst I acknowledge that we have a business case, it is unknown when this capital works will commence let alone come to fruition. Following the significant growth in the Northern corridor, this has become a basic and rather urgent necessity. The implementation of metering signals at the intersection of Roxburgh Park Drive and Somerton Road could significantly reduce traffic flow and reduce the likelihood of accidents. Based on some research, I found that installing some form of metering signals is not overly expensive and it will be the best investment made to save lives. I kindly urge the Minister that we don't wait until we witness a fatality before the urgent need is realized.

The Minister should also be requested to provide a timeframe for the duplication of Somerton Road.

**2. RECOMMENDATION:**

**That Council writes to the Hon Melissa Horne, Minister for Roads and Road Safety and to all local State and Federal MPs, to raise concerns about the poor performance of the roundabout at the intersection of Somerton Road and Roxburgh Park Drive. In the submission, we seek;**

**1. As an interim measure, Council requests that additional capacity for turning left from Roxburgh Park Drive onto Somerton Road be investigated such as allowing both lanes from Roxburgh Park Drive to turn left onto Somerton Road and/or the use of metering signals on the existing roundabout on the Somerton Road eastbound approach to the intersection during peak hours, and**

**2 The Minister should be requested to provide a timeframe for the duplication of Somerton Road, and if implementation of this upgrade does not commence within 12 months, Council believes that signalisation of the Roxburgh Park Drive intersection must be considered as an urgent priority.**

**REPORT NO: 10.8 (cont.)**

**3. OFFICER COMMENTS**

The roundabout is beyond capacity with delays experienced on all approaches. Motorists turning left from Roxburgh Park Drive often face long queues and excessive delays, leading to poor behaviour such as using the right-turn approach lane and doing a U-turn around the roundabout.

As Somerton Road is already duplicated to the east of Roxburgh Park Drive, it should be feasible to signalise the intersection in line with the ultimate design for the full road upgrade.

Officers will prepare a letter as requested in this Notice of Motion.

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<b>REPORT NO:</b>	10.9
<b>REPORT TITLE:</b>	NOM24/50 - Cr Naim Kurt
<b>SOURCE:</b>	Hazel Finnie, Acting Manager City Lifestyle
<b>DIVISION:</b>	City Services & Living
<b>FILE NO:</b>	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background Information:

Broadmeadows Town Hall is our premier venue for large events and programs, but its full potential has only recently been realised following its 2019 multimillion-dollar renovation, delayed by COVID-19 and lockdowns. This motion seeks to include the Town Hall and Art Gallery in the ongoing Community Facilities review to investigate its use, accessibility, and booking processes. The goal is to optimise the space for larger events, address design and storage issues, and improve access for all community members.

2. **RECOMMENDATION:**

**That Council includes the Broadmeadows Town Hall in the ongoing community facilities review, to explore ways to better optimise the space for larger events and address design, functionality, and accessibility issues, ensuring the venue can continue to meet the needs of our diverse community.**

3. **OFFICER COMMENTS**

Broadmeadows Town Hall is Council's premier venue and receives strong booking interest from the community for their special events.

The Notice of Motion requests Officers to include the Broadmeadows Town Hall in the current community facilities review. This review has already commenced, with a focus on assessing community halls and minor facilities (Tier 4 facilities) across Hume. This work is due to be completed by December 2024.

As Broadmeadows Town Hall is a bespoke, premier facility that has specific functionality and accessibility needs, it is recommended that a review of this facility is undertaken separately, ensuring it appropriately addresses optimisation opportunities.

This additional review is not currently budgeted, and if this Notice of Motion is endorsed, this project would be referred to the 2025/26 budget process for Council consideration.

REPORT NO: 10.9 (cont.)

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REPORT NO:	10.10
REPORT TITLE:	NOM24/51 - Cr Naim Kurt
SOURCE:	Danielle Prentice, Manager Waste and Sustainability
DIVISION:	Infrastructure & Assets
FILE NO:	HCC/24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background Information:

Hume City Council faces ongoing amenity issues across various suburbs and streets, including litter, illegal dumping, and general maintenance concerns. The Waste Response Team currently addresses these issues reactively based on community requests, with additional proactive measures taken when in the field. However, there has been no formal blitz program to address these issues comprehensively.

High volumes of community requests and vacancies within the leadership group have limited the capacity to implement a dedicated blitz program this year. The Waste and Sustainability department is consulting on a proposed restructure to allocate the necessary resources for such initiatives.

2. **RECOMMENDATION:**

**That Council**

**1. Request a report outlining what is needed to support the initiation of a proactive blitz program to address amenity issues. The report should include details on required resources, additional staffing or structural changes needed, cross departmental involvement and co-ordination and a plan for implementing the program in areas with significant amenity concerns.**

**2. That any resourcing matters to enable this be referred to the 25/26 budget for consideration.**

**3. Identify and prioritises key areas in Hume with the most pressing amenity issues for inclusion in the blitz program.**

**4. Investigates how promotion of blitzes and the proactive approach from Council can be shared with the community, across media channels.**

3. **OFFICER COMMENTS**

The Waste Response Team complete proactive inspections and education with Hume residents, and have undertaken 1,428 proactive inspections between October 2023 and June 2024.

A blitz program has been considered as part of the Waste and Sustainability restructure, and can be accommodated within the structure once recruitment of the vacant roles is finalised.

Officers can report to Council on proposed locations for the blitz programs, which are anticipated to take place quarterly. It is not recommended these be proactively promoted due to the nature of the activity.

REPORT NO: 10.10 (cont.)

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REPORT NO:	10.11
REPORT TITLE:	NOM24/52 - Cr Sam Misho
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC24/688

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I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. Background Information:

There is a church on Somerset Road that services many of our rate payers living in the broader Hume area, particularly in Campbellfield, Coolaroo, Meadow Heights, Craigieburn and Greenvale area. There is massive congestion on Somerset Road that inconveniences many parishioners and local residents in Campbellfield, living on and around Somerset Road.

Generally speaking, traffic on Hume Highway is light on Sundays between the hours of 10am and 2pm, so the marginal green-light time increase for traffic turning right onto Hume Hwy, offers many benefits to our local residents with no adverse consequences to the general public.

2. **RECOMMENDATION:**

**That Council write to the Department of Transport and Planning regarding the intersection of Hume Highway and Somerset Road, Campbellfield, to request an increase in the green time for traffic turning right out of Somerset Road on Sundays only between the hours of 9:00 am and 2:30 pm or between the following time slots**

**9:30 am - 10:30 am, and**

**12:00 noon - 12:30pm, and**

**2:00pm - 2:30pm**

3. **OFFICER COMMENTS**

This intersection was previously investigated, and a Council report prepared in late 2022. The report investigated the potential for changing the left turn only lane into a shared right and left turn lane. This was to increase capacity for turning right, which is the dominant move on Sundays due to church attendance. The Department of Transport and Planning (DTP) advised that they would not support any changes that increased delays on Hume Highway at the intersection. However, as the congestion on Hume Highway is predominantly on weekdays, it may be feasible to increase the time to vehicles turning right out of Somerset Road on Sundays.

Officers will prepare a letter as requested in this Notice of Motion.

**16. ITEMS TO BE TABLED**

**PJL311 - Northern Sunbury LATM Study- Final Plan**

A joint letter has been received, and is considered compliant under the Governance Rules, containing at least 12 signatures. The joint letter is in relation to the Northern Sunbury LATM Study- Final Plan.

**RECOMMENDATION:**

**That the joint letter be received, circulated to Councillors, and the first named signatory of the joint letter be advised that the matter has been referred to the Manager Assets.**