



**COUNCIL MEETING OF
THE HUME CITY COUNCIL**

MONDAY, 9 DECEMBER 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

Notice of a

COUNCIL MEETING OF THE HUME CITY COUNCIL

to be held on Monday, 9 December 2024

at 7:00pm

at the Council Chamber - Hume Global Learning Centre Broadmeadows (wholly in person)

Attendees:	a: Council	Cr Jarrod Bell	Mayor
		Cr Naim Kurt	Deputy Mayor
		Cr Daniel English	
		Cr Steve Gagen	
		Cr John Haddad	
		Cr Kate Hamley	
		Cr Sam Misho	
		Cr Carly Moore	
		Cr Jim Overend	
		Cr Karen Sherry	
		Cr Ally Watson	
	b: Officers	Ms Sheena Frost	Chief Executive Officer
		Ms Rachel Dapiran	Director City Planning and Places
		Ms Anne Mallia	Acting Director City Services & Living
		Mr Adam McSwain	Director Infrastructure and Assets
		Mr Hector Gaston	Director Customer & Strategy
		Ms Claire Tehan	Acting Chief People Officer
		Ms Holly De Kretser	Acting 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 Asim Jaleel, from the Craigieburn Hub Community Centre, 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 Meetings held on 14 October 2024 and 19 November 2024, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Council Meetings held on 14 October 2024 and 19 November 2024, including Confidential Minutes, be confirmed.

7. PUBLIC QUESTION TIME**8. OFFICER'S REPORTS**

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

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9. NOTICES OF MOTION

9.1	NOM24/55 - Cr Kate Hamley Formation of a Working Group to Investigate Options to Address Socio-Economic Disadvantage in Hume.....	140
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9.3	NOM24/57 - Cr Carly Moore Investigation into Recording	143

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

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

RECOMMENDATION:

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

8.2 Temporary Change to the Chief Executive Officer's Delegation 10 December 2024 to 10 February 2025

1. Confidential attachment – *Estimated contract Values*

8.8 Contract 30 24 3575 - Sunbury Senior Citizen Centre Redevelopment

1. Confidential attachment - 3575 - Tender Evaluation Report
2. Confidential attachment - 3575 - Evaluation Matrix
3. Confidential attachment - 3575 - List of Company Directors

8.9 Contract 30 24 3581 - Hard Waste Collection

1. Confidential attachment - 3581 - Tender Evaluation Report
2. Confidential attachment - 3581 - Tender Evaluation Matrix
3. Confidential attachment - 3581 - Directors and Officeholders
4. Confidential attachment - 3581 - WM Waste Management Pty Ltd tender prices

14. CLOSURE OF MEETING

**SHEENA FROST
CHIEF EXECUTIVE OFFICER**

4/12/2024

REPORT NO:	8.1
REPORT TITLE:	Hume Fair Access Policy
SOURCE:	Gayan Loku Bogahawattage, Sports Development & Inclusion Officer Luke Maguire, Coordinator Sport and Recreation
DIVISION:	City Services & Living
FILE NO:	-
POLICY:	POL/302
STRATEGIC OBJECTIVE:	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
ATTACHMENTS:	1. <i>Hume Fair Access Policy</i> 2. <i>Hume Fair Access Policy Action Plan (2025-27)</i> 3. <i>Hume Gender Equity in Sport Network (HGESN) Members 2024</i>

1. SUMMARY OF REPORT:

- 1.1 The development of a Fair Access Policy is an initiative of the Victorian Government Office for Women in Sport and Recreation (OWSR) in implementing the nine key recommendations of the *Inquiry into Women and Girls in Sport and Active Recreation 2015*.
- 1.2 The OWSR developed the Fair Access Policy Roadmap in partnership with VicHealth and Sport and Recreation Victoria to address the inequality faced by women and girls in accessing community sport and infrastructure and to support their participation in community sport and active recreation across Victoria.
- 1.3 All Local Government Authorities are required to develop their own Fair Access Policy, or implement fair access principles into existing policy, to be eligible for future Victorian Government sports grant funding.
- 1.4 The Hume Fair Access Policy (the Policy) seeks to address known barriers experienced by women, girls and gender diverse people in:
 - 1.4.1 Accessing and using community sports infrastructure
 - 1.4.2 Participation in sport and recreation
 - 1.4.3 Representation in leadership and governance roles.
- 1.5 The Policy aims to progressively build the capacity of Council, Hume sports clubs, associations and facility managers in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services and infrastructure in relation to community sports.
- 1.6 The Policy Action Plan has been developed to implement the objectives of the policy with key stakeholders. The Policy Action Plan will initially be implemented over a three-year period with stakeholders with a key focus on education, capacity building and self-assessment.

2. RECOMMENDATION:

That Council:

- 2.1 Adopts the Hume Fair Access Policy 2024 (Attachment 1).**
- 2.2 Acknowledges the Hume Fair Access Policy Action Plan 2025-27 (Attachment 2)**
- 2.3 Notes the Hume Gender Equity in Sport Network Membership (Attachment 3)**

REPORT NO: 8.1 (cont.)

3. LEGISLATIVE POWERS:

3.1 The Policy aligns with the:

- 3.1.1 Gender Equality Act 2020, where Local Governments are required to undertake Gender Impact Assessments (GIAs) on all new policies, programs, communications, and services, including those up for review, that directly and significantly impact the public.
- 3.1.2 The Victorian Government’s Fair Access Roadmap, where Local Governments will need to have gender equitable access and use policy in place to be eligible for state community sports infrastructure funding.

4. FINANCIAL IMPLICATIONS:

- 4.1 The Fair Access Policy Roadmap mandates that Local Government Authorities are required to adopt a Fair Access Policy or embed the principles of Fair Access into existing policy, to remain eligible for future Victorian Government Sports Infrastructure funding.
- 4.2 Applications for the 2024-25 Local Sports Infrastructure Fund (LSIF) facilitated by Sport and Recreation Victoria close on 17 February 2025. Council will be ineligible to submit funding applications to this program if the Hume Fair Access Policy is not adopted.
- 4.3 Potential grant funding available under the LSIF include:
 - 4.3.1 Community Facilities Stream – Maximum \$300,000.00
 - 4.3.2 Community Sports Lighting Stream – Maximum \$250,000.00
 - 4.3.3 Planning Stream – Maximum \$40,000.00
- 4.4 Operational expenditure from the Active Living Department budget will be utilised to deliver on the implementation of the Policy Action Plan. It is estimated that \$10,000 per annum will be required to implement the 3-year plan.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no considerations that impact on the environmental sustainability in the adoption of the Policy.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no considerations that impact on climate change adaptation in the adoption of the Policy.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 Human Rights have been taken into consideration in the design of the Policy and delivery of the actions outlined in the Policy Action Plan.
- 7.2 The Policy is underpinned by the principles of the Hume City Council Social Justice Charter including:
 - 7.2.1 Access and Inclusion
 - 7.2.2 Equity and Fairness
 - 7.2.3 Engagement and Participation
 - 7.2.4 Rights and Accountability

REPORT NO: 8.1 (cont.)

8. COMMUNITY CONSULTATION:

- 8.1 Hume consulted the Hume Gender Equity in Sport Network (HGESN), Office for Women in Sport & Recreation (OWSR) and Rainbow Local Government in the development of the Policy.
- 8.2 The HGESN is a representation of Council’s key internal and external sport & recreation stakeholders including Hume clubs/associations, community organisations, State Sporting Associations (SSAs) and community members. The HGESN is co-chaired by Hume’s Sports Development & Inclusion Officer and Family Violence project Officer and meet quarterly to promote gender equity and equal participation in sport. The HGESN assisted in guiding and reviewing the content development of the policy and Policy Action Plan in line with the Fair Access Policy Roadmap guiding principles.
- 8.3 The overarching Fair Access Policy Roadmap of which the Policy is based on was developed by the OWSR, Sport and Recreation Victoria and VicHealth in collaboration with many organisations, including local governments, state sporting bodies and other groups which took part in consultation to help shape the project.
- 8.4 The Policy has been reviewed and approved by the OWSR for compliance with the Fair Access Policy Roadmap.
- 8.5 A Hume Fair Access Policy webpage has been developed on the Hume City Council website and communication sent to all Hume club and association stakeholders regarding the Policy.

9. DISCUSSION:

Background

- 9.1 The Victorian Government *Inquiry into Women and Girls in Sport and Active Recreation* was undertaken in 2014 to advise the Victorian Minister for Sport on practical actions that the sport and active recreation sector could adopt to enhance participation by women and girls and to increase their engagement in leadership and governance roles.
- 9.2 The Inquiry was finalised in November 2015 and established nine recommendations and actions to effect change for sport and active recreation.
- 9.3 The Inquiry was instrumental in the formation of the Victorian Government Office for Women in Sport and Active Recreation (OWSR), the first of its kind in Australia, to implement the nine recommendations.
- 9.4 The Fair Access Policy Roadmap was developed by the OWSR, in partnership with VicHealth, Sport and Recreation Victoria, and other partners to address the inequality faced by women and girls in accessing community sport and infrastructure and to support their participation in community sport and active recreation across Victoria.
- 9.5 The Fair Access Policy Roadmap mandated all Victorian Local Governments to develop their own Fair Access Policy, or implement fair access principles into existing policy, to be eligible for future Victorian Government sports grant funding.

Hume Fair Access Policy Development

- 9.6 The Hume Fair Access Policy (The Policy) was developed in consultation with the HGESN, a local reference group consisting of representatives from Hume sports clubs and associations, State Sporting Associations, Local Community Health Organisations, Council Officers and local community.
- 9.7 Key feedback from the HGESN was that the Hume policy should recognise gender diversity in its scope in addition to women and girls. This feedback has been supported and incorporated into the Policy.

REPORT NO: 8.1 (cont.)

- 9.8 The Policy has been reviewed and approved by the OWSR for compliance with the Fair Access Policy Roadmap.
- 9.9 The Policy is informed by the Victorian Government’s six guiding principles and commitments under the Roadmap, to achieve gender-equitable access and use of community sports infrastructure:
- 9.9.1 **Principle 1- Infrastructure:** Community sports and active recreation infrastructure are genuinely welcoming, safe and inclusive.
- 9.9.2 **Principle 2- Roles in Sport:** Women, girls and gender diverse people will be encouraged to participate in all aspects of community sport and active recreation including as a player, coach, administrator, official, volunteer, and spectator.
- 9.9.3 **Principle 3- Allocation and Scheduling:** Women, girls and gender diverse people will have fair access to and use of community sport and recreation infrastructure, which is of the highest quality, at the most convenient location and times including new opportunities and sports.
- 9.9.4 **Principle 4- Leadership:** Women, girls and gender diverse people will be equitably represented in leadership and governance roles in the sporting environment.
- 9.9.5 **Principle 5- Culture and Environment:** Encourage and support all user groups who access community sport and active recreation infrastructure to understand, adopt and implement gender equitable access and use practices that are genuinely welcoming, safe, and inclusive.
- 9.9.6 **Principle 6- Reward, Celebrate and Prioritise:** Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated infrastructure
- 9.10 The Policy seeks to:
- 9.10.1 Provide fair and equitable access to sports infrastructure and programs to increase participation for women, girls and gender diverse people in recreation and physical activity.
- 9.10.2 Increase the number and diversity of women, girls and gender diverse people participating in recreation and physical activity and benefiting from the associated physical, mental and social health and wellbeing outcomes.
- 9.10.3 Inform current and future Hume Policies and planning in relation to sports infrastructure investment and access.
- 9.11 The overarching key principles of the policy will be considered in the renewal of current Hume policies relating to sports infrastructure, allocation and development including:
- 9.12 POL/258 - Sporting Grounds and Facilities Allocation Policy
- 9.13 POL/165 - Fees and Charges for Sports Ground Usage Policy
- 9.14 POL/152 – Club Contribution Policy for Capital Works Projects

Hume Fair Access Policy Action Plan Implementation

- 9.15 An initial three-year action plan has been developed to implement the objectives of the Policy. Implementation will be overseen by a Project Working Group of internal officers and supported by the HGESN partners.
- 9.16 The first year of the action plan is targeted toward stakeholder education, self-assessment and capacity building in the identification, and elimination of systemic

REPORT NO: 8.1 (cont.)

causes of gender inequality in policy, programs, communications, and delivery of services and infrastructure in relation to community sports.

- 9.17 Key tools being implemented in year one include the Fair Access Policy marketing strategy, information and education seminars, training workshops and the development of the Hume Fair Assess Information and Assessment Toolkit.
- 9.18 The Hume Fair Access Information and Assessment Toolkit will equip stakeholders to assess their status in meeting the principles of Fair Access and develop their own plans and targets.
- 9.19 Year two and three of the action plan will continue education and capacity building initiatives and assist stakeholders in implementing their identified action plan targets.
- 9.20 A comprehensive review of the outcomes of the policy and implementation plan will be conducted at the end of year 3 and will inform the Policy renewal.

10. CONCLUSION:

- 10.1 The Policy and Policy Action Plan aims to progressively build the capacity of Council, Hume sports clubs and associations in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services and infrastructure in relation to community sports.
- 10.2 The adoption of the Policy and the endorsement of the Policy Action Plan will allow Council Officers to commence:
 - 10.2.1 The delivery of the actions outlined in the Policy Action Plan.
 - 10.2.2 Preparation of grant funding applications for the Sport and Recreation Victoria Local Sport Infrastructure



HUME FAIR ACCESS POLICY

Policy Reference No.	POL/302
File No.	HCC21/488
Strategic Objective	1.3. Promote a healthy, inclusive and respectful community that fosters community pride and safety
Adopted by Council	TBC
Re-Adopted Date for Review	TBC
Responsible Officer	Manager Active Living
Department	Active Living

POLICY STATEMENT

- 1.1 The Fair Access Policy Roadmap was developed by the Office for Women in Sport & Recreation, in partnership with VicHealth and Sport and Recreation Victoria, to address the inequality faced by women and girls in accessing community sport and infrastructure and to support their participation in community sport and active recreation across Victoria.
- 1.2 Sport and recreation is a highly visible and valued feature of Hume City Council’s (Council) culture and identity, with numerous active sporting reserves, indoor stadiums and leisure centres located within the municipality supporting the physical and mental wellbeing of the community.
- 1.3 Council acknowledges the disadvantage some individuals experience in the sport and active recreation sector due to gender; and that achieving equity outcomes will require diverse approaches for people of all genders.
- 1.4 The Hume Fair Access Policy (the Policy) seeks to address known barriers experienced by women, girls and gender diverse people in accessing and using community sports infrastructure.
- 1.5 The Policy aims to progressively build the capacity of Council, Hume sports clubs and associations in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services and infrastructure in relation to community sports.

2. PURPOSE

2.1 The Policy will:

- 2.1.1 Address known barriers experienced by women, girls and gender diverse people in accessing and using community sports infrastructure.
- 2.1.2 Ensure solutions developed and implemented are guided by the Victorian Government’s six Fair Access Principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.
- 2.1.3 Support sports clubs, sports associations, and State Sporting Associations (SSAs) in education and training regarding the Policy.

2.2 The Policy is aligned to the:

- 2.2.1 Gender Equality Act 2020, where Local Governments are required to undertake Gender Impact Assessments (GIAs) on all new policies, programs, communications, and services, including those up for review, that directly and significantly impact the public.
- 2.2.2 The Victorian Government’s Fair Access Roadmap, which requires Local Governments to have a gender equitable access and use policy in place to be eligible for state community sports infrastructure funding.

3. SCOPE

3.1 The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and usage of community sports infrastructure.

3.2 This Policy applies to the allocation and use of Council’s current and future owned community sport and recreational facilities, including:

- 3.2.1 Sporting Fields and Pavilions
- 3.2.2 Hume Leisure Centres
- 3.2.3 Indoor Sports Facilities
- 3.2.4 Leased and Licensed Sport Facilities

4. OBJECTIVE

4.1 The Policy seeks to:

- 4.1.1 Provide fair and equitable access to sports infrastructure and programs to increase participation for women, girls and gender diverse people in recreation and physical activity.
- 4.1.2 Increase the number and diversity of women, girls and gender diverse people participating in recreation and physical activity and benefiting from the associated physical, mental and social health and wellbeing outcomes.
- 4.1.3 Inform current and future Hume policies and strategic plans in relation to sports infrastructure investment and access.

4.2 Guiding Principles:

4.2.1 Council is committed to the following principles, which are informed by the Victorian Government’s six guiding principles and commitments under the Fair Access Policy Roadmap, to achieve gender-equitable access and use of community sports infrastructure:

4.2.1.1 Principle 1 – Infrastructure

Community sports and active recreation infrastructure are genuinely welcoming, safe and inclusive.

4.2.1.2 Principle 2 – Roles in Sport

Women, girls and gender diverse people will be encouraged to participate in all aspects of community sport and active recreation including as a player, coach, administrator, official, volunteer, and spectator.

4.2.1.3 Principle 3 – Allocation and Scheduling

Women, girls and gender diverse people will have fair access to and use of community sport and recreation infrastructure, which is of the highest quality, at the most convenient location and times including new opportunities and sports.

4.2.1.4 Principle 4 – Leadership

Women, girls and gender diverse people will be equitably represented in leadership and governance roles in the sporting environment.

4.2.1.5 Principle 5 – Culture and Environment

Encourage and support all user groups who access community sport and active recreation infrastructure to understand, adopt and implement gender equitable access and use practices that are genuinely welcoming, safe, and inclusive.

4.2.1.6 Principle 6 – Reward, Celebrate and Prioritise.

Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated infrastructure.

5 POLICY IMPLEMENTATION

5.1 Council will undertake the necessary and proportionate steps towards implementation of the Policy by:

5.1.1 Engaging fairly, equitably and in a positive, respectful, and constructive manner with all staff, governance working groups, local and state sporting associations, and members of our sport and active recreation community, regardless of their gender identity, race, religion, ethnicity, disability, age, sexual orientation.

5.1.2 Completing Gender Impact Assessments (GIAs) to assess the implications for the community of any planned action, including policy development and communications. This strategy ensures all voices, concerns, and experiences are integral to the design, implementation, and monitoring of policies and programs.

5.1.3 Enacting the Policy Action Plan.

6. DEFINITIONS AND ABBREVIATIONS

Term	Definition
Hume City Council	The local government body responsible for the municipality of Hume.
Community Sports Infrastructure	Council owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender	Part of a person’s personal and social identity and refers to a way a person feels and sees themselves. It can be about differences in identity, expression and experience as a woman, man or gender diverse person.
Gender Diverse	An umbrella term that includes all the different ways gender can be experienced and perceived. It can include people questioning their gender, those who identify as trans/transgender, genderqueer, non-binary, gender non-conforming and many more.
Gender Equality	The equal rights, responsibilities and opportunities of women, men and gender diverse people. Equality does not mean that women, men and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.
Gender Impact Assessment (GIA)	A requirement under the Gender Equality Act 2020 to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.
Sports Clubs	A group organised for the purposes of playing sports (either individually or as teams) with a registered Australian Business Number and affiliated to a local Sports Association or State/National Sporting Association.
Sports Associations	A group organised for the purposes of facilitating a sports competition (either individually or as teams) with a registered Australian Business Number and affiliated to a State or National Sporting Association.
State Sporting Associations (SSAs)	A state sporting association is the governing body for a sport at state level. They represent affiliated member leagues, associations, clubs and participants.
Fair Access	Refers to making community sports and recreation facilities more equitable and inclusive to increase the participation of women, girls and gender diverse people. Opportunities to improve participation for other underrepresented groups will also be considered.

7. RELATED DOCUMENTS

7.1 This Policy should be read in conjunction with all other relevant Council policies such as:

- 7.1.1 Capital Investment Policy
- 7.1.2 Club Contributions Policy for Capital Works
- 7.1.3 Community Facility Access and Use Policy
- 7.1.4 Fees and Charges Policy for Sports Grounds Usage Policy
- 7.1.5 Outdoor Sports Lighting Policy and Plan
- 7.1.6 Sporting Grounds and Facilities Allocation Policy

7.2 This Policy should be read in conjunction with relevant legislative requirements including:

- 7.2.1 Local Government Act 2020
- 7.2.2 Gender Equity Act 2020
- 7.2.3 Equal Opportunity Act 2010
- 7.2.4 Charter of Human Rights and Responsibilities Act 2006

7.2.5 Community Vision 2040 & Council Plan 2021-25

Appendix A- Community Sport & Recreation Facilities

Hume’s Sports Stadiums & Facilities, Sporting Reserves and Public Recreation Facilities are listed on Hume’s Sport & Recreation Webpage: [Sport and Recreation - Hume City Council](#)

Date Adopted	TBC
Date Re-Adopted	TBC
Review Date	TBC

Hume Fair Access Policy Action Plan (2025 –2027)

This Hume Fair Access Policy (the Policy) Action Plan details key actions to be undertaken over the next three-year period (2025 – 2027) to align with the six guiding principles and commitments outlined in the Policy:

Principle 1 – Infrastructure

Community sports and active recreation infrastructure are genuinely welcoming, safe and inclusive.

Principle 2 – Roles in Sport

Women, girls and gender diverse people will be encouraged to participate in all aspects of community sport and active recreation including as a player, coach, administrator, official, volunteer and spectator.

Principle 3 – Allocation and Scheduling

Women, girls and gender diverse people will have fair access to and use of community sport and recreation infrastructure which is of the highest quality, at the most convenient location and times and includes new opportunities and sports.

Principle 4 – Leadership

Women, girls and gender diverse people should be equitably represented in leadership and governance roles in the sporting environment.

Principle 5 – Culture and Environment

Encourage and support all user groups who access community sport and active recreation infrastructure to understand, adopt and implement gender equitable access and use practices that are genuinely welcoming, safe and inclusive.

Principle 6 – Reward, Celebrate and Prioritise

Prioritise access, use and support to all user groups who demonstrate ongoing commitment to gender equitable access and use of allocated infrastructure.

The Policy Action Plan:

- Outlines specific steps Council will take to ensure the successful implementation of the Policy
- Details a range of actions designed to align with the policy’s objectives and to ensure that key goals are met effectively and efficiently.
- Will provide a framework for monitoring progress and assessing outcomes to address challenges or emerging priorities.

Hume Fair Access Policy Action Plan | Years 1- 3

Action ID	Action	Principle Alignment	Responsible	Timeline		
				2025	2026	2027
HFAAP1: Hume Fair Access Assessment Toolkit	Develop and deliver the Hume Fair Access Information & Assessment Toolkit (Toolkit) to guide Hume Sports Clubs/Associations & Facility Managers in assessing and implementing actions aligning with the Fair Access Principles.	1,2,3,4,5 & 6	Sport Development & Inclusion Officer (Lead) Community Organisations	Develop Toolkit Deliver two stakeholder information sessions.	Deliver two stakeholder information sessions.	Deliver two stakeholder information sessions. Conduct Toolkit review to consider improvements
HFAAP2: Club Action Plan	Work with Hume Sports Clubs, Associations & Facility Managers to develop Fair Access Action Plans through State Sporting Association (SSA’s) initiatives or the Hume Toolkit.	1,2,3,4,5 & 6	Sport Development & Inclusion Officer (Lead) Clubs/Associations, Community Organisations State Sporting Associations	Ongoing	Ongoing	Ongoing
HFAAP3: Gender Impact Assessment (GIA)	Complete a GIA and consider the principles of Fair Access for new or renewed community sports infrastructure projects or strategies.	1	Council Officers responsible for sporting infrastructure & strategies	Integrate GIA in the Project Management Framework	Ongoing	Ongoing

REPORTS – OFFICERS’ REPORTS

9 DECEMBER 2024

Attachment 2 - Hume Fair Access Policy Action Plan (2025-27)

COUNCIL MEETING

Action ID	Action	Principle Alignment	Responsible	Timeline		
				2025	2026	2027
HFAAP4: Training and Education	<p>Deliver a Development Training Program for Hume sports clubs/associations to increase capacity to be welcoming, safe, accessible and inclusive for the Hume community</p> <p>Promote training, mentoring and workshop opportunities for women, girls and gender-diverse people in playing, coaching, administration, officiating, volunteers, leadership and spectator development.</p> <p>Relevant Council staff to attend sector training and awareness programs in relation to Fair Access</p>	2, 3, 4 & 5	<p>Sport Development & Inclusion Officer (Lead)</p> <p>Community Organisations</p> <p>State Sporting Associations</p> <p>Clubs/Associations</p> <p>Northwestern LGAs</p>	<p>Develop an Annual Club Development Program</p> <p>Deliver 4 training sessions</p> <p>Promote one training workshop</p> <p>Relevant Hume Officers to attend one training session</p> <p>Conduct an annual review of the program to inform next year's program</p>	<p>Develop an Annual Club Development Program</p> <p>Deliver 4 training sessions</p> <p>Promote one training workshop</p> <p>Relevant Hume Officers to attend one training session</p> <p>Conduct an annual review of the program to inform next year's program</p>	<p>Develop an Annual Club Development Program</p> <p>Deliver 4 training sessions</p> <p>Promote one training workshop</p> <p>Relevant Hume Officers to attend one training session</p> <p>Conduct review of the program to inform next Action Plan</p>
HFAAP5: Come & Try Event	Support and promote Hume clubs/associations to host 'Come and Try' Events or sporting activations, targeting women, girls and gender diverse people	2	<p>Sport Development & Inclusion Officer (Lead)</p> <p>Clubs/Associations</p> <p>State Sporting Associations</p>	Support Come & Try Events	Support Come & Try Events	Support Come & Try Events

REPORTS – OFFICERS’ REPORTS

9 DECEMBER 2024

Attachment 2 - Hume Fair Access Policy Action Plan (2025-27)

COUNCIL MEETING

Action ID	Action	Principle Alignment	Responsible	Timeline		
				2025	2026	2027
HFAAP6: Funding	<p>Advocate to State and Federal Government and other relevant organisations for funding to support gender inclusive infrastructure upgrades and programs</p> <p>Support local sports clubs/associations who are achieving Fair Access Commitments for project and funding opportunities.</p>	1	<p>Coordinator Grants and Projects (Lead)</p> <p>Active Living Department</p> <p>Local Clubs/Associations</p>	Ongoing	Ongoing	Ongoing
HFAAP7: Policies	<p>Ensure the principles of Fair Access are considered when renewing current Hume Policies in relation to sports infrastructure, allocation and development.</p>	1	<p>Active Living Department (Lead)</p>	Ongoing	Ongoing	Ongoing
HFAAP8: Hume Gender Equity in Sport Network (HGESN)	<p>Facilitate meetings of the HGESN focusing on Fair Access.</p> <p>Promote and encourage women, girls and gender diverse people to join the HGESN.</p>	1,2,3,4,5 & 6	<p>Sport Development & Inclusion Officer (Lead)</p> <p>Communications</p> <p>Community Organisations</p>	<p>Meetings and Expression of Interest (EOI) Promotions on a Quarterly basis</p>	<p>Meetings and EOI Promotions on a Quarterly basis</p>	<p>Meetings and EOI Promotions on a Quarterly basis</p>

REPORTS – OFFICERS’ REPORTS

9 DECEMBER 2024

Attachment 2 - Hume Fair Access Policy Action Plan (2025-27)

COUNCIL MEETING

Action ID	Action	Principle Alignment	Responsible	Timeline		
				2025	2026	2027
HFAAP9: Data Collection	Collaborate with SSA's to collect and assess data relative to women, girls and gender diverse people's participation in all sports and, accessibility to Hume facilities on an annual basis.	3	Sport Development & Inclusion Officer (Lead) Active Living Department State Sporting Associations Local Clubs/Associations	Complete 2024/25 Hume Participation Database	Complete 2025/26 Hume Participation Database	Complete 2026/27 Hume Participation Database
HFAAP10: Marketing	Develop a Fair Access Marketing Strategy which includes: <ul style="list-style-type: none"> • Webpage dedicated to Fair Access • Online marketing campaign • Development of promotional material • Development of case studies of clubs/associations who champion Fair Access 	2,3,4,5 & 6	Sport Development & Inclusion Officer (Lead) Active Living Department Communications	Phase 1- Develop marketing plan (MP) and implement Year 1 Actions	Phase 2- Implement Year 2 MP actions	Phase 3- Implement Year 3 MP actions
HFAAP11: Accreditation	Explore the development of a Hume Inclusive accreditation system for clubs as a recognition tool in being an inclusive club	2,3,4,5 & 6	Sport Development & Inclusion Officer (Lead) Active Living Department	Research and Consultation	Using the findings from the research, develop options to consider how to recognise inclusive clubs	Confirm a system to acknowledge Hume inclusive clubs

2024 Hume Gender Equity in Sport Network (HGESN)- Members

Partners

Name	Organisation
Ingrid Kirchner	Hume City Council
Gayan Loku Bogahawattage	Hume City Council
Elizabeth Sleeth	DPV Health
Lucy Forwood	DPV Health
Sydel Fernandes	WHIN

Members

Name	Organisation
Samantha Rushworth	East Sunbury Football Club
Selin Arpaci	Football Victoria
Alexandra McKellar	Broadmeadows Basketball Association
Nicole Sue-See	Hume Tennis and Community Centre
Agnes (Nancy) Minichiello	Craigieburn City FC
Lauren Tyrrell	Sunbury and Cobaw Community Health
Natasha Alabakov	Banksia Gardens Community Services
Gerard Greaney	Gladstone Park Bowls Club
Gagandeep Mangat	Community Member
Jess Scannell	Welcoming Clubs
Brett Watson	Centre for Multicultural Youth (CMY)
Avtar Singh	Hume Bombers Football Club and Hume Cricket Club
Sara Nannery	Sunbury United Soccer Club
Chris Rowland	Gladstone Park Junior Squash Club
Tom Mason	Roxburgh Park Football Netball Club
Gurninder Singh	Hume Cricket Club
Naveena Kuruppu	Hume Hockey Club
Shima Rahmatizadeh	SPLASH and Greenvale Basketball
Katherine Gourley	Basketball Victoria
Cassandra Beer	West Brunswick AFC
Cassandra Hadson	Sunbury Lions FNC and Sunbury Netball Association.
Manjot Kaur	Merrifield Panthers
Sophie Byrnes	Football Victoria
Sharin Milner	Broadmeadows Basketball Association
Drew Hildebrandt	Broadmeadows Basketball Association
Satinder Pal Kaur	Hume Bombers Football Club and Hume Cricket Club
Liana Keenan	Westmeadows Football Club
Rhani Dean-Talbett	Sunbury and Cobaw Community Health
Nicola Long	DPV Health

REPORT NO:	8.2
REPORT TITLE:	Temporary Change to the Chief Executive Officer's Delegation 10 December 2024 to 10 February 2025
SOURCE:	Robert Costa, Manager Finance Laura Still, Procurement Officer
DIVISION:	Finance & Governance
FILE NO:	HCC14/405
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	1. <i>Attachment 1 - Estimated Contract Values - Confidential</i> 2. <i>Instrument of Delegation to the Chief Executive Officer - 9 December 2024</i>

1. SUMMARY OF REPORT:

- 1.1 This report recommends a temporary increase in the current limitation on the power delegated to the CEO – to award a contract not exceeding the value of \$1 million (including GST).
- 1.2 It is proposed that this variation is for the period 10 December 2024 to 10 February 2025.

2. RECOMMENDATION:

- 2.1 That in accordance with section 11(1) of the Local Government Act 2020, Council varies its instrument of delegation to the Chief Executive Officer (Attachment 2) for the period 10 December 2024 to 10 February 2025 to temporarily increase the limitation on the power to award a contract or make any expenditure to an amount not exceeding the value of \$3,000,000 (including GST);
- 2.2 That in accordance with section 11(1) of the Local Government Act 2020, Council varies its instrument of delegation to the Chief Executive Officer for the period 10 December 2024 to 10 February 2025 for a temporary increase in the current limitation on the power delegated to the CEO to award contracts listed in the confidential attachment 1, which may exceed the \$3,000,000 (including GST) temporary delegation requested in 2.1:

Contract No.	Contract Name
30 24 3438	Provision of security services for the Hume Global Learning Centre, Town Hall Broadmeadows, Community Centres and Community Facilities

- 2.3 That Council approves the signing and sealing of the Instrument of Delegation to the Chief Executive Officer

3. LEGISLATIVE POWERS:

- 3.1 *Local Government Act 2020* – Section 11.

Council is given the power to delegate any of its powers, duties and functions, other than for stipulated exceptions, under the Act as specified in section 9 of this report.

REPORT NO: 8.2 (cont.)

4. FINANCIAL IMPLICATIONS:

This Report recommends a temporary increase of the CEO financial delegations to ensure that key tenders can be awarded over the Christmas Holiday period when there is a large break between Council Meetings.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

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

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no considerations that impact on climate change adaptation as a result of this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

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

8. COMMUNITY CONSULTATION:

Community consultation is not required in relation to 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. 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 At its 9 September 2024 Council meeting, Council approved a temporary increase to the CEO’s delegation to \$2,391,341 including GST effective from 15 October 2024 until its 9 December meeting to ensure contracts primarily for capital works projects could be awarded during the election caretaker period.

9.4 The primary purpose for this proposed temporary change to the Chief Executive Officer’s Delegation from 10 December 2024 to 10 February 2025 is to ensure that contracts for capital works projects can be awarded promptly over that period, until the first briefing session prior to the Council meeting of 10 February 2025. During this period, it is also possible that service contracts may also be awarded up to the increased value.

9.5 At the first Council meeting on 10 February 2025, the CEO’s delegation will revert to awarding contracts up to the value of \$1 million (including GST).

10. CONCLUSION:

As provided by section 11(1) of the Act, Council may delegate certain powers, duties or functions through an Instrument of Delegation to the Chief Executive Officer and this report recommends a temporary change to that Instrument through the resolution of this report.



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 December 2024
2. the delegation
 - 2.1 comes into force immediately 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.

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 \$ 3,000,000 (including GST), with the exception of the contracts listed below, which may exceed \$3,000,000 (including GST) but which may still be awarded:
 - i. Contract number 30 24 3428, Provision of security services for the Hume Global Learning Centre, Town Hall Broadmeadows, Community Centres and Community Facilities;
 - b) making any expenditure that exceeds \$ 3,000,000 (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.

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

LOCAL GOVERNMENT ACT 1989		
Column 1	Column 2	Column 3
PROVISION	POWER	CONDITIONS & LIMITATIONS
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	

LOCAL GOVERNMENT ACT 2020		
Column 1	Column 2	Column 3
PROVISION	POWER	CONDITIONS & LIMITATIONS
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.	

PLANNING AND ENVIRONMENT ACT 1987		
Column 1	Column 2	Column 3
PROVISION	POWER	CONDITIONS & LIMITATIONS
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	

REPORTS – OFFICERS’ REPORTS**9 DECEMBER 2024**

Attachment 2 - Instrument of Delegation to the Chief Executive Officer - 9 December 2024

COUNCIL MEETING

PLANNING AND ENVIRONMENT ACT 1987		
Column 1	Column 2	Column 3
PROVISION	POWER	CONDITIONS & LIMITATIONS
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	

ROAD MANAGEMENT ACT 2004		
Column 1	Column 2	Column 3
PROVISION	POWER	CONDITIONS & LIMITATIONS
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 DECEMBER 2024**

Attachment 2 - Instrument of Delegation to the Chief Executive Officer - 9 December 2024

COUNCIL MEETING

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

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

REPORT NO:	8.3
REPORT TITLE:	2025/2026 Event Grant Program
SOURCE:	Hazel Finnie, Coordinator Arts, Culture & Events David Henry, Coordinator Arts and Cultural Development
DIVISION:	City Services & Living
FILE NO:	HCC20/134
POLICY:	POL/303 Grant Giving Policy
STRATEGIC OBJECTIVE:	1.4: Strengthen community connections through local events, festivals and the arts
ATTACHMENTS:	1. <i>Hume Event Program Guidelines 2025/26</i> 2. <i>Event Grants Terms of Reference</i>

1. SUMMARY OF REPORT:

- 1.1 This report outlines the Guidelines and Terms of Reference for the 2025/26 Hume Event Grant Program. 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.
- 1.2 The 2025/26 Event Grant Program has been developed in consideration of feedback and learnings from the 2024/25 Event Grant Program, as well as the guiding principles of the *Vibrant and Inclusive – Events and Festivals Strategy 2023–2026*.

2. RECOMMENDATION:

That Council:

- 2.1 **Endorse the 2025/26 Hume Event Grant Program Guidelines (Attachment 1) and Terms of Reference (Attachment 2).**
- 2.2 **Notes that the 2025/26 Hume Event Grant Program is funded from the 2025/26 budget, as such, program funding will be confirmed when Council adopts the budget in June 2025.**
- 2.3 **Notes the following application timelines for the 2025/26 Event Grant Program:**
 - 2.3.1 **Community and Neighbourhood Events (Small) and Community and Neighbourhood Events (Medium): open for Round 1 applications from Monday 6 January 2025 until Thursday 20 February 2025, and Round 2 applications from Monday 26 May until Tuesday 1 July 2025.**
 - 2.3.2 **Major Events (single round) and Established Major Events (single round): open for applications from Monday 6 January 2025 until Thursday 20 February 2025.**
- 2.4 **Nominates Councillor Gagen, Councillor Haddad and Councillor Watson to be members of the Councillor Review Panel.**
- 2.5 **Notes that a Report recommending the distribution of Round 1 Community and Neighbourhood Events (Small and Medium), Major Events (single round) and Established Major Events (single round) will be presented to Council in May 2025.**

3. LEGISLATIVE POWERS:

- 3.1 The provision of an Event Grant Program is aligned to the service performance principles (part 5, Division 1, Section 106) of the Local Government Act, 2020 specifically that:

REPORT NO: 8.3 (cont.)

- 3.1.1 Services are equitable and responsive to the diverse needs of the community.
- 3.1.2 Services are accessible and provide good value for money.

4. FINANCIAL IMPLICATIONS:

- 4.1 The Event Grant Program is funded within Council’s annual operating budget. In the 2024/25 budget \$290,000 was allocated to deliver this program.
- 4.2 In 2024/25, the Established Major Event category funded four events for up to three years (pending successful annual acquittal). This pre-commits the program to expenditure of \$116,000 in the 2025/26 financial year.
- 4.3 Pending the adoption of the 2025/26 budget, \$290,000 will be allocated to the 2025/26 Hume Event Grant Program. It is proposed that funds would be distributed across the four categories as follows:

Category	Forecast Allocation
Established Major Events (pre-committed pending successful acquittals from 2024/25)	\$116,000
Community and Neighbourhood – Small	\$22,000
Community and Neighbourhood – Medium	\$42,000
Major Events / Established Major Events	\$110,000
Total	\$290,000

- 4.4 It is estimated that the program would support approximately 24 events to be held in Hume in 2025/26.
- 4.5 The Event Grant Program includes the opportunity to provide in-kind support to event organisers. In-kind support can be funded through Council operating budgets and will be outlined in the Council reports recommending program recipients for the 2025/26 year.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 The Hume Event Grant Program priorities applications that demonstrate environmental sustainability considerations in their event planning in line with the sustainable event guideline.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no direct implications for climate change adaptation as a result of this report, however it is noted that events funded through this program are often held outdoors and can be impacted by adverse weather. Where relevant, the Events team will provide advice and guidance on contingency planning to support these events to occur regardless of weather conditions.

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 These Rights have been considered and applied in the development, implementation, and assessment of the program. The Program does not limit any Human Rights, and actively considers the barriers some Hume community members may face in participating in community life (support of Section 18).
- 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. Events that are inclusive of all residents within Hume City are prioritised, as are those that focus on the participation of disadvantaged groups.

REPORT NO: 8.3 (cont.)

8. COMMUNITY CONSULTATION:

- 8.1 The Event Grant Program review has been 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 Feedback on the 2024/25 program indicated strong support of the new categories and enhanced support for established major events.

9. DISCUSSION:

Background

- 9.1 Hume City Council has a long history of providing funding support to event organisers to deliver events and festivals in Hume. Previously, this was delivered through the Event Sponsorship Program, and more recently through the Event Grant Program 2023/24 and 2024/25.
- 9.2 The *Vibrant and Inclusive – Events and Festivals Strategy 2023-2026* was endorsed by Council on 14 August 2023. The Strategy includes principles to guide Council in its approach to supporting events in Hume. These principles are that:
- 9.2.1 Hume City Council will provide an enabling environment that actively encourages commercial and community event organisers to deliver events and festivals in Hume City.
- 9.2.2 Furthermore, Hume City Council will support events that:
- (a) Foster capacity-building and contribute to social justice, community health and wellbeing.
 - (b) Encourage the community to connect and participate locally.
 - (c) Promote Hume City’s lifestyle and visitor economy, recognising it as a vibrant place to live and visit.
- 9.2.3 The Strategy includes a commitment to supporting events that recognise local talent, artistic and cultural strengths, and foster and create opportunities for local musicians, performers, food vendors and suppliers to be part of events in Hume.
- 9.3 These Guiding Principles and commitments underpin the objectives, eligibility, and assessment criteria for the 2025/2026 Grant Program.

Learnings from 2024/25 Program

- 9.4 The review did not find significant changes were required in relation to the strategic alignment of the program.
- 9.5 In 2024/25, the program received 54 applications compared with 47 applications in 2023/24 (a 15% increase).
- 9.5.1 As in previous years demand for the program was greater than available funds \$288,000 was distributed and \$522,400 was requested.
- 9.5.2 To support greater dispersal of funds, and maximise the delivery of events across the city, successful applicants in the Major Events and Community and Neighbourhood – Medium categories applicants were offered less funding than they requested for their events.
- 9.5.3 All applicants accepted the reduced amounts, indicating that the events remained viable to deliver with the reduced funding amounts.

REPORT NO: 8.3 (cont.)

- 9.5.4 Officers will continue to monitor whether reduced funding impacts the presentation or viability of these events into the future.
- 9.6 Following feedback from Councillors, Officers considered the eligibility of Commercial and For-Profit applicants to apply for Event Grants.
 - 9.6.1 In 2024/25, seven of the 54 (13%) applications received were from Commercial or For-Profit applicants. Of these, two applicants received funding.
 - 9.6.2 The benefits of events run in Hume align to the objectives of the *Vibrant and Inclusive – Events and Festivals Strategy 2023-2026*. This includes opportunities for local participation and connection, as well as benefits to the local community and visitor economy,
 - 9.6.3 It is recognised that Commercial and For-Profit entities have a higher capacity to self-fund an event. This can limit the ability for the program to support community events, and also raise questions about the apportionment of ratepayer funds to events that have the highest need.
 - 9.6.4 Officers explored the opportunity to reduce Commercial and For-Profit applicants access to ratepayer funds for their events, whilst still supporting a high number of events to occur locally.
 - 9.6.5 The recommended approach for 2025/26 program is that:
 - (a) Commercial and For-Profit entities co-contribute at a ratio of 1:3. This means that for every \$1 applied for from Council, the applicant must demonstrate a contribution of at least \$3 in cash.
 - (b) Commercial and For-Profit entities are not eligible for the Established Major Events category.
 - 9.6.6 This approach will support vibrant local events, whilst providing the greatest level of support to community organisations running events.
- 9.7 Another learning from the 2024/25 program relates to the Terms of Reference, and lack of clarity on the role of the Assessment Panel Chair. Recognising this, an amendment has been made to the Terms of Reference to better identify the role and responsibility of the Assessment Panel Chair.

Established Major Events

- 9.8 \$116,000 of funds within the Established Major Events category are pre-committed for a period of three years until completion of 2026/27.
- 9.9 In 2025/26, the Assessment Panel will evaluate applications in this category against the Assessment Criteria to determine whether to recommend further multi-year funding to Council for consideration.
- 9.10 The allocation of multi-year funding allocation reduces the allocation for future years. The review of the 2025/26 Event Grant Program will consider this impact and make recommendations in light of applications, and program interest.

2025/26 Event Grant Program

- 9.11 The 2025/26 Event Grant Program will comprise of the following categories:

Category	Purpose	Category maximum	Est. no. groups supported	Total Allocation
Community and Neighbourhood – Small	<ul style="list-style-type: none"> • Planned and staged for a particular interest or purpose. 	<ul style="list-style-type: none"> • Up to \$2,000 	11	\$22,000

REPORT NO: 8.3 (cont.)

	<ul style="list-style-type: none"> • Bring people together in a local or neighbourhood setting. • Up to 1,000 attendees. 			
Community and Neighbourhood – Medium	<ul style="list-style-type: none"> • Planned and staged for a particular interest or purpose. • Bring people together in a local or neighbourhood setting. • Provides opportunities for people to connect and participate • Up to 3,000 attendees. 	<ul style="list-style-type: none"> • Up to \$3,000 	4	\$42,000
Major Events	<ul style="list-style-type: none"> • Larger scale events • Attracting a municipal wide audience. • More than 3,000 attendees. 	<ul style="list-style-type: none"> • Up to \$20,000 	4-6 One round per year.	\$110,000*
Established Major Events	<ul style="list-style-type: none"> • Events delivered in Hume for at least 5 years • Community led, and can demonstrate strong planning and visitation (i.e., municipal wide audience / attracting visitors to Hume). • Commercial and For-Profit entities are not eligible for this category. • More than 5,000 attendees. 	<ul style="list-style-type: none"> • Up to \$30,000/year for 3 years (pending successful annual acquittals). 	4-6 One round per year.	\$116,000 pre-committed)
TOTAL			24	\$290,000

*Forecast includes funds to be assigned to new Established Major Events in 2025/26 pending assessment process.

Assessment Process

- 9.12 The Assessment Process is detailed in the Event Grant Assessment Panel Terms of Reference (Attachment 2).
- 9.13 In line with Council’s Grant-giving Policy, the Event Grant Program assessment process will be managed online via the SmartyGrants portal. Officers will be available to support applicants in any language (through an interpreter) if they have difficulty submitting an online application.
- 9.14 A pre-eligibility check will be conducted on all applications prior to progressing to assessment stage.
- 9.15 Eligible applications will be assessed by the Event Grant Assessment Panel according to the assessment matrix published in the 2025/2026 Event Grants Program Guidelines.
- 9.16 Applications recommended for funding will be presented to the Councillor Review Panel in April 2025, which will provide oversight over the process.
- 9.17 A summary of applications recommended for funding in Round 1 Community and Neighbourhood Events (Small and Medium), Major Events (single round) and Established Major Events (single round) will be provided to Council for approval in May 2025.

REPORT NO: 8.3 (cont.)

Notification of Grants and Conditions

- 9.18 Following Council consideration of recommendations for Round 1 Community and Neighbourhood Events (Small and Medium), Major Events (single round) and Established Major Events (single round), Officers will notify successful applicants of the outcome of their application by email. Successful applicants’ obligations will be detailed in a funding agreement with Council.
- 9.19 Unsuccessful or ineligible applicants will be provided with the opportunity to discuss their applications with Council officers. They will also be offered support to develop their proposal for future funding rounds. Officers will also work with applicants where required, to refer them to other funding opportunities, or encourage them explore potential partnerships to support a successful application.
- 9.20 All grant recipients will be required to comply with the conditions of their Funding Agreement. The funds must only be used for the purposes described and are to be acquitted at the completion of the agreement period.

Program Evaluation

- 9.21 A review of the 2025/26 Event Grant Program (including application categories and allocation of funds) will be conducted to inform the delivery of the 2026/27 program.

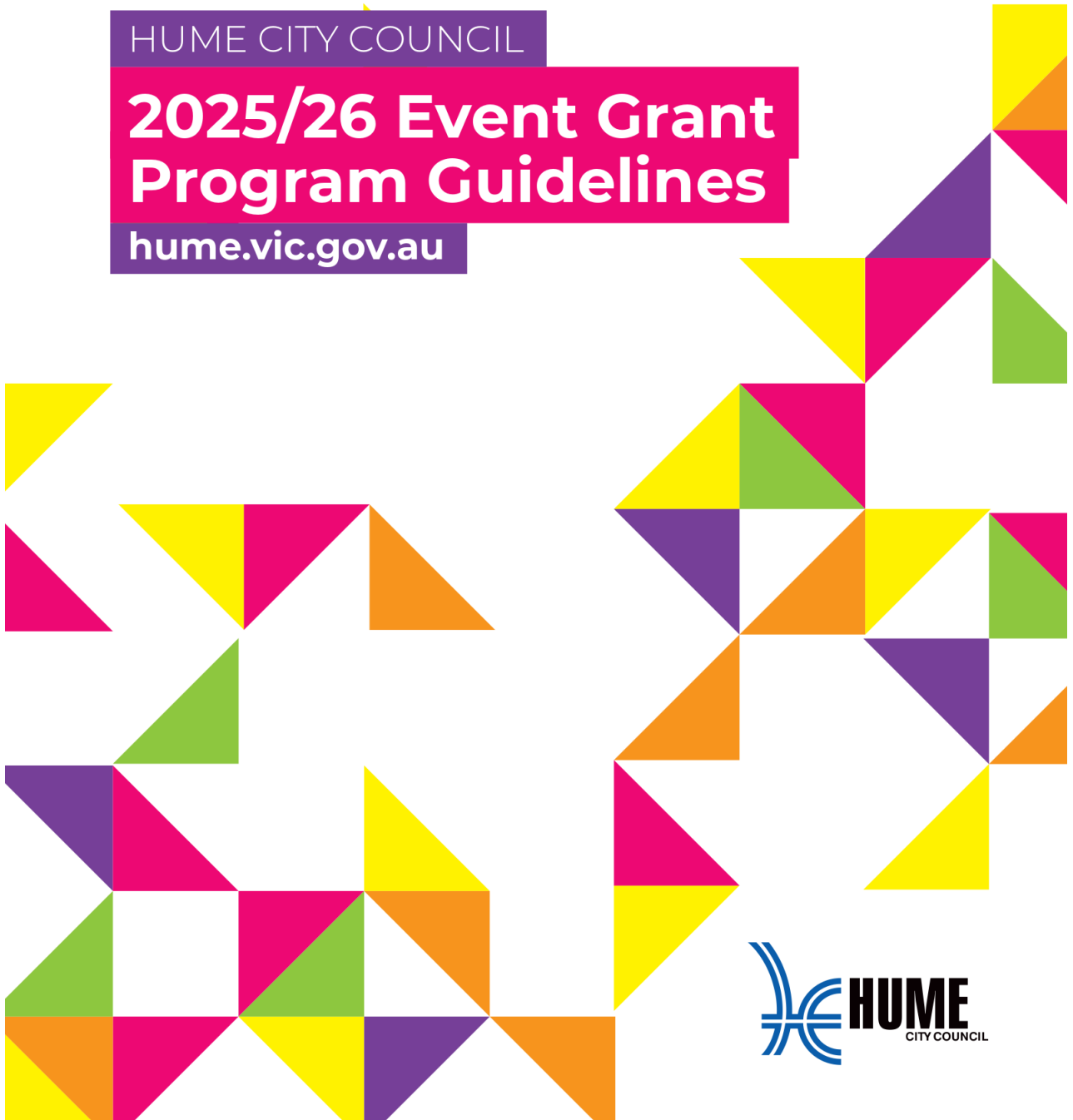
10. CONCLUSION:

The Hume Event Grant program supports the delivery of vibrant, inclusive, and engaging events in Hume City, helping to achieve the Council vision of strengthening community connections through local events, festivals, and the arts.

HUME CITY COUNCIL

2025/26 Event Grant Program Guidelines

hume.vic.gov.au



Acknowledgement of Traditional Owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia’s identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

HumeLink

Multilingual telephone
information service
Enquiries 9205 2200

للمعلومات باللغة العربية	9679 9815
معلومات باللغة العربية	9679 9809
Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
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Para información en español	9679 9821
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Need translation services?

Our website is easily translatable into many languages. Simply visit www.hume.vic.gov.au and select the English (Australia) drop down menu to find the language of your preference. Alternatively you can scan the QR code, or if you need an interpreter to discuss your grant application, please use HumeLink to contact us.



Print too small?

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

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Events, Festivals and Community Celebrations

Program Context

Hume City is one of the fastest growing and most culturally diverse communities in Australia. A mix of new and established neighbourhoods, it is home to a vibrant, diverse, and growing community.

Events, festivals, and community celebrations have a key role to play in helping Council achieve its **Community Vision** for a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging.

Events raise community spirit, help celebrate Hume’s diverse cultures and interests, foster pride in local neighbourhoods, building the identity and lifestyle of what it means to live in Hume. Events create reasons for people to engage in their local community and build the capacity of the community to engage and participate locally.

A strong events calendar ensures that Hume City is a vibrant place to live and visit.

Program Aims

Vibrant and Inclusive, Events and Festivals Strategy 2023-2026 commits Council to providing an enabling environment that actively encourages commercial and community event organisers to deliver events and festivals in Hume.

The Event Grant program aims to support local community and event organisers to establish new events and continue to host existing events in Hume. These Hume events will build community capacity, foster resilience, recognise local talent, and the city’s artistic and cultural strengths.

The program will create opportunities for local musicians, performers, food vendors and suppliers to participate in events in Hume.

What is an event?

An event is an organised public gathering that brings people together for a common purpose by some pre-arrangement. It is open to members of the public and is publicly announced or advertised.

What the program supports

The program supports events that:

- Celebrate communities.
- Activate neighbourhoods.
- Foster capacity building and resilience.
- Encourage the Hume community to connect and participate locally.
- Recognise local talent, and artistic and cultural strengths.
- Create opportunities for musicians, performers, food vendors and suppliers.
- Contribute to social justice, community health and wellbeing.
- Promote Hume City’s lifestyle and visitor economy, recognising it as a vibrant place to live and visit.

Program Categories

There are four program categories:

Category	Attendance	Support Available (cash and/or in-kind)
Community and Neighbourhood Events – Small	Up to 1,000	up to \$2,000
Community and Neighbourhood Events – Medium	Up to 3,000	up to \$12,000
Major Events	3,000+	up to \$20,000
Established Major Events	5000+	up to \$30,000 per year for up to 3 years

Eligibility Criteria

Event Eligibility

To be eligible to apply, the event must:

- take place between **1 July 2025** and **30 June 2026**. (For specific grant round dates see page 8).
- be held in Hume City.
- be an organised public gathering that brings people together for a common purpose by some pre-arrangement.
- open to members of the public and be publicly announced or advertised, whether ticketed or not.
- be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).

In addition to this, applicants must undertake to comply with all event planning requirements, including obtaining appropriate event permits as required.

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

Eligible organisation types

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

Ineligible Applications

The Event Grant program will not support:

- applications made by individuals.
- applicants /applicant organisations with
 - outstanding Post Event Reports from previous funding
 - outstanding debts with Council.
- applications from political organisations or which propose events with a political purpose.
- events that exclude or may offend part of the community.
- proposals to host events or activities that are not located in Hume City.
- applications made by Hume City Council employees or Councillors. Applications

may be considered ineligible if:

- they are incomplete, including applications which do not include the required documentation.
- the proposal doesn't not align with Council's Social Justice Charter and principles of equity, access, engagement and participation, rights, and accessibility for all community groups.
- the event proposal does not align with Council's plans and policies, including Council's Child Safety and Wellbeing Policy.
- the event may compromise Council's reputation, image, probity, or ability to fulfil its functions and responsibilities.

Funding Restrictions:

The program will not provide funding for:

- alcohol licenses, tobacco and gambling related activities
- prize money or awards (such as trophies)
- reimbursement of personal expenses (such as, petrol or utility bills)
- fixed or permanent equipment, building maintenance or capital improvement.
This funding is specifically for the delivery of events within the Hume community.

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

Program Dates

Round 1 - All categories

- Open Monday 6 January 2025 at 9:00am.
- Closed Thursday 20 February 2025 at 4:00pm.
- Applicants notified of outcome following the Council meeting in May 2025.

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

- Open 26 May 2025 at 9:00am.
- Closed 7 July 2025 at 4:00pm.
- Applicants notified of outcome following the Council meeting in October 2025.

Program Categories

Community and Neighbourhood Events - Small

Events that are:

- planned and staged for a particular interest or purpose, and
- bring people together, usually in a local or neighbourhood setting.
- provide opportunities for people to connect and participate.
- organised by community groups and organisations.
- expected to be attended by up to 1,000 people.

How much can I apply for?

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

Community groups/organisations are not required to match funding.

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

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

In-kind support

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

Eligibility Criteria

- the event must take place between **1 July 2025** and **30 June 2026**.
- the event must be held in Hume City.
- expected attendance at the event is up to 1,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement, open to members of the public, and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.

Application – Key Information

In your application, you will be asked to demonstrate that the Event:

- includes and celebrates the local community.
- encourages the Hume community to connect and participate locally.
- fosters capacity building and resilience in your organisation and community.
- recognises local talent, and/or artistic and cultural strengths.
- contributes to social justice, community health and wellbeing.
- this event can be delivered in a safe and successful manner.

Assessment Criteria

Assessment	Considerations	Weighting
Community Connection	<p>Provides opportunity for the community to connect and participate locally.</p> <p>Activates local neighbourhoods.</p> <p>Recognises local talent, artistic and cultural strengths.</p> <p>Has community relevance and benefit</p>	40%
Participation and Growth	<p>Fosters capacity building and resilience.</p> <p>Contributes to social justice, community health and wellbeing.</p> <p>Creates opportunities for musicians, performers to participate.</p>	40%
Capacity and Capability	<p>Experience in organising similar events.</p> <p>Demonstrating the event is well planned, and that you understand what is needed to deliver the event.</p> <p>Ability to show the costs and resources needed to deliver the event.</p> <p>Venue identified, and availability tentatively confirmed.</p>	20%



Community and Neighbourhood Events - Medium

Events that are:

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

How much can I apply for?

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

Community groups/organisations are not required to match funding.

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

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

In-kind support

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

Eligibility Criteria

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

- the event must take place between **1 July 2025** and **30 June 2026**.
- the event must be held in Hume City.
- the expected attendance at the event must be between 1,000 and 3,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement, is open to members of the public, and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.

Application – Key Information

In your application, you will be asked to demonstrate that:

- the event includes and celebrates the local community.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event contributes to social justice, community health and wellbeing.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- you have experience of delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and that a considered and realistic budget is provided relative to the event size, and funding request.
- In addition to these, the event may promote Hume City’s lifestyle, and visitor economy, recognising it as a vibrant place to live and visit.

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

Assessment Criteria

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience. Contributes to social justice, community health and wellbeing. Creates opportunities for musicians, performers to participate.	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure.	30%

Major Events

Events that:

- attract a municipality wide audience
- are expected to be attended by more than 3,000 people
- can attract visitors to Hume
- are planned and staged for a particular interest or purpose, and involve multiple stakeholders
- provide opportunities for community connection and participation.
- can be organised by community groups, not for profit organisations, and businesses.

How much can I apply for?

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

Community groups/organisations are not required to match funding.

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

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

In-kind support

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

Eligibility Criteria

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

- the event must take place between **1 July 2025** and **30 June 2026**.
- the event must be held in Hume City.
- expected attendance at the event is more than 3,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement and is open to members of the public and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must provide evidence of event planning capacity, including event, and risk management plans, a project schedule, and a copy of the event budget.
- applicants must provide an event promotion plan showing how attendees will be attracted to the event.
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.

Application – Key Information

In your application, you will be asked to demonstrate that:

- the event includes and celebrates the local community.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- it contributes to social justice, community health and wellbeing.
- you have experience in planning and delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and a considered and realistic budget is provided.
- the event promotes Hume City’s lifestyle, and visitor economy, recognising it as a vibrant place to live and visit.

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

Assessment Criteria

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience. Contributes to social justice, community health and wellbeing. Creates opportunities for musicians, performers to participate.	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure	30%

Established Major Events

Events that:

- have been successfully conducted in Hume for at least 5 years.
- are community led, organised by local groups, or organisations.
- attended by more than 5,000 people.
- attract a municipal wide audience.
- can attract visitors to Hume.
- planned and staged for a particular interest or purpose, and involve multiple stakeholders.
- provide opportunities for community connection and participation

Available Support – Funding / In-Kind Support

Applicants can apply for funding, in-kind support, or a mix of both.

How much can I apply for?

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

Community groups/organisations are not required to match funding.

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

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

In-kind support

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

Eligibility Criteria

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

- the event must take place between **1 July 2025 and 30 June 2026**.
- the event must be held in Hume City and have been conducted in Hume City for at least 5 years.
- it must be organised by a community group or or Not-for-Profits organisations based in Hume. They may be incorporated or auspiced.
- volunteers must contribute significantly to the development and delivery of the event.
- expected attendance at the event is more than 5,000 people.
- the event must meet the event definition and be: “an organised public gathering that brings people together for a common purpose by some pre-arrangement and is open to members of the public and is publicly announced or advertised”.
- the event must be covered by public liability insurance of \$20 million. (Applicants will be required to provide evidence of public liability insurance prior to the release of any funds).
- applicants must provide evidence of event planning capacity, including event, and risk management plans, a project schedule, and a copy of the event budget.
- applicants must provide an event promotion plan showing how attendees will be attracted to the event.
- applicants must commit to complying with all event planning requirements, including obtaining appropriate event permits as required.
- applicants must discuss their proposal with a Council officer from the Events and Festivals team prior to making an application.

A multi-year funding agreement may be entered into between Council and the event organiser. To meet criteria for funding in years 2 and 3, applicants must successfully acquit the previous year’s funding, and provide evidence of event outcomes. Subsequent years funding is at the discretion of Council and will consider the success of past events, and evidenced planning for future year’s program.

Application – Key Information

- the event includes and celebrates the local community.
- volunteers are involved in the planning and the delivery of the event.
- the event will encourage the Hume community to connect and participate locally.
- the event fosters capacity building and resilience in your organisation and community.
- the event recognises local talent, and/or artistic and cultural strengths.
- the event creates opportunities for Hume based musicians, performers, food vendors and suppliers.
- it contributes to social justice, community health and wellbeing.
- you have experience in planning and delivering this event in a successful and safe manner and are able to provide the documentation to evidence this as part of your application.
- the event is financially viable, and a considered and realistic budget is provided.
- the event promotes Hume City’s lifestyle, and visitor economy, recognising it as a vibrant place to live and visit. (optional).

Assessment Criteria

Assessment	Considerations	Weighting
Community Connection	Provides opportunity for the community to connect and participate locally. Recognises local talent, artistic and cultural strengths. Has community relevance and benefit.	40%
Participation and Growth	Fosters capacity building and resilience. Contributes to social justice, community health and wellbeing. Creates opportunities for musicians, performers to participate.	30%
Capacity and Capability	Experience in organising similar events. Demonstrating the event is well planned, and that you understand what is needed to deliver the event. Ability to show what costs and resources are needed to deliver the event. Realistic budget which includes relevant anticipated expenditure.	30%

Frequently Asked Questions

Can I make more than one application to the Event Grant Program in 2024/25?

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

Can I apply for other Council Grants?

Applying for an Event Grant does not prevent you from applying for other Council grants (such as, Community Grants or Arts Grants). However, this may be taken into consideration, to ensure fairness across Council's grant opportunities.

What is auspicing?

You can approach a larger organisation to partner with your community group or organisation to receive funding. The 'auspice organisation' takes responsibility (legal and financial) of the funding on your group's behalf. They will sign your agreement, receive, and distribute the funds under the agreement, ensure events are completed, and submit accountability and evaluation reports on your behalf.

Why choose an auspice arrangement?

You may consider an auspice arrangement with another organisation if your group or organisation is ineligible to apply for funding (e.g., if your group is not incorporated). You may also wish to take advantage of the infrastructure, skills, and management of an established organisation, especially if your group does not have experience with applying for and managing grants.

What happens after I apply?

Applications are reviewed by an internal assessment panel and a summary of the recommended applicants is reviewed by the Councillor Review Panel. The recommendations are presented to Councillors at a Council Meeting for their endorsement.

Successful applicants

- Will receive a Letter of Agreement which will include information on Council's terms for releasing the grant.
- You will be asked to complete, sign, and return the Letter of Agreement before the grant funding can be paid or in-kind support actioned.
- Grant funds will be paid by electronic fund transfer.

Unsuccessful applicants

You will receive a letter explaining the decision. Contact details will be provided so you can speak with an Officer if you wish.

There is no appeals process for the Event Grant Program. Complaints will be handled in accordance with Council's Complaints Policy. If you have concerns about your application, please submit an enquiry or complaint to events@hume.vic.gov.au or communitygrants@hume.vic.gov.au.

Important Information

The Event Grant program is conducted in line with the Grant Giving Policy. Event grants are awarded subject to Council budget and demand.

Any attempts to influence Councillors or Council Officers on the outcome of the grant application or process, is prohibited and will render the application ineligible.

If grant recipients fail to meet these conditions at the time of the event, they may be required to return funding support to Council, or their in-kind support may be revoked.

You need to notify Council if there are any changes to your event plan (such as budget, timing, or location). You will need to submit a Variation Request to Council, for approval. If you do not notify Council of the changes, Council will request for the funding to be returned.

Council reserves the right to withdraw support, including the return of funds, if Council policy or the terms of the Letter of Offer are not followed.

All events or activities held on private land must comply with relevant requirements. This may include obtaining permits, completing application forms, and providing an event and risk management plan.

Preparing for your event:

- Keep receipts so you can track how the funding was spent. These will be useful for the Post Event Report.
- For large events, Council support for your event will need to be acknowledged, as outlined in the Funding Agreement.

After your events:

- Submit a Post Event Report to show how the grant money was used.
- Return remaining funds to Council unless you have been granted prior written consent.

Assistance, Support - Contact Us

Information Sessions

Information Sessions will be held during the time the grants are open for application. At these sessions you can hear more about the program and discuss your application with an officer.

Drop In Sessions

You can drop in to speak to the Events and Festivals officer /Community Grants Officer about your application.

Contact an Officer

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

Phone: 9205 2200

Email: events@hume.vic.gov.au

Definitions

Term	Definition
Auspice/Auspicing	Where one organisation agrees to apply for and manage a grant, on behalf of another organisation. See Frequently Asked Questions section for more information.
Auspicing organisation	Agrees to distribute and manage the grant, on behalf of another (usually smaller, and unincorporated) group.
Commercial and/or For-profit	Any entity that intends to make a profit.
Community group/organisation	Any group of people engaged in community-based activity, which is not established for the purpose of making a profit, and has not been registered as a 'Not-for-Profit' with the Australian Charities and Not-for-Profits Commission.
Event	An event is an organised public gathering that brings people together for a common purpose by some pre-arrangement. It is open to members of the public and is publicly announced or advertised.
Funding Agreement	Sets out Council's terms for releasing grant funding. This needs to be signed by both Council and the funding recipient before funding can be released.
In-kind support (Council offering)	Waiving or reducing Council permit fees.
In-kind (third parties)	Support offered by individuals or businesses to support an event (such as, volunteering, or waiving venue or equipment hire costs).
Incorporated	An incorporated business is its own legal entity. Incorporated businesses, will have been issued with a Certificate of Incorporation, issued by the Australian Securities & Investments Commission.
Letter of Offer	States your applicant has been successful and confirm the financial, and/or in-kind support granted.
Not-for-Profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people and is registered as a Not-for-Profit with the Australian Charities and Not-for-Profits Commission.
Political organisations	A political organisation is any organisation that involves itself in the political process, including political parties, non-governmental organisations, and special interest advocacy groups.

Connect with us

Customer Service Centres are open from 8am to 5pm Monday to Friday:

 **Broadmeadows (Council Offices)**
1079 Pascoe Vale Road

 **Craigieburn**
75-95 Central Park Avenue

 **Sunbury**
40 Macedon Street

 **PO Box 119, Dallas VIC 3047**

 **9205 2200**

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

 **hume.vic.gov.au**



Stay informed:



HumeCityCouncil



Hume Event Grant Program Assessment Panels
TERMS OF REFERENCE

Governance Context	<ul style="list-style-type: none"> • The Event Grant Assessment Panel operates in accordance with Council's Grant Giving Policy. • Council delegates responsibility for assessing applications submitted under the Event Grant Program to the Event Grant Assessment Panel. • This document outlines the operation and scope of the Officer Assessment Panel and the Councillor Review Panel. <ul style="list-style-type: none"> ○ The Assessment Panel comprises of Council Officers. ○ The Review panel comprises nominated Councillors. • This document outlines the operation and scope of each panel.
Goal	<ul style="list-style-type: none"> • To assess and award funds to applicants based on merit, and without prejudice, ensuring Hume City Council's grants distribution is equitable, efficient, and transparent.
Membership Terms	<ul style="list-style-type: none"> • The panels are 12 months in duration. • Members of the Councillor Review Panel are nominated by Council at an Ordinary Meeting when the Guidelines are adopted. • All panel members must complete Fraud, Corruption and Conflict of Interest training prior to commencing the assessment process. • Members must adhere to the Conflict of Interest Policy, maintaining confidentiality and declaring any potential conflicts during the assessment process. • All listed members of assessment panels are required to score applications. Non scoring secretariat roles sit outside membership of the panel.
Reference Documents	<ul style="list-style-type: none"> • Council's Grant Giving Policy. • Conflict of Interest Policy. • Council's Sponsorship Policy. • Events Grant Program Application Guidelines 2024-2025. • SmartyGrants User Guide.
Secretariat	<ul style="list-style-type: none"> • Community Health and Wellbeing – Community Grants Officer will provide administrative support (unless otherwise specified).

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

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

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

REPORT NO:	8.4
REPORT TITLE:	2025 Arts Grants Program
SOURCE:	David Henry, Coordinator Arts and Cultural Development Feyza Yazar, Arts Activation Officer
DIVISION:	City Services & Living
FILE NO:	HCC22/809
POLICY:	Creative Community Strategy, POL/303 Grant-giving Policy
STRATEGIC OBJECTIVE:	1.4: Strengthen community connections through local events, festivals and the arts
ATTACHMENTS:	1. <i>2025 Arts Grants Application Guidelines</i> 2. <i>Arts Grants Assessment Panel Terms of Reference</i>

1. SUMMARY OF REPORT:

- 1.1 This report outlines the Guidelines and Terms of Reference for the 2025 Arts Grants Program.
- 1.2 Now in its fourth year, this program delivers on the outcomes of the *Creative Community Strategy 2020-2025*, and aims to support creative practitioners, organisations, and industries to improve practice capability and economic participation.
- 1.3 Recommendations for the 2025 Arts Grants Program have been informed by feedback received and a review of the 2024 Program.

2. RECOMMENDATION:

That Council:

- 2.1 **Endorse the 2025 Arts Grants Program including the 2025 Arts Grants Application Guidelines (Attachment 1) and Arts Grants Assessment Panel Terms of Reference (Attachment 2).**
- 2.2 **Notes that:**
 - 2.2.1 **in 2024/25 \$74,260 has been allocated for the delivery of the 2025 Arts Grants Program.**
 - 2.2.2 **the 2025 Arts Grants Program will be open for application from Monday 3 February 2025 until Tuesday 11 March 2025.**
- 2.3 **Nominates Councillor Overend, Councillor Gagen and Councillor Watson to be members of the Councillor Review Panel.**
- 2.4 **Notes that a Report recommending the distribution of 2025 Arts Grants Program funds to successful applicants will be presented to Council in May 2025.**

3. LEGISLATIVE POWERS:

- 3.1 The provision of an Arts Grants Program is aligned to the Service Performance principles (Part 5, Division 1, Section 106) of the Local Government Act, 2020 specifically that:
 - 3.1.1 Services are equitable and responsive to the diverse needs of the community.
 - 3.1.2 Services are accessible and provide good value for money.

4. FINANCIAL IMPLICATIONS:

- 4.1 In the 2024/25 budget, Council has allocated \$74,260 for the delivery of the 2025 Arts Grants Program.

REPORT NO: 8.4 (cont.)

4.2 This budget is forecast to be distributed across two categories as follows:

Category	Forecast Allocation
Creative Project Grants	\$40,000
Creative Activity Grants	\$34,260
Total	\$74,260

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

5.1 The Arts Grants Program gives special priority to projects that support environmental sustainability and sustainable arts practices.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

6.1 In support of environmental sustainability, works and projects that engage with sustainability (including climate change) will be treated as a priority.

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 These Rights have been considered and applied in the development, implementation, and assessment of the program. The Program does not limit any Human Rights, and actively considers the barriers some Hume community members may face in participating in community life, artistic endeavors, and creative practice. The program actively seeks to provide opportunities and reduce barriers through targeted grant criteria and identification of priority cohorts / project types in support of Section 18 (taking part in public life) and Section 19 (cultural rights) of the Act.

7.3 Priority groups who may face barriers to participation in arts and cultural practice are highlighted in Council’s Creative Community Strategy (2020-2025) within strategic priority 3.3. They include Aboriginal and Torres Strait Islander people, young people, people of culturally and linguistically diverse backgrounds, LGBTIQ+ people and people living with disabilities.

8. COMMUNITY CONSULTATION:

8.1 The Arts Grants Program was initiated through engagement undertaken in the development of the Creative Community Strategy 2020-2025.

8.2 A review of the 2024 program, including feedback from applicants, level of applications received per category and informal conversations with artists indicated:

- The guidelines were clear and consistent, and the process easy.
- The number of applications saw a significant rise, with a 500% increase in the Creative Project category and a 140% increase in the Creative Activity category. This growth can be attributed to additional advertising, the expansion of the Arts Grant Program.

9. DISCUSSION:

Background

9.1 Guided by the Creative Community Strategy 2020-2025, the Arts Grants Program is committed to the principles that:

- (a) Creativity is a central element to learning, creating pathways to training, employment and thriving cultural industries.

REPORT NO: 8.4 (cont.)

- (b) All people should be enabled to participate fully in their society.

2024 Arts Grants Program Review

- 9.2 In 2024 the Arts Grants Program had \$72,852.00 allocated across two categories – Creative Project Grant and Creative Activity Grant.
- 9.3 At the conclusion of the grant application period, 42 applications were received and 21 were recommended for funding (\$72,960 allocated). The additional \$108 was funded from operational budgets, and was approved to support the equitable distribution of funding between applicants.
- 9.4 Since the program commenced, four applicants have received an Arts Grant twice, and one applicant has received one three times. Ensuring the program has the capacity to fund artists who have not received funds in the last 12 months will further the program’s aim to build creative capability.
- 9.5 To achieve this, Officers recommend recipients of the 2024 grant be ineligible for the 2025 Arts Grants round to promote equitable distribution of funds and broaden access to creative practitioners.
- 9.6 If the recommendations of this report are accepted, the 2025 Program will continue to comprise of two categories – Creative Project Grants and Creative Activity Grants.

Category	Purpose	Category maximum	Est. no. groups supported	Total Allocation
Creative Project Grants	<ul style="list-style-type: none"> Capacity building. Long term impacts. Delivery of public outcomes of significance. 	<ul style="list-style-type: none"> Up to \$20,000 Requires matched funds at a ratio of 3:1 (This means that for every \$3 applied for from Council, the applicant must demonstrate a contribution of at least \$1 (cash or in-kind)). 	2 - 4	\$40,000
Creative Activity Grants	<ul style="list-style-type: none"> Emerging artists and creative organisations. Trial new projects / ideas or works. Professional development for individuals or groups (attend conferences / training / join industry organisations). Arts equipment purchases / supporting ongoing practice. 	<ul style="list-style-type: none"> Up to \$3,000 	14 - 16	\$34,260
TOTAL			16 - 20	\$74,260

Guidelines / Eligibility

- 9.7 The eligibility requirements for the 2025 Arts Grants Program require that applicants:
- (a) Demonstrate a strong commitment to chosen arts or heritage practice (individual) and/or have a strong record of achievement in the arts sector (organisation).
- (b) Are Hume residents (individual), are Hume based, or deliver programs that engage and benefit Hume residents (group / organisation).

REPORT NO: 8.4 (cont.)

- (c) Have no outstanding grant acquittals or debts owing to Council.
- (d) Are not a recipient of the 2024 Arts Grants Program.
- (e) Provide evidence of legal structure (groups). Groups that do not have a legal structure (e.g., an Incorporated Entity) must apply through an auspice arrangement.

- 9.8 Full eligibility and program guidelines are available in the 2025 Arts Grants Application Guidelines (Attachment 1).
- 9.9 Applications to the 2025 Arts Grants Program do not impact the eligibility of arts, culture, or creative groups for Council’s Community Grants Program.

Assessment Process

- 9.10 The Assessment Process is detailed in the Arts Grants Assessment Panel Terms of Reference (Attachment 2).
- 9.11 In line with Council’s Grant-giving Policy, the Arts Grants Program assessment process will be managed online via the SmartyGrants portal. Officers will be available to support applicants in any language (through an interpreter) if they have difficulty submitting an online application.
- 9.12 A pre-eligibility check will be conducted on all applications prior to progressing to assessment stage.
- 9.13 Eligible applications will be assessed by the Arts Grants Assessment Panel according to the assessment matrix published in the 2025 Arts Grants Program Guidelines.
- 9.14 Applications recommended for funding will be presented to the Councillor Review Panel in April 2025, which will provide oversight over the process.
- 9.15 A summary of applications recommended for funding will be provided to Council for approval in May 2025.

Notification of Grants and Conditions

- 9.16 Following Council consideration of recommendations for the 2025 Arts Grants Program, Officers will notify successful applicants of the outcome of their application by email. Successful applicants’ obligations will be detailed in a funding agreement with Council.
- 9.17 Unsuccessful or ineligible applicants will be provided with the opportunity to discuss their applications with Council officers. They will also be offered support to develop their proposal for future funding rounds. Officers will also work with applicants where required, to refer them to other funding opportunities, or encourage them explore potential partnerships to support a successful application.
- 9.18 All grant recipients will be required to comply with the conditions of their Funding Agreement. The funds must only be used for the purposes described and are to be acquitted at the completion of the agreement period.

Program Evaluation

- 9.19 A review of the 2025 Arts Grants Program (including application categories and allocation of funds) will be conducted to inform the delivery of the 2026 program.

10. CONCLUSION:

- 10.1 The 2025 Arts Grants Program will assist local artists and creative practitioners to improve their practice capability and economic viability. This will actively support Hume to be a creative community, where artistic expression provides opportunities, builds wellbeing, connection and belonging.



HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

ACKNOWLEDGMENT OF TRADITIONAL OWNERS

.....

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia’s identity and recognises, celebrates and pays respect to Elders past, present and future.

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CONTENTS



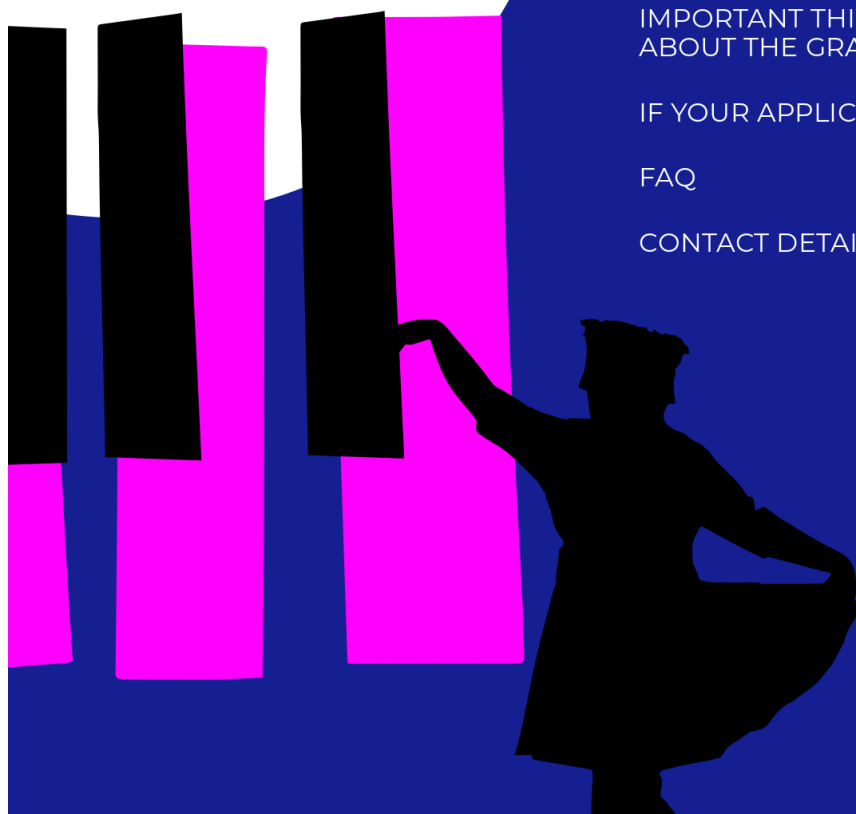
KEY DATES

ANNUAL GRANTS

Applications open 9am
3 February 2025

Applications close 5pm
11 March 2025

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HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

GETTING STARTED

Thanks for your interest in the Hume Arts Grants Program.

If you are ready to apply for a grant, go straight to: **hume.vic.gov.au/artsgrants**
Otherwise, please read these guidelines to help you prepare your application.

Questions and support

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

Telephone:

0427 123 394

Email:

artsandculture@hume.vic.gov.au

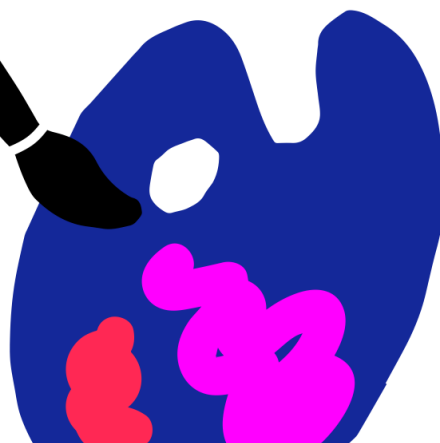
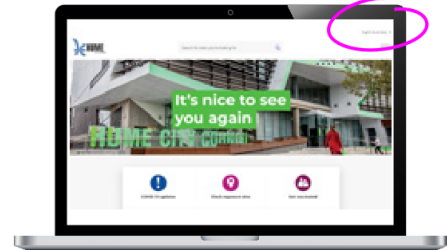
Print too small?

An accessible word version of this kit is available online.

Need translation services?

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

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



ABOUT THE ARTS GRANTS PROGRAM

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

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

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

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

The program will prioritise projects and initiatives that:

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

• Address a range of social justice barriers and engage members of the community who are more likely to face barriers to participation including:

- Aboriginal and Torres Strait Islander peoples,
- young people,
- people of culturally and linguistically diverse backgrounds,
- LGBTIQ+ people,
- people living with disabilities.

GRANTS AVAILABLE

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

HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

DATES & ELIGIBILITY



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

APPLICATIONS OPEN

9am Monday
3 February 2025

APPLICATIONS CLOSE

5pm Tuesday
11 March 2025

INDIVIDUALS APPLICANTS MUST:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2024 Arts Grants round.

ORGANISATIONS APPLICANTS MUST:

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be based in Hume City and/or run the proposed activity or project from a location within Hume City, and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2024 Arts Grants round.

AUSPICING

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

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

More details listed on page 15.

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

WHAT WE WON'T FUND X

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

WHAT'S NOT FUNDED?	
Alcohol licenses, tobacco, gambling related activities and activities at gambling venues.	
Projects that are for general fundraising and fundraising events, competitions, prizes or awards	
Fixed/permanent equipment and capital improvements (such as portable buildings and artist studio).	
Activities that have already started and/or need retrospective funding.	
Fees associated with tertiary education qualifications.	
Shortfalls in funding from other local, state and/or federal governments.	
Activities, projects, programs and events that are owned, managed or already funded by Hume City Council.	
Projects that do not meet the aims of the Arts Grants Program or Council priorities.	
Personal expenses (i.e. petrol and phone bills).	
Applications that do not meet eligibility requirements.	
Schools, Neighbourhood Houses, and other community organizations are not eligible for funding. Artists paid to deliver projects in partnership with above listed entities are eligible to apply.	
Activities that may compromise Council's reputation, image, probity or ability to fulfill its functions and responsibilities	
Applications without adequate Public Liability Insurance (PLI).	<p>Most projects will require Public Liability Insurance. You will not require PLI if you meet ALL of the following criteria:</p> <ul style="list-style-type: none"> • You are applying as an individual. • You are running the project alone (ie. not paying anyone to work for you, and there are not other people involved in your project either paid or unpaid). • You are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.

HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

GRANT CATEGORIES

CREATIVE ACTIVITY GRANTS

Grant Amount: Up To \$3,000

Apply for this grant if you are an individual or organisation with a small to medium scale project, you are wanting to attend professional development opportunities or purchase equipment to support your craft.

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

Funding also supports the costs to attend recognised opportunities and purchase of equipment to further develop your creative practice.

TO BE ELIGIBLE, APPLICANTS MUST:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City (individuals).
- Have a recognised legal structure (organisations) (ie. company or incorporated association).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.



CREATIVE PROJECT GRANTS

Grant Amount: Up To \$20,000

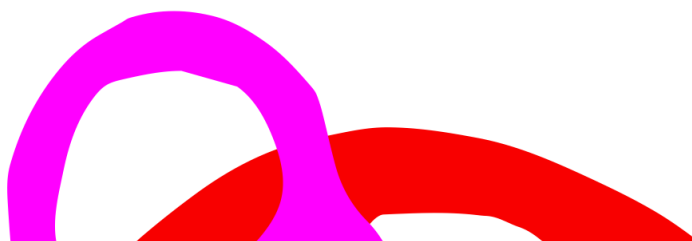
Apply for this grant if you have a larger scale project that can demonstrate significant benefit to the arts sector and/or community. This category requires demonstrated partnerships, matched funding, and public outcomes of significance.

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

TO BE ELIGIBLE, APPLICANTS MUST:

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Have a recognised legal structure (organisations) (ie. company or incorporated association) or be auspiced (see p.6).
- Be Hume-based and/or run the proposed activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City (organisations).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.

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

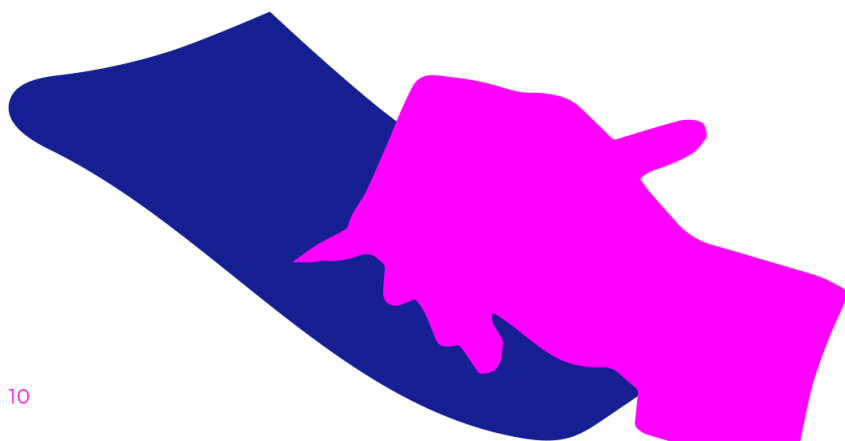


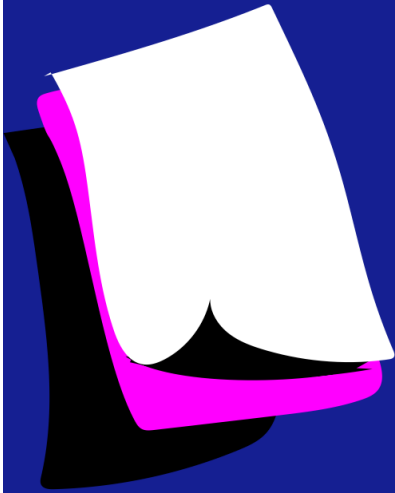
HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

HOW WE ASSESS GRANTS

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

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





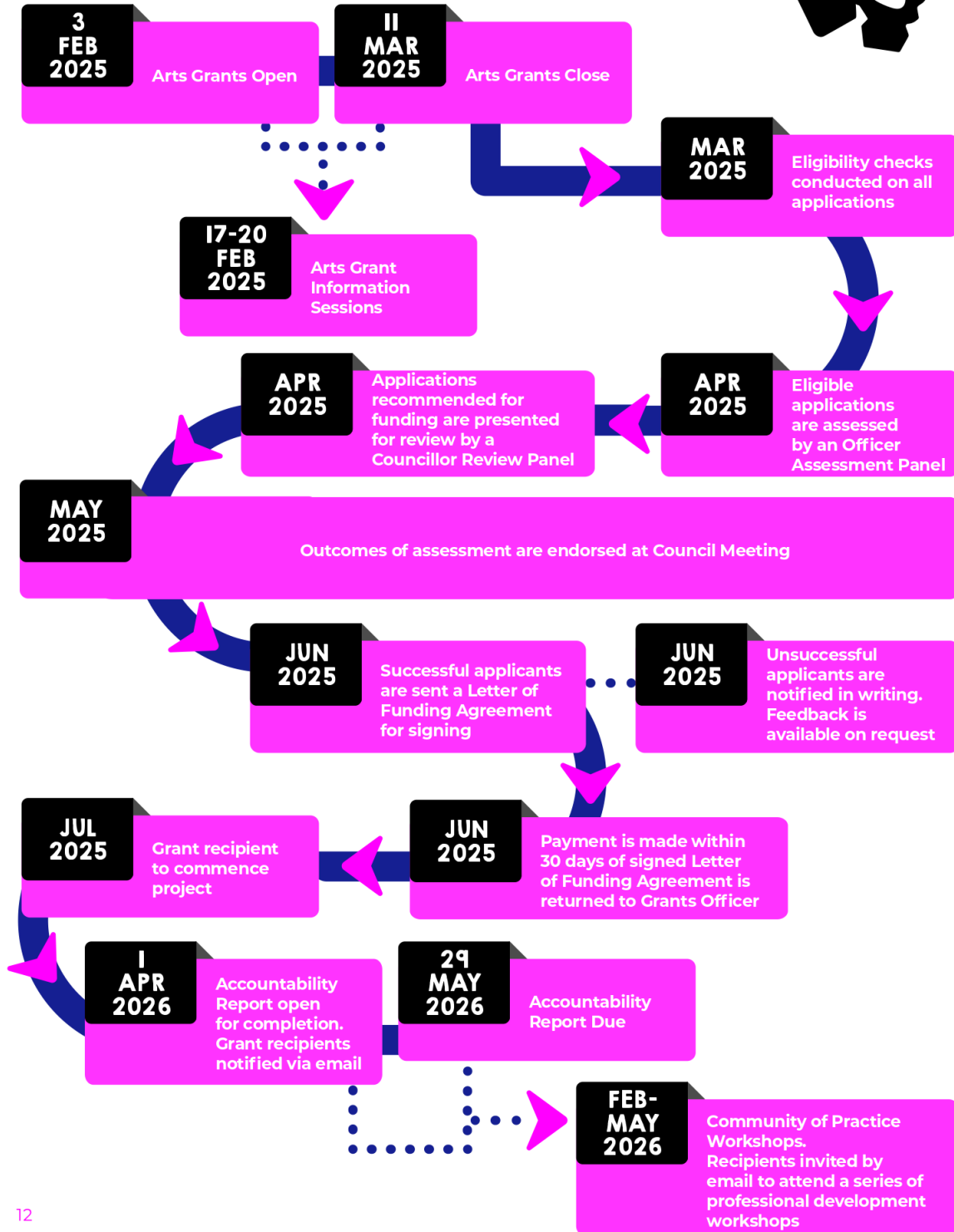
WHAT DOCUMENTATION DO I NEED?

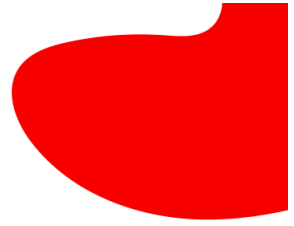
To have the best chance possible, please ensure you supply the following supporting documentation with your grant application.

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

HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

GRANT LIFECYCLE





IMPORTANT THINGS TO REMEMBER ABOUT THE GRANTS PROCESS

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

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

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

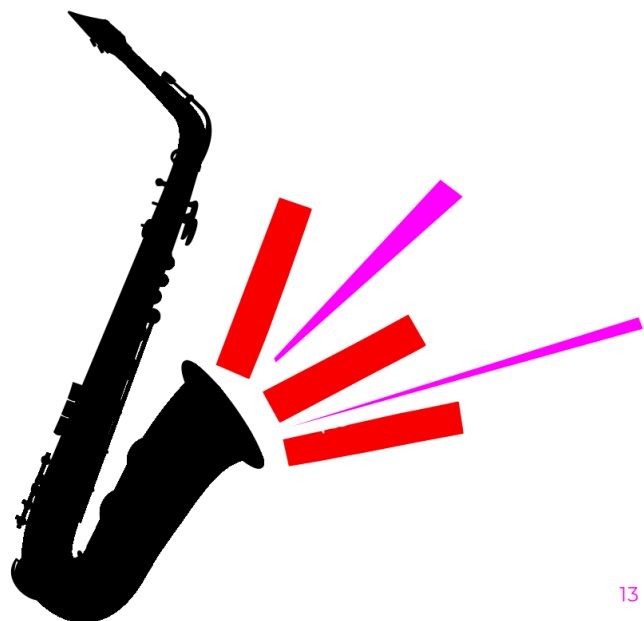
➤ Staff and Councillors of Hume City Council are not permitted to apply, either as individuals or as part of a group/organisation. If you are relative of a staff or Councillor, you may be eligible. Officers will check your relationship for conflict of interest.
.....

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

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

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

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



HUME CITY COUNCIL - 2025 ARTS GRANTS PROGRAM

IF YOUR APPLICATION IS SUCCESSFUL ✓

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

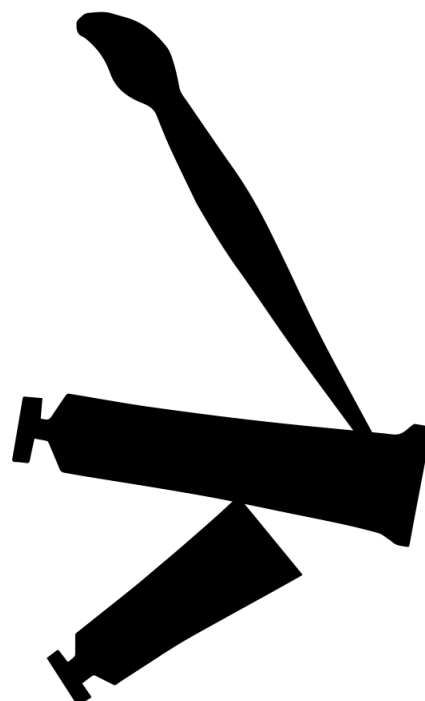
Accountability Reports are due by Friday 29 May 2026 unless otherwise approved by Council.

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

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

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

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



FAQ

WHAT IF MY PLANS CHANGE?

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

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

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

WHAT DOES IT MEAN TO BE INCORPORATED?

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

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

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

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

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

WHAT IS AUSPICING?

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

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

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

DO I NEED AN ABN?

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

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

WHAT IF I DON'T HAVE AN ABN?

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

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

DO I NEED PUBLIC LIABILITY INSURANCE (PLI)?

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

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

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

WHY DOESN'T COUNCIL'S PLI COVER US?

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

CAN YOU ORGANISE PLI FOR ME/US?

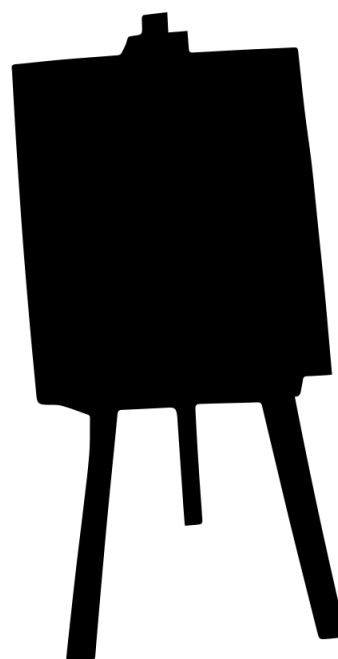
No, each group is unique and needs to have its own PLI.

CAN I APPLY FOR OTHER HUME CITY COUNCIL GRANTS?

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

WHAT IS "IN-KIND"?

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



INFORMATION SESSIONS



ONLINE SESSION

MONDAY 17 FEBRUARY, 6PM -7PM

Email artsandculture@hume.vic.gov.au to receive a Zoom link

BROADMEADOWS

TUESDAY 18 FEBRUARY, 6PM -7PM

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

CRAIGIEBURN

WEDNESDAY 19 FEBRUARY, 6PM -7PM

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

SUNBURY

THURSDAY 20 FEBRUARY, 6PM-7PM

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

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

We are committed to ensuring our programs can be accessed by all, if you have specific access requirements or any queries please contact artsandculture@hume.vic.gov.au or 0427 123 394

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Enquiries 9205 2200

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Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
За информације на српском	9679 9820
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HUME CITY COUNCIL

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WEBSITE

hume.vic.gov.au



CUSTOMER SERVICE CENTRES

Open Monday to Friday
 8am–5pm

BROADMEADOWS

1079 Pascoe Vale Road

CRAIGIEBURN

75-95 Central Park Avenue

SUNBURY

44 Macedon Street





**Arts Grants Assessment Panels
TERMS OF REFERENCE**

<p>Governance Context</p>	<ul style="list-style-type: none"> • Council delegates responsibility for assessing applications submitted under the Arts Grants Program to the Arts Grants Assessment Panel (Council Report, Arts Grants Program, 9 December 2024). • This document outlines the operation and scope of the Officer Assessment Panel and Councillor Review Panel – Arts Grants Program.
<p>Goal</p>	<ul style="list-style-type: none"> • To assess and award funds to applicants based on merit, and without prejudice, ensuring Hume City Council’s grants distribution is equitable, efficient and transparent.
<p>Membership Terms</p>	<ul style="list-style-type: none"> • Members must adhere to the Conflict of Interest Policy, maintaining confidentiality and declaring any potential conflicts during the assessment process. • All members must have completed Fraud, Corruption and Conflict of Interest training within the last 2 years. • All listed Members are expected to review applications – Secretariat roles sit outside membership of the Panel.
<p>Reference Documents</p>	<ul style="list-style-type: none"> • Council’s Grant Giving Policy. • Conflict of Interest Policy. • Arts Grants Application Guidelines. • SmartyGrants User Guide.
<p>Secretariat</p>	<ul style="list-style-type: none"> • Officers will provide administrative support to all panels.

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

	<p>agreement cannot be reached, the Chair will undertake an additional assessment of the application, and the average of all scores will be used to determine the final score.</p> <ul style="list-style-type: none"> • Panel members will meet to review scores and discuss before deciding the applications to be recommended for funding. • Should the total of eligible grants requested exceed the total available funds, the panel will make recommendations regarding the distribution of funds. This may include recommending only the highest-ranking applications for funding.
<p>9. Reporting requirements</p>	<ul style="list-style-type: none"> • At the conclusion of assessment, the Chair will: <ul style="list-style-type: none"> • Present a summary of the process to the Councillor Review Panel to provide oversight and transparency over the process. • Produce a Council Report including a summary of the assessment, scores, recommended allocation, and unsuccessful applications.

Name	Councillor Review Panel – Arts Grant Program
<p>1. Scope</p>	<ul style="list-style-type: none"> • Annual Program • Consider recommendations from Officer Assessment Panel – Arts Grants.
<p>2. Membership and chairperson</p>	<ul style="list-style-type: none"> • Manager City Lifestyle (Chair) • Three nominated Councillors. • Coordinator Arts and Culture. • At least two Councillors and the Chair must be present to constitute a quorum.
<p>3. Role of members</p>	<ul style="list-style-type: none"> • Review probity of process across the program • Consider Officer Assessment Panels – Arts Grant recommendations
<p>4. Conflict of interest / alternative members</p>	<ul style="list-style-type: none"> • In the event of a conflict of interest: <ul style="list-style-type: none"> • The Mayor would replace the conflicted Councillor. • If the Mayor also has a conflict, or is unavailable the Panel will meet if a quorum can be reached. • If the Manager City Lifestyle has a conflict, the Manager Community Health and Wellbeing would replace the Manager City Lifestyle as the Chair.
<p>5. Member frequency, location and duration</p>	<ul style="list-style-type: none"> • Panel meets once per year. • Meetings may be held in-person or virtually. • Email comments / confirmation of review may be used in lieu of a meeting.
<p>6. Accountability</p>	<ul style="list-style-type: none"> • Accountable to review recommendations and the probity of process across the program. • Funding recommendations will be considered and endorsed at an Ordinary Meeting of Council.
<p>7. Review considerations</p>	<ul style="list-style-type: none"> • Review probity of assessment process. • Review equitability of distribution.

8. Reporting requirements

- On the basis of the Panel’s completed review, the Coordinator Arts and Culture (or Officer Panel Chair) will prepare a Council Report including a summary of recommended applications, those not recommended, and a request to distribute funds.
- This Report will be considered at an Ordinary Meeting of Council.

REPORT NO:	8.5
REPORT TITLE:	External Grant Management Policy
SOURCE:	Claire Taylor, Coordinator Grants and Projects
DIVISION:	Finance & Governance
FILE NO:	HCC22/950
POLICY:	POL/308
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>DRAFT External Grant Management Policy</i>

1. SUMMARY OF REPORT:

- 1.1 Council relies on non-recurrent grants from the State and Federal Government and other funding organisations to support the delivery of budgeted, committed or proposed future capital works projects, other projects, services and programs.
- 1.2 This report is to provide Council with an overview of the proposed External Grant Management Policy for the purpose of outlining Council’s position on when and how grants are applied for and managed.
- 1.3 This report seeks Council’s endorsement of the proposed External Grant Management Policy.

2. RECOMMENDATION:

That Council:

- 2.1 Adopts the proposed External Grant Management Policy.**

3. LEGISLATIVE POWERS:

- 3.1 This report is written in accordance with the Local Government Act 2020, having effect to governance principle (i) whereby the transparency of Council decisions, actions and information is to be ensured

4. FINANCIAL IMPLICATIONS:

- 4.1 The External Grant Management Policy outlines the purpose, scope, accountabilities, responsibilities and processes for any external funding applied for, identifying intent for the seeking of external funding.
- 4.2 The policy will assist to mitigate financial risk associated with accepting grant funding for projects that are not part of the forecast Capital Works Program and/or considered “construction ready” to minimise the potential for projects to fall behind our committed grant timelines.
- 4.3 Proactively seeking State and Federal grants is a strategic approach to offsetting the cost of project delivery, saving rates and maximising value to the community.
- 4.4 The policy also addresses Council’s proposed position, around project cost escalation after funding has been granted towards a project and how financial responsibility for this additional cost should be attributed.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 When applying for funding, a strong theme in the planning, design, and implementation phases of infrastructure projects is environmental sustainability, which is also a major consideration of many funding providers.

REPORT NO: 8.5 (cont.)

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

6.1 The design and construction of capital projects put forward for external grant funding applications will be cognisant of the implications of climate change to minimise the impacts of ongoing operations

7. CHARTER OF HUMAN RIGHTS APPLICATION:

7.1 The Charter of Human Rights and responsibilities Act 2006 and Hume’s Social Justice Charter were considered and there are no rights being limited by this report.

8. GENDER IMPACT ASSESSMENT:

8.1 The Policy in this Council report does not have a direct and significant impact in relation to public usage, as it is to provide transparency of Council decisions, actions and information as required by the Local Government Act 2020; therefore, a Gender Impact Assessment is not required.

8.2 Council has and will continue to apply for grants which promote or assist with addressing the gender imbalance with participation rates in particular in the area of sport.

9. COMMUNITY CONSULTATION:

9.1 The Policy in this Council report does not have a direct and significant impact in relation to public usage, as it is to provide transparency of Council decisions, actions and information as required by the Local Government Act 2020; therefore, community consultation on the Policy has not been sought.

10. STAKEHOLDER AND COMMUNICATIONS PLAN:

10.1 A communications and engagement plan will be developed to support the External Grant Management Policy, ensuring that local Members of Parliament (MP’s) are also informed and engaged with Council’s approach to, and decisions regarding, external grant funding, ensuring alignment with Council’s strategic objectives.

11. DISCUSSION:

11.1 The adoption of the proposed External Grant Management Policy will provide a clear line of sight of Councils position on the application for and acceptance of external grant funding as well as the management of this funding.

11.2 Having a policy that clearly identifies Councils position on the acceptance of any grants or funding that are unsolicited, will provide the opportunity for Council to decline or impose conditions on funding offered should it not align with the required scope as outlined in the Policy.

11.3 The Policy will also inform the development of a Grant Management Framework which will outline in more detail the specifics of the Grant Management process and lifecycle and the requirements of all stakeholders involved with projects that attract grant funding.

12. CONCLUSION:

Seeking endorsement from Council to adopt the proposed External Grant Management Policy, which clearly outlines Council’s approach and methodology around the seeking, accepting and management of external grant funding to assist with the financial stability and strategic objectives of Council.



EXTERNAL GRANT MANAGEMENT POLICY

Policy Reference No.	POL/308
File No.	HCC22/950
Strategic Objective	3.2 Deliver responsible and transparent governance, services and assets that respond to community needs.
Adopted by Council	TBC
Re-Adopted	N/A
Date for Review	December 2028
Responsible Officer	Coordinator Grants and Projects
Department	Finance and Governance

EXTERNAL GRANT MANAGEMENT POLICY

1 POLICY STATEMENT

- 1.1 Council is committed to delivering projects that enhance the quality of life for Hume residents whilst ensuring financial sustainability. To assist in achieving this, Council will actively seek State and Federal grants as a strategic approach to offset the cost of project delivery, save rates and maximise value to the community.

2 PRINCIPLES

- 2.1 This policy is guided by the following key principles:
- I. **Efficiency, transparency and accountability** – A clear, streamlined approach to the seeking and management of external grant funding to maximise Council’s potential to obtain grants and augment rate revenue.
 - II. **Governance, risk appetite and effectiveness of decision making** – Council will not accept unsolicited funding opportunities or assume unnecessary risk by accepting funding that does not align with its financial and resource commitments or fails to deliver sufficient value.
 - III. **Financial sustainability** – Funding received via grants offsets Council’s investment in projects, with the aim of maximising community value in the delivery of projects.

3 PURPOSE

- 3.1 This policy aims to:
- I. Confirm that Council’s intention when seeking and accepting grants is to reduce Council’s investment in budgeted, committed or proposed projects from the capital works program as well as non-capital projects, services or programs which will assist the financial sustainability of Council or meet its strategic objectives.
 - II. Ensure a consistent and transparent decision-making process for unsolicited grant funding opportunities that are offered to Council, whereby Council can raise concerns and implement conditions with a funding organisation to accept or reject the grant funding offered.
 - III. Define the approvals process for the submission of grant applications and related documentation.
 - IV. Provide a measure by which Council can ensure the delivery of the required outcome within the agreed parameters mandated by the relevant funding body and ensure that acceptance of funding does not place a burden on either the financial or operational resources of Council.

4 SCOPE

- 4.1 The scope of this policy applies to all stakeholders, where:

Policy Reference No:	POL/308	Responsible Officer:	Coordinator Grants and Projects
Date of Re/Adoption:	XX	Department:	Finance and Governance
Review Date:	December 2028		

EXTERNAL GRANT MANAGEMENT POLICY

- I. Council is submitting a grant application for an external funding opportunity.
 - II. Council partners with other organisations to submit a joint grant application (irrespective of whether Council is the lead applicant or not).
 - III. Council auspices a grant application on behalf of another organisation.
 - IV. Council is offered unsolicited funding (i.e. as part of a State or Federal Government budget or election commitment).
- 4.2 This policy does not apply to:
- I. recurring / business as usual funding received as State and Federal Governments commitment to Local Government (i.e. those received from the Victorian Grants Commission or subject to service agreements).
 - II. grants given by Council (sponsorship / grant giving to community groups and organisations via community grant programs, business or other grants).

5 POLICY IMPLEMENTATION

5.1 Criteria to support decision making processes

In line with the Policy principles, the following criteria will guide the decision-making process for grants that Council actively applies for, or for grants that are offered to Council as described below:

- I. Council will apply for funding opportunities where it has the planned capacity and resources to deliver a project within the required timeframes and that complies with two or more of the following criteria:
 - a) Is part of the long-term Capital Program.
 - b) Is fully planned, scoped and accurately costed.
 - c) Aligns with Council's adopted strategic plans.
- II. Should Council be asked to auspice a grant application, the following criteria needs to be adhered to:
 - a) Justification as to how/why the arrangement aligns to Council's objectives.
 - b) The organisation to be auspiced has an existing or ongoing relationship with Council that can be demonstrated.
 - c) An Auspice Agreement is put in place and is for a specific grant and not an ongoing commitment.
- III. Where Council is offered or presented with unsolicited funding opportunities which are not in accordance with or aligns to the criteria at 5.1 (I) above, then Council reserves the right to either accept/reject the funding offered or alter the terms of the funding agreement (i.e. funding received as part of a State or Federal Government budget or election commitment).

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EXTERNAL GRANT MANAGEMENT POLICY

IV. Where a co-contribution for a grant application is required, applications must have sought endorsement from the Director and Executive Leadership Team (ELT) and will be considered in accordance with criteria 5.1 (I).

5.2 External Grant Management Processes

I. External Grant Management for non-recurrent grants occurs across three stages of the grant lifecycle.

- a) Stage 1: Grant and Project Identification – involves identifying and communicating grant opportunities that align with committed, budgeted or future proposed Council Projects, capital works, services or programs or to support strategic objectives.
- b) Stage 2: Grant Application and Funding Agreement – involves the timely approval, preparation, writing and submission of grant applications and the process for entering into agreements with the funding organisation.
- c) Stage 3: Grant Delivery - involves the delivery of the funded project, capital work, service or program including all internal and external liaison and required reporting; this includes variations and extensions should they be required.

II. The potential to apply for a grant must be based on the current scope of the project, with the funding applied for utilised to offset the total cost as approved within the relevant budget.

III. Grant and external funding opportunities that are unsolicited will be reviewed, presented and either approved or rejected as described in Section 5.1 of this policy, and where practicable, a condition of accepting the grant funding from a funding body is that:

- a) An additional clause(s) will be added into a funding agreement associated with applicable projects to address the following conditions should they arise:
 - Should the total project budget incur cost escalations beyond those stated within the funding agreement, Council will receive additional funding support from the external funding body to support these cost escalations.
 - Should additional funding not be available from an external funding body to assist with cost escalations, Council has the right to revise the scope of the project to mitigate cost escalations.

5.3 Grant Administration

I. Grants Register

- a) Council will continue to maintain a Grants Register which records the details of all grant applications submitted and received as applicable to this policy, including but not limited to the following information:

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- the project or service deliverables, financial contributions, project manager, submission and announcement dates, funding agreement milestone dates, the outcome of the application and feedback on unsuccessful applications

6 ACCOUNTABILITIES AND RESPONSIBILITIES

6.1 Responsibilities have been established and are supported as outlined:

- I. Council
 - a) To approve/not approve the acceptance of unsolicited grant funding.
 - b) To approve the conditions under which Council will accept unsolicited grant funding.
 - c) To approve grants which do not align with 5.1 (I) of the Policy.
 - d) To approve additional funds or scope variation beyond the current budget.
- II. Chief Executive Officer (CEO)
 - a) To approve a report to Council for the review and approval for the terms of acceptance of unsolicited grant funding.
 - b) To provide signatory approval for all grant funding submissions as specified by the terms and conditions of the relevant funding bodies.
 - c) To provide signatory approval on funding agreements for successfully funded projects.

7 DEFINITIONS AND ABBREVIATIONS

- 7.1 **Capital Program** – Council’s annual and four-year program as set out in Council’s adopted Annual Budget and rolling Strategic Resource Plan
- 7.2 **Funding agreement** – a legal document setting out the terms and conditions and milestones governing the administration of funds by Council, determined by the funding organisation
- 7.3 **Funding bodies/organisation** – the organisation responsible for the funding opportunity. Funding organisations include Australian Government departments, Victorian Government departments, Government statutory bodies and registered non-Government Organisations
- 7.4 **Grant/Funding** – any assistance by way of a sum of money provided to Council by a funding organisation on the condition that the assistance is used for a specified purpose as outlined in a successfully submitted grant application and/or committed to through a funding agreement to achieve agreed objectives through milestone reporting.

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EXTERNAL GRANT MANAGEMENT POLICY

- 7.5 **Non-recurrent grant** – grant funding that must be applied for via an application submission and is not received by Council on an ongoing basis as part of business as usual.
- 7.6 **Project** – this terminology refers to and encompasses infrastructure projects, services and/or programs delivered by Hume City Council and where funding is applied for as part of a non-recurrent grant opportunity.
- 7.7 **Unsolicited grant** – grant funding that is not part of an advertised, competitive grant program, which is offered to Council without having to undergo a competitive funding application process.

8 RELATED DOCUMENTS

- 8.1 The External Grant Management Policy will be consistent with the Council Plan and associated strategic resources.
- 8.2 Strategic Council documents:
 - I. Project Management Framework (PMF)
 - II. Council’s Adopted Budget
 - III. Council Plan

Date Adopted	XX
Date Re-Adopted	XX
Review Date	XX

Policy Reference No:	POL/308	Responsible Officer:	Coordinator Grants and Projects
Date of Re/Adoption:	XX	Department:	Finance and Governance
Review Date:	December 2028		

REPORT NO:	8.6
REPORT TITLE:	Chief Executive Officer Annual Report on the Performance and Activities of Community Asset Committees
SOURCE:	Sheena Frost, Chief Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC20/482
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 Council has two community asset committees established under section 65 of the *Local Government Act 2020* (the Act) to manage a community asset. These are the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management
- 1.2 Under section 47 of the Act, the Chief Executive Officer must submit an annual report to Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under the Act.
- 1.3 This report to Council is the annual report required under section 47 of the Act, with the annual reporting period being 1 July 2023 to 30 June 2024.

2. RECOMMENDATION:

That Council notes this report.

3. LEGISLATIVE POWERS:

Local Government Act 2020

4. FINANCIAL IMPLICATIONS:

There are no financial implications arising from the matters contained in this report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability considerations arising from the matters contained in this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaption considerations arising from the matters contained in 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 matters raised in this report.

8. COMMUNITY CONSULTATION:

Community consultation is not required prior to the Chief Executive Officer presenting this annual report to Council.

REPORT NO: 8.6 (cont.)

9. DISCUSSION:

- 9.1 At its meeting held on 24 August 2020, Council established the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management as Community Asset Committees under section 65 of the Act.
- 9.2 Following these committees being established by Council, Council’s Chief Executive Officer delegated to the members of each committee the powers, functions and duties that they required to operate their respective facilities under section 47 of the Act via instruments of delegation dated 27 August 2020.
- 9.3 The Chief Executive Officer’s instruments of delegations to members of Council’s Community Asset Committees includes the following mandatory requirements as required under section 47 of the Act:
- 9.3.1 the specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;
- 9.3.2 compliance with specified governance requirements to ensure appropriate standards of probity are met.
- 9.4 The Chief Executive Officer’s instruments of delegation to members of Council’s Community Asset Committees also stipulate that the following information will be included in the Chief Executive Officers annual report to Council:
- 9.4.1 any matters recorded in the minutes of a committee meeting that the Chief Executive Officer determines should be reported to Council;
- 9.4.2 a summary of the financial performance of the committee;
- 9.4.3 a summary of the user group and hire activity of the committee;
- 9.4.4 the Chairpersons annual report presented to the Committee at its AGM;
- 9.4.5 any other matter determined by the Chief Executive Officer.
- 9.5 The information provided for reporting items 1 to 5 listed below is for the reporting period 1 July 2023 to 30 June 2024:
- 9.5.1 Reporting Item 1: Any matters recorded in the minutes of a committee meeting that the Chief Executive Officer determines should be reported to Council:
- (a) The Gladstone Park Community Centre Committee of Management met on 18 July 2023, 17 October 2023, 20 February 2024 (Annual General Meeting) and 21 May 2024.
- (b) The Foresters Hall, Westmeadows Committee of Management met on 27 July 2023, 26 October 2023 (both an Ordinary and an Annual General Meeting) and 29 February 2024.
- 9.5.2 Reporting Item 2: A summary of the financial performance of the committee:
- (a) Both the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management made an operating profit for the 2023/2024 financial year.
- (b) Both committees provided Council with financial information as per the requirements of the Chief Executive Officer’s instruments of delegation.
- 9.5.3 Reporting Item 3: A summary of the user group and hire activity of the committee;
- (a) The regular user groups that hired the Gladstone Park Community Centre during the reporting period were:

REPORT NO: 8.6 (cont.)

- (i) Sri Lankan Dance Classes
 - (ii) Local Badminton Groups
 - (iii) Local Basketball Training
 - (iv) Fitness Group
 - (v) Martial Arts / Karate
 - (vi) Church Services
 - (vii) Indoor Soccer
 - (viii) Sri Lankan Education Courses
 - (ix) Various Courses run by the U3A
 - (x) Yoga Group
 - (xi) Maternal Child Health Services for first time parents
- (b) The regular user groups that hired the Foresters Hall, Westmeadows during the reporting period were:
- (i) Exercise Classes – multiple groups
 - (ii) Karate Club
 - (iii) Ballet Classes
 - (iv) Line Dancing
 - (v) Clogging
 - (vi) Fitness Classes
 - (vii) Samoan Church
 - (viii) Sri Lankan Church
 - (ix) Undenominational Christian Church
- (c) In addition to the above, a number of casual gatherings and functions including toddlers birthdays; gender reveals, wedding receptions and funeral wakes were held at the hall.

9.5.4 Reporting Item 4: The Chairpersons annual report presented to the Committee at its Annual General Meeting (AGM):

- (a) The Chairperson’s annual report from the Annual General Meeting of the Gladstone Park Community Centre Committee of Management was as follows:

Welcome back to 2024.

During 2023, we were fortunate to welcome another new member to our Committee of Management, Anita Ollerenshaw.

2023 was a very similar year to pre-covid times. Happy to report we are fully booked most days of the week.

We have had 55 enquiries in the last 12 months and we are close to capacity. We currently have 13 permanent user groups using our facilities. Some of the improvements to the GPCC during the year include:

- *The fire evacuation diagrams which were updated and are now displayed in all rooms including the front office, foyer and back passage way.*

REPORT NO: 8.6 (cont.)

- *Two new evacuation doors were installed. One being the glass door leading to the soccer field in the yellow room, and the other being the car park exit door in the hall.*
- *The main hall has been now been painted which has freshened and brightened up with the walls; this has made it much more inviting for our user groups.*

All going well and with our planning underway, we’re hoping to commence a major upgrade of the stadium soon.

I would like to thank the U3A for keeping our reception open during the week, it has made a difference in offering a friendly, welcoming space for all who are interested in the GPCC and the activities that are ran here.

Finally I would like to express my appreciation to this wonderful Community Management Committee and thank them all for their hard work and support. During 2023 we were able to tick off a number of goals because we worked as a Team.

There is a lot that happens behind the scenes and we would not be an effective group if it wasn’t for everyone on the Committee.

A special thank you to the following:

John Timbs, Peter Lazarus, Carol Hildebrandt, Daniel Atioo, Andrew Musgrove, Leigh Hattenfels and Anita Ollerenshaw.

Although everyone contributes to the success of this Committee of Management, I need to give a special mention to the dedication and hard work of John Timbs, Peter Lazarus and Carol Hilderbrandt who are the real back bones for GPCC.

Everyone on the Committee, have all proven to be truly wonderful and committed to the best outcome for the community of Gladstone Park. Thank you.

I look forward to working with you all into 2024-2025

- (b) *The Chairperson’s report from the Annual General Meeting of the Foresters Hall, Westmeadows Committee of Management was as follows:*

The Chair thanked Council and Council Officers for the ongoing support the handling of issues in a timely manner over the past year.

The Hall continues to function in efficiently. The Hall continues to be supported by the ongoing regular user groups and activities plus there has been a number of ad hoc events hosted at the Hall.

The patronage of our regular user groups means our financial position remains sound.

We continue to liaise on a regular basis with Council Officers and believe that the Committee is working to Council standards.

The new trestle tables, delivered 1 December 2023, were well received by a number of groups holding functions at the Hall.

- 9.5.5 Reporting Item 5: Any other matters that the Chief Executive Officer determines should be included in their annual report to Council:

- (a) *The Gladstone Park Community Centre Committee of Management welcomed a new member, Anita Ollerenshaw, in July 2023. The Foresters Hall, Westmeadows Committee of Management retained the same members for the reporting period of 1 July 2023 to 30 June 2024.*

REPORT NO: 8.6 (cont.)

- (b) Upgrade works commenced at the Gladstone Park Community Centre. The full project will consist of:
 - (i) replacing basketball backboards;
 - (ii) replacing the hall floor;
 - (iii) installing wall padding;
 - (iv) replacement of some fire doors.
- (c) There are no other matters that require reporting to Council for the reporting period 1 July 2023 to 30 June 2024.

9.6 Previous reporting to Council advised that each committee’s instrument of delegation from the Chief Executive Officer would be reviewed, in consultation with both the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management. This review has been completed following consultation with both committees, and an updated instrument of delegation was approved by the Chief Executive Officer in November 2024.

10. CONCLUSION:

- 10.1 A Chief Executive Officer must submit an annual report to Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation by the Chief Executive Officer.
- 10.2 This report to Council is the Chief Executive Officer’s annual report to Council in relation to the activities and performance of the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management for the period 1 July 2023 to 30 June 2024.

REPORT NO:	8.7
REPORT TITLE:	Kindergarten Enrolment Policy Review
SOURCE:	Tania Ellul, Coordinator Inclusion and Service Planning
DIVISION:	City Services & Living
FILE NO:	tbc
POLICY:	-
STRATEGIC OBJECTIVE:	1.1: Create learning opportunities for everyone to reach their potential, through all stages of life
ATTACHMENTS:	1. <i>Kindergarten Enrolment Policy</i> 2. <i>Kindergarten Central Registration Policy</i>

1. SUMMARY OF REPORT:

- 1.1 The Kindergarten Enrolment Policy (Attachment 1) has been revised and renamed as the Kindergarten Central Registration Policy (Attachment 2). The revised policy provides guidance for Council Officers and information for community members and stakeholders on the implementation of the Hume Central Registration Enrolment Scheme (CRES), in line with the outlined changes provided by the Department of Education (DE) CRES practice guide.
- 1.2 The Kindergarten Enrolment Policy (Attachment 1) has been amended in line with changes required through the State Governments CRES practice guide published in January 2023 and outlines guidance for providers directly related to state kindergarten reform. This includes free kindergarten and increased transparency of the enrolment process
- 1.3 In December 2023 the report was deferred by Councilors due to a proposed ballot system for allocating places for kindergarten. Given Councilor and community feedback, alongside more recent changes to policy for the Best Start Best Life reforms the ballot system has now been removed from the proposed policy

2. RECOMMENDATION:

- 2.1 That Council revoke the 2021 Kindergarten Enrolment Policy (Attachment 1) and;
- 2.2 That Council adopt the Kindergarten Central Registration Policy (Attachment 2)

3. LEGISLATIVE POWERS:

- 3.1 Early Years Services operate within the legislative context of the Education and Care Service National Law Act 2010 and Education and Care Services National Regulations 2011.
- 3.2 Funded Kindergarten programs must also operate in accordance with the Department of Education’s (DE) Kindergarten Funding Guide 2023 and its successor versions.

4. FINANCIAL IMPLICATIONS:

- 4.1 Councils’ current policy stipulates a non-refundable kindergarten application fee of \$17.50. This fee generates approximately \$50,000 in annual revenue.
- 4.2 Previously this revenue was used to offset the costs associated with the manual processing of paper-based registration forms. The introduction of the Enrol Now, electronic registration system in October 2022 has removed the need for this.

REPORT NO: 8.7 (cont.)

- 4.3 In 2023, the State Government introduced fully subsidized kindergarten (free kinder funding) with a co- contribution no longer required from families. This has resulted in increased revenue for council run kindergartens, offsetting the removal of the application fee and removing barriers for families to register for kindergarten.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There is no impact on environmental sustainability considerations related to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no climate change implications related to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Human Rights Charter allows for the protection of families and children and the rights of the child to reach their full potential in life. The rights are supported through the development and implementation of the learning programs provided for all children accessing Council’s early years services.
- 7.2 The rights of a child include the right to receive prompt intervention when they are at risk either in their physical or emotional development or in the support of families to provide a safe learning environment and is integral to the work of the Family, Youth and Children’s Services Department.

8. COMMUNITY CONSULTATION:

- 8.1 DE requires that the Kindergarten Central Registration Policy reflects the DE practice guide in delivering a CRES.
- 8.2 During the review of the policy the 5 service providers registered with the Hume CRES and DE were invited to provide feedback.
- 8.3 Feedback was provided by providers and supported the removal of the application fee to improve access and participation for children and families in Hume and endorsed the DE practice guide recommendations.

9. DISCUSSION:

- 9.1 Council is funded to deliver CRES across the municipality. It is available to service providers who provide DE funded sessional kindergarten programs.
- 9.2 Together with Council’s 34 sites, there are 5 providers of sessional kindergarten registered with the Hume CRES providing kindergarten at a total of 44 sites.
- 9.3 The new policy outlines the process and management of kindergarten registrations for community members, stakeholders, and Council officers to ensure a high level of transparency and governance in the delivery of the Hume CRES.

10. KEY CHANGES:

The policy has been re-developed and as such track changes in the previous iteration would not be possible. Below are the key summary of changes.

- 10.1 Update process to reflect new online registration and removal of paper-based registration.

REPORT NO: 8.7 (cont.)

- 10.2 Inclusion of an Expression of Interest from birth.
- 10.3 Removal of the need to attach proof of child’s age, concession card and address at registration, in line with DE CRES guidance.
- 10.4 Inclusion of information on how to access support to complete the registration process is available to service providers who provide DE funded kindergarten programs to three and four-year-old children.
- 10.5 Inclusion of grievance process in line with DE CRES guidance.
- 10.6 Inclusion of second year funding options for both 3 and 4 year old children in line with DE CRES guidance.
- 10.7 Inclusion of enrolment requirements once a family is allocated a kindergarten service location in line with DE CRES guidance.
- 10.8 Removal of the \$17.50 application fee as this can be a barrier for families to access kindergarten and aligns with State Government’s free kindergarten reform.
- 10.9 Inclusion of a Hume local priority criteria to recognize children that have previously attended a service in line with community expectation.

11. IMPLEMENTATION:

Once adopted the Kindergarten Central Registration Policy will be available on the HCC website and will be communicated directly to families through the following avenues;

- 11.1 All families currently registered to attend kindergarten from 2025 onwards will be alerted to the new policy via email, with the policy attached and a link to frequently asked questions about kindergarten.
- 11.2 As new families register, they receive an automated confirmation of submission. A link to the policy will be added to this automatic reply.
- 11.3 When an offer for a place at kindergarten is made, the link to the policy will again be shared with the family.
- 11.4 Communicated through MCH, Playgroups, Early Year Services.
- 11.5 Culturally and Linguistically Diverse officer will provide group and 1:1 sessions for families when required.

12. CONCLUSION:

- 12.1 The adoption of the policy will allow for equitable access to kindergarten for all families including those that are vulnerable and those from Culturally and Linguistically Diverse families.
- 12.2 The adoption of this policy will bring CRES activities in line with DE guidelines for the delivery of the program.



KINDERGARTEN ENROLMENT POLICY

Policy Reference No.	POL/188
File No.	HCC10/599
Strategic Objective	1.1: Support and enhance skill development and educational opportunities to reduce disadvantage, improve employment prospects and quality of life
Adopted by Council	November 2011
Re-Adopted	10 July 2017
Date Reviewed	July 2021
Next Review	April 2024
Responsible Officer	Coordinator Early Years Operations
Department	Family, Youth & Children’s Services

KINDERGARTEN ENROLMENT POLICY

1 POLICY STATEMENT

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

2 PURPOSE

The purpose and guiding principles of the Kindergarten Enrolment Policy (the Policy) are:

- 2.1 Kindergarten is a universal early childhood program which is subsidised by the Victorian State Government and Commonwealth for children two years prior to commencing primary school.
- 2.2 Under the Early Start Kindergarten Program, the Victorian Government provides 15 hours of funded Kindergarten per week for eligible three-year-old children of Aboriginal and Torres Strait Islander descent, Refugee and Asylum seeker, or children known to Child Protection.
- 2.3 The Access to Early Learning Program is funded by the Victorian Government to provide 15 hours of funded Kindergarten alongside other supports to eligible children identified as meeting several vulnerability criteria.
- 2.4 Local Government, community organisations, schools, non-profit organisations and private operators are providers of Kindergarten programs. Hume City Council currently provides the majority of Kindergarten services in the municipality.
- 2.5 Kindergarten programs engage children in quality early learning experiences in community and centre-based environments. Research shows that quality early childhood education has a positive influence on longer-term educational and social outcomes, particularly for children experiencing educational and social disadvantage.
- 2.6 Families in Hume City have access to information, and a choice of high quality, flexible children services.
- 2.7 Collaboration between Council, community service providers, families and children enable Council to share knowledge and strengths and to plan and deliver seamless services.

3 SCOPE

- 3.1 In accordance with the Department of Education and Training Kindergarten Funding Guide, which details funding and priority of access requirements for funded Kindergarten in Victoria, two years of subsidised Kindergarten is available. Children must turn three on or before April 30 in the year of their three-year-old Kindergarten attendance, and four by the 30 April in the year of their four-year-old Kindergarten attendance.

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
Review Date:	July 2021	Next Review Date:	April 2024

KINDERGARTEN ENROLMENT POLICY

- 3.2 As per the Kindergarten Funding Guide, Early Start Kindergarten and the Access to Early Learning Program is available for 15 hours in a four-year-old Kindergarten program to eligible children who turn three years of age on or before 30 April of the year of Kindergarten attendance.
- 3.3 This will be the child's first year attending a three or four-year-old Kindergarten program unless approved by the Department of Education and Training.

4 OBJECTIVE

- 4.1 To facilitate the placement of children into Kindergartens through a streamlined enrolment system.
- 4.2 To provide details of the eligibility criteria for applications, the prioritisation and reservation of places; timelines for lodging of applications and its procedures.
- 4.3 To ensure placements and procedures are in alignment with State Government policy directions, legislation, and funding criteria and accountability (including fee subsidies).
- 4.4 To ensure placements are provided according to the priority of access requirements detailed in the Kindergarten Funding Guide.

5 POLICY IMPLEMENTATION

5.1 Eligibility Criteria

- 5.1.1 Funded three-year-old Kindergarten will be available for 5 hours from the commencement of 2022, the hours will progressively increase (where practicable) to 15 hours by 2029. Eligible children will need to turn three on or before April 30 in the year of Kindergarten attendance.
- 5.1.2 Funded four-year old Kindergarten will be available for 15 hours and is available to all children who turn four years of age on or before April 30 in the year of Kindergarten attendance.
- 5.1.3 Children who turn three years of age between term one and April 30 will have their kindergarten place put on hold until the child turns three years of age and is eligible to attend the kindergarten program.
- 5.1.4 In accordance with the Kindergarten Funding Guide, Early Start Kindergarten and the Access to Early Learning Program is available to eligible children of three years of age on or before 30 April of the year of Kindergarten attendance.

5.2 Application Timelines

- 5.2.1 Applications for three and four-year-old Kindergarten can be made up to two years in advance.

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
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KINDERGARTEN ENROLMENT POLICY

- 5.2.2** Applications open from March 1 (or the following business day) each year for placements two years hence.
- 5.2.3** Expressions of Interest for Early Start Kindergarten can be made from birth.
- 5.2.4** To be eligible for consideration in the first round of offers, applications must be lodged at Council by 5.00pm June 30 (or previous business day) the year prior to attendance. Any applications received after this date, will be considered a late application.
- 5.2.5** Information on how to apply will be available on Council’s website. Allocation of placements will be made in accordance with priority categories and date of receipt of the application.
- 5.2.6** Council cannot guarantee applicants will receive a Kindergarten place. Conditions regarding the number of available Kindergarten places and securing State Government funding will apply.

5.3 How to Apply

Registration Process Summary
1. Family submits completed registration form
2. Council receives registration and inputs it to the Central Enrolment system
3. Council allocates offers of kindergarten placements with a group preference form
4. Families respond to offers
5. Children are allocated into groups
6. families are notified of their group allocation and starter pack

- 5.3.1** Application forms are available from the following locations:
 - a) All Council operated Kindergartens, and Childcare Centres.
 - b) All Hume City Council customer service centres.
 - c) Hume City Council website.
- 5.3.2** Application forms must be returned with the following relevant documents to be accepted and processed:
 - a) Proof of child’s age (such as the child’s birth certificate, Australian Immunisation Record (AIR) or passport) and,

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
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KINDERGARTEN ENROLMENT POLICY

- b) One of the following to show proof of address (rates, gas or electricity bills or drivers’ licence) and:
- c) Non-refundable application fee, as detailed on the application form; or,
- d) If the child or family hold an eligible concession card as outlined in **5.17.11**, the family is eligible to receive a fee subsidy from the State Government and they are not required to pay the application fee and/or term fee, so long as a current and valid card is provided to Council that covers from time of registration to the completion of the child’s Kindergarten year. Should the card expire during any part of the child’s Kindergarten year, it is the responsibility of the parents /guardians to produce another valid card, otherwise full fees are payable. A copy of the card must be provided; or
- e) If the child/ren turns three on or before April 30 in the year of their three-year-old Kindergarten attendance, the application fee will be applied as credit on term two fees.

5.3.3 In the case of multiple birth, an application form needs to be completed for each child indicating that the child is being registered along with his or her sibling as part of a multiple birth on the application form. A separate application fee is payable for each application submitted.

5.3.4 Application forms can be submitted in any of the following ways. Forms must be complete and include all documentation in order to be processed:

- a) In person at one of Council’s Customer Service Offices
- b) Via mail to PO Box 119 Dallas 3047

5.3.5 Application fees are payable via Cheque, Money Order, Credit Card or Cash at any Customer Service Centre or via cheque or money order if submitted via mail. Application fees do not apply where valid Concessions (as per clause **5.17.11**) are attached to the application form.

5.3.6 Receipts will be issued to applicants and should be retained as evidence of application.

5.3.7 Children enrolled in three-year-old Kindergarten programs at Council’s facilities are not automatically eligible for a place in four-year-old Kindergarten. Families must submit a Kindergarten Application form and enrolment will be determined through the Kindergarten enrolment application process.

5.3 Application Priorities

5.3.6 For children who turn three or four years of age on or before 30th April in the year they are to attend Kindergarten, places will be allocated based on the priority category and on date of receipt of application with the priority categories being:

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Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
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KINDERGARTEN ENROLMENT POLICY

Priority	Criteria	Process that could be used to verify need(s)
Priority 1	Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"> attending a four-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, or is referred by: <ul style="list-style-type: none"> Child Protection Child and Family Services (family services referral and support team, Child FIRST /integrated family services /Services Connect case worker) Maternal and Child Health nurse, or Out-of-Home Care provider. Written referrals from Child Protection / Child FIRST / Community Case Workers may be requested.
	Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families ‘is your child Aboriginal and/or Torres Strait Islander?’ and record this information in KIM.
	Asylum seeker and refugee children	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.
	Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or Multiple birth children (triplets, quadruplets).
	Children with additional needs, defined as children who: <ul style="list-style-type: none"> require additional assistance in order to fully participate in the kindergarten program require a combination of services which are individually planned have an identified specific disability or developmental delay 	The child is: <ul style="list-style-type: none"> assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten holds a Child Disability Health Care Card has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> the National Disability Insurance Scheme Early Childhood Intervention Service Preschool Field Officer, or Maternal and Child Health nurse.
Priority 2	Children of Hume City residents and rate payers	Attachment of evidence of living in Hume City, e.g. driver’s license, rates notice, contract of construction.
Priority 3	Children of Non-Hume City residents	No supporting documentation required.

5.3.7 Priority of Access guidelines apply to separate age cohorts. In mixed age groups, three and four-year-old children considered vulnerable are equally prioritised.

5.3.8 Evidence of eligibility for children with additional needs can be submitted up until 30 June of the year prior to attendance if eligibility is not known at the time of initial registration.

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5.3.9 Children of non-Hume City residents may not receive an offer until after the third round of offers.

5.4 Reserved Places

5.4.1 Families who have children who are eligible for a second year (Four-year-old only) of four-year-old Kindergarten are required to submit a Second Year of Kindergarten Application form in order to access a reserved place.

5.4.2 A Kindergarten place will be reserved at the centre indicated on the Second Year of Kindergarten Application form.

5.4.3 A Second Year of Kindergarten Application form must be submitted for children deemed eligible, provided the child has met the eligibility criteria and it has been approved by the Early Childhood Teacher, to attend a second year of Kindergarten. This must be lodged with Council by 30 June in the year of the child’s first year of Kindergarten.

5.4.4 A reserved place will be allocated for children who received an offer of a Kindergarten placement the previous year but elected to defer. The reserved place will be allocated at the centre that the offer was made.

5.4.5 Reserved places will be available for allocation until the end of December prior to the commencement of the first term of Kindergarten in the following year. The unallocated reserved places may then be released for those on the waiting list according to priority of access outlined in **5.4.1**.

5.5 Late Applications

5.5.1 Applications will continue to be received after June 30 the year prior to attendance.

5.5.2 Late applications may be included in the first round of offers, in accordance with the priority of access and date of applications.

5.5.3 If no places are available, the applicant will be placed on the waiting list according to priority and date of receipt.

5.6 Changes to application details

5.6.1 When applicants wish to alter their original Kindergarten preferences, a Change of Registration form needs to be completed and lodged at Council’s customer service centres, or sent via mail to PO Box 119 Dallas, 3047 or via email to preschool@hume.vic.gov.au.

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Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
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KINDERGARTEN ENROLMENT POLICY

5.6.2 The Changes to Registration form must be lodged with Council by Close of Business of June 30 (or previous business day) the year prior to attendance in order to be considered in the first round of offers, and in order to maintain the original registration date.

5.6.3 Changes to Kindergarten preferences lodged with Council after June 30 will result in a new application date being issued, which will be the date the change of details was lodged with Council. Minor changes to registrations such as change of family address will retain the original application date.

5.7 Commencement of Offers

5.7.1 All applications will be allocated according to priority and the receipt date upon submission of application.

5.7.2 Refer to clauses **5.2.2** and **5.4.1** regarding lodgement date for first round offers and late applications.

5.7.3 Where application numbers exceed the number of places available at the first preference Kindergarten, applicants will be allocated their second or third preference based on availability of places. If there are no places available at any stated preferences, then the applicant will remain on the waiting list for the Kindergarten preferences nominated on the registration form.

5.7.4 Placement offers will be made in writing to applicants by the end of Term 3 each year. A written response will be required within a nominated time frame.

5.8 Review of the remaining places

5.8.1 Offers are ongoing and will continue to be made until all placements are filled, including once the Kindergarten year commences.

5.8.2 Any children who remain on the waiting list after all places have been allocated; will be offered a placement appropriate to their priority as soon as a vacancy occurs at one of their preferred Kindergartens.

5.8.3 Council aims to operate each Kindergarten at viable occupancy rates according to State Government’s funding requirements, which requires a minimum number of enrolments for each Kindergarten program.

5.9 Responses to Offers

5.9.1 Applicants can select one of the following choices:

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
Review Date:	July 2021	Next Review Date:	April 2024

KINDERGARTEN ENROLMENT POLICY

- a) Accept the Kindergarten place that is on offer. Once a place has been accepted, applicants cannot remain on the waiting list for another Kindergarten.
- b) Decline the offer of the Kindergarten place and be placed on a waiting list for their preferred Kindergartens as listed on their application form.
- c) Defer their child's placement to the following Kindergarten year.
- d) Cancel their application.

5.9.2 Applicants must select in writing one of the responses above and respond by the date stipulated on the letter in order for the response to be processed.

5.9.3 Where no response is received by Council within the specified timeframe as stated in the letter of offer, the child's place will be cancelled. When families contact Council later than the required response date, their child will be reinstated to the waiting list with the appropriate priority, and with a new registration date.

5.9.4 When an applicant requests their child to be placed on a waiting list of their preferred Kindergartens, they must forego any other place offered. The child is placed on the waiting list of their preferred centres according to category of priority. At this time, the applicant may request preferences be removed from their application, if their preferred Kindergarten is listed as their second or third preference. Placement is not guaranteed at the preferred centre.

5.10 Deferral

5.10.1 In accordance with the Kindergarten Funding Guide and its successor agreements, a four-year-old child enrolment may be deferred within term 1, provided the registration has not been recorded on the DET Kindergarten Information Management System.

5.10.2 Families wishing to defer their enrolment should speak with the Kindergarten as soon as possible to discuss their child's readiness for Kindergarten.

5.10.3 Families should complete a deferral form, whereby their enrolment will be re-offered the following year, with the application maintaining its original application date.

5.10.4 Deferrals are unable to be submitted after the registration has been submitted on the Kindergarten Information System.

5.10.5 After a deferral form is submitted, families may submit a three year old Kindergarten application for that year, however, a new application date will be recorded for this application and there is no guarantee of a placement within this program.

5.10.6 A deferral can only be submitted where a Kindergarten placement offer was made or accepted and the child has already attended up until the end of Term 1.

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KINDERGARTEN ENROLMENT POLICY

5.11 Second Year of Kindergarten – Four-Year-Old only

- 5.11.1 A second year of Kindergarten is only available to children who have completed four-year-old Kindergarten and meet the eligibility criteria as set by the State Government.
- 5.11.2 Families identified as eligible to enrol in a second year of four-year-old Kindergarten must submit an application form before 30 June to be considered in the first round of offers. The application fee will not be payable in these circumstances.
- 5.11.3 Places will be reserved at the family’s Kindergarten of first preference.
- 5.11.4 Applications received after 30 June will be treated as a late application, however, will be given priority according to clauses **5.4** and **5.6**.

5.12 Children who will turn six years of age during the four-year-old Kindergarten year

- 5.12.1 Children who turn six years of age during the Kindergarten year must be exempted from attending school.
- 5.12.2 Parents need to apply for an exemption before the child starts Kindergarten by filling in the appropriate State Government documentation.
- 5.12.3 If an exemption has not been granted by State Government, Council will not be in a position to accept the child into Kindergarten.

5.13 Transfer of Kindergarten places

- 5.13.1 Once a place has been allocated to a child, the child’s place is not generally transferable between Kindergarten centres. If an applicant believes their circumstances are exceptional, they may write to the Manager Family, Youth and Children’s Services asking for consideration of their request.
- 5.13.2 Each request will be taken on its merit and considered in relation to the available vacancies and current waiting lists. There is no guarantee of transfer.

5.14 Children with additional needs

- 5.14.1 Children with additional needs are encouraged and welcomed to access Hume City Council’s Kindergartens.
- 5.14.2 Additional support is available to be provided to children with additional needs, families, and services through the Preschool Field Officer program.

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
Review Date:	July 2021	Next Review Date:	April 2024

KINDERGARTEN ENROLMENT POLICY

5.14.3 Applicants are encouraged to notify Council of their child’s additional needs on the application form. This will help ensure that appropriate supports will be put in place for the child.

5.14.4 If the child has subsequently been identified with additional needs after registration, a letter of support as detailed in **5.4.3** is to be provided to Council in order to be considered as a priority 1.

5.14.5 Disclosing your child’s additional needs will not disadvantage your child’s application.

5.15 Application Fees

5.15.1 Application fees for all children who are enrolling under Priority 1 (**5.4.1**) will be waived to reduce barriers to enrolment.

5.15.2 Children eligible to receive a Kindergarten fee subsidy from the State Government will also have their application fee waived upon presentation of valid Concession Cards/visa’s (see section **5.17.11** for eligibility).

5.15.3 Council’s Kindergarten services at times conduct special enrolment sessions within Hume City and on these occasions, it will be at the discretion of the Manager Family, Youth and Children Services to waive application fees.

5.16 Kindergarten Fees

5.16.1 The annual fee is determined each year as part of Council’s budget and is charged on a termly basis. The rate of fees is dependent on the receipt of State Government grants and contributions and other influences on the service.

5.16.2 Service users will be notified of fee changes in a timely manner.

5.16.3 The term fee is charged regardless of attendance of the child during the term. However, the families wishing to present exceptional circumstances for consideration in a fee review can put their request in writing to the Manager Family, Youth & Children’s Services for consideration.

5.16.4 Pro rata fees or refunds do not apply where the service user withdraws from the program during the term, or where the family fail to notify the Kindergarten Central Enrolment officer of their withdrawal prior to the term commencing.

5.16.5 Full fees apply where a service user accepts an offer of placement/ commences Kindergarten part way through the term.

5.16.6 Term fees are required to be paid prior to commencement in the program and prior to each term, in order to continue to access the program. Non-payment of fees may impact upon access to other programs operated by Council.

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
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KINDERGARTEN ENROLMENT POLICY

- 5.16.7** Families with twins or two children of different ages attending Kindergarten in the same year shall be entitled to a fee discount of 50% of the term fee of the second child.
- 5.16.8** Families experiencing difficulties in paying fees are encouraged to discuss this with the Kindergarten accounts officer. Fee payment plans can be established in consultation with Council’s Finance Department. Service users are required to adhere to these plans.
- 5.16.9** Council will contact service users who are in arrears in order to rectify the situation through a range of actions, which may include payment options or suspension of service.
- 5.16.10** A placement may be held open for the term if full payment of fees is received or a valid Concession Card is presented, however this will be at the discretion of Council and consideration given to Kindergarten demand (refer to **5.17.3** regarding payment of term fees).
- 5.16.11** In accordance with the Kindergarten Funding Guide, no Kindergarten fees apply to families where evidence is provided that the child individually holds, or has a parent or guardian who holds one of the following current and valid cards/visas:
- a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans’ Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - In-country Special Humanitarian visa (subclass 201)
 - Global Special Humanitarian visa (subclass 202)
 - Temporary Humanitarian Concern visa (subclass 786)
 - Humanitarian Stay Visa (subclass 449)
 - Temporary Protection Visa (subclass 785)
 - Safe Haven Enterprise visa (subclass 790)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E.
 - ImmiCard
- 5.16.12** Council needs to be provided with a copy of a current and valid concession card, visa, travel document or letter of visa status and record its expiry date.

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KINDERGARTEN ENROLMENT POLICY

5.16.13 If the concession card expires during the course of the Kindergarten year, it is the service user’s responsibility to provide the new card in order to be eligible for the fee discount. Concession cards must be presented before the end of the child’s Kindergarten year of attendance in order to be accepted (i.e., 31 December).

5.16.14 No Kindergarten fees apply to families where the child is:

- a) Identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- b) Identified on their birth certificate as being a multiple birth child, being triplets or more.
- c) An Early Start Kindergarten enrolment,
- d) An Early Start Kindergarten Extension Enrolment,
- e) An Access to Early Learning Enrolment.

5.17 Refunds

5.17.1 Application fees are non-refundable.

5.17.2 Service users, who withdraw from their Kindergarten placement, will forfeit the fees paid to Council for that term, and will be liable for term fees in accordance with **5.17.4**.

5.17.3 Pro rata fees and refunds may apply depending on when the service user withdraws from the program during the term. Decisions will be made at the discretion of the Manager Family, Youth and Children’s Services pending a review of each circumstance.

5.17.4 In exceptional circumstances, requests for refunds must be made in writing with copies of receipts forwarded to the Manager Family, Youth and Children’s Services. Decisions will be made at the discretion of the Manager.

5.17.5 Service users who receive Kindergarten fee subsidies from the State Government are not entitled to a refund of remaining fees.

5.18 Kindergarten operational sessions

5.18.1 Kindergarten operational session days and times and enrolment numbers are reviewed annually as part of the allocation process and DET funding confirmation.

5.18.2 Sessions may vary from year to year at each centre. Council may make alterations to any Kindergarten session dependant on applications or individual centre numbers at any time.

5.18.3 Consultations will take place from time to time to ensure services continue to be responsive to the needs of the community.

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KINDERGARTEN ENROLMENT POLICY

5.18.4 Once enrolled, each child will generally be able to access five hours for three-year-olds and fifteen hours for 4-year-olds of Kindergarten per week during school terms.

5.19 Sessions and groups within Kindergartens

5.19.1 For offers accepted in offer rounds 1-3, applicants will be informed of the proposed Kindergarten sessions and timetable at each centre and requested to indicate their preferred group/s.

5.19.2 For offers accepted after round 3, applicants may be allocated to the remaining places within groups; however, Council officers will endeavour to consult with families where there are vacancies across the groups.

5.19.3 Council officers will endeavour to give applicants their preferences; however, it cannot guarantee applicants will receive their preferred session or group within the centre.

6 DEFINITIONS AND ABBREVIATIONS

6.4 Kindergarten

Kindergarten is a universal early childhood program which is funded by the State Government for three and four year old children two years prior to commencing primary school.

6.5 Second Year

A second year of Four year old Kindergarten is approved and funded by State Government for children who meet the eligibility criteria for a second funded year of Kindergarten.

6.6 Early Start Kindergarten Program

Early Start Kindergarten enable eligible children to access a four-year-old, 15 hour Kindergarten program in the year two years before school where the child is Aboriginal and/or Torres Strait Islander, children known to Child Protection or referred to Child FIRST/Integrated Family Services by child protection and refugee and asylum seekers.

6.7 Access to Early Learning Program

The Access to Early Learning Program enables eligible children (who turn three years old by the 30th April in the year of attendance) to access a four-year-old Kindergarten program in the year before their funded four year old Kindergarten program, where the family meet two of the following eligibility criteria, Known to Child Protection, Mental Health issues, Family Violence, Sexual Assault, Alcohol/ Drug Abuse, Physical or intellectual disability or trauma.

6.8 Newly Arrived Families

Newly arrived families are defined as families who have arrived in Australia and moved into Hume City not before 1 July of the year prior to attendance.

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KINDERGARTEN ENROLMENT POLICY

6.9 Children with additional needs

The Preschool Field Officer program is available to services, families and children to provide assistance to support the inclusion, learning and development of children with additional needs.

7 RELATED DOCUMENTS

- Early Childhood Programs and Services Guide December 2015
- Early Childhood Agreement for Children in Out-of-Home Care
- Education and Care National Law Act 2010
- Education and Care National Law Regulations 2011
- Equal Opportunity Act (Victoria) 2010
- Kindergarten Funding Guide
- Memorandum of Understanding for non-Council Kindergartens participating in the Hume Central Enrolment Scheme
- Supplementary documents to the Kindergarten Funding Guide
- Children’s Services Procedure Manual
- **All About Kindergarten Guide (currently under development)**

Date Adopted	November 2011
Date Re-Adopted	
Next Review Date	April 2024

Policy Reference No:	POL/188	Responsible Officer:	Coordinator Early Years Operations
Date of Re/Adoption:	20 July 2017	Department:	Family, Youth & Children’s Services
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KINDERGARTEN CENTRAL REGISTRATION POLICY

Policy Reference No.	POL/188
File No.	HCC###/### [YOUR FILE REFERENCE #]
Strategic Objective	3.2 Deliver responsible and transparent governance, service and assets that respond to community need [SELECT STRATEGIC OBJECTIVE FROM COUNCIL PLAN]
Adopted by Council	###/###/#### [DATE OF MEETING ADOPTED]
Re-Adopted	###/###/#### [LEAVE BLANK IF N/A]
Date for Review	February 2026 [WITHIN 5 YEARS]
Responsible Officer	Coordinator Inclusion and Service Planning
Department	Family, Youth & Children’s Services

1. POLICY STATEMENT

1.1 The purpose of this policy is to ensure that Victorian Government funded sessional kindergarten places are allocated in a manner which ensures equity of access and demonstrates a transparent administrative process.

1.2 Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation. Council acknowledges the cultural safety, participation, and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability.

2. PURPOSE

This policy outlines the process and priorities of kindergarten registration through the Hume Kindergarten Central Registration and Enrolment Scheme (CRES).

3. SCOPE

This policy applies to community members wishing to access funded sessional kindergarten places, service providers, and agencies who support children to register for and access sessional kindergarten places.

4. OBJECTIVE

- 4.1 To outline key information relating to registration in funded sessional kindergarten programs.
- 4.2 To define timelines for registration and kindergarten allocation.

5. DEFINITIONS AND ABBREVIATIONS

Word/Term	Definition
Application	The online electronic application form submitted to Council to register interest in a preferred kindergarten. Apply for Kindergarten - Hume City Council
Additional Developmental Needs	Children with additional needs who: <ul style="list-style-type: none"> a) require additional assistance to fully participate in the kindergarten program. b) require a combination of services which are individually planned. c) have an identified specific disability or developmental delay.
Composite kindergarten groups	Kindergarten groups where three-year-old and four-year-old children attend together.
CRES (Central Registration and Enrolment Scheme)	Central process for families to register children to attend funded sessional kindergarten settings. The Hume CRES includes providers who deliver funded sessional kindergarten programs across the municipality.
Department of Education Kindergarten CRES Practice Guide	Provides a framework to deliver the CRES, guided by the following principles: simple, inclusive, adaptable, consistent, transparent and collaborative. In line with these principles, Council is committed to continuously improve systems and processes to ensure that barriers are removed for children and families to access kindergarten. To provide feedback and contribute to decisions about the scheme:

	<ul style="list-style-type: none"> Kindergarten providers registered through the Hume CRES are invited to attend the CRES Provider Network. Local organisations, agencies who work with children and families and kindergarten providers are invited to attend the Hume Early Years Partnership.
Enrolment	Confirmation by the kindergarten management body to the parent/guardian for their child/ren’s attendance at kindergarten.
EnrolNow	The electronic registration system used by the CRES provider to manage the application and allocation process of kindergarten places.
Kindergarten Fee Subsidy	<p>Your child is eligible for the kindergarten fee subsidy (KFS):</p> <ul style="list-style-type: none"> if your child identifies as Aboriginal and/or Torres Strait Islander if your child is identified on their birth certificate as being a multiple birth child (triplets or more). <p>Your child is also eligible if they hold, or have a parent or guardian who holds, one of the following:</p> <ul style="list-style-type: none"> a Commonwealth Health Care Card a Commonwealth Pensioner Concession Card a Department of Veterans Affairs Gold Card or White Card Refugee or Asylum Seeker visa (200-204, 786 or 866) Bridging visas for any of the above Refugee or Asylum Seeker visas. <p>For families or children with a humanitarian or refugee visa listed by the Department of Immigration and Border Protection that is not included in the above list, please speak to Council for more information.</p>
Kindergarten Service	The physical location of the kindergarten, kindergartens across Hume are managed by various organisations.
Out of Home Care	A temporary, medium or long term living arrangement for children and young people who cannot live in their family home.
Priority of Access (PoA)	The Priority of Access is a criteria set by the Department of Education outlining how kindergarten places are to be offered. See Section 8, below.
Risk of abuse or neglect	Abuse or neglect can include physical abuse, sexual abuse, grooming, family violence, emotional abuse and neglect.

6. KINDERGARTEN ELIGIBILITY CRITERIA

All children are eligible to attend funded kindergarten in the two years prior to attending primary school.

A child must be three years of age on or before the 30 April and be less than six years of age to attend funded kindergarten unless they have a school exemption. The Department of Education (DE) [Starting Age Calculator](#) can be used to determine what year a child is eligible for kindergarten.

It is important for families to consider when they would like their child to start primary school prior to deciding when to attend two years of funded kindergarten. Families who are uncertain about their child’s preparedness for kindergarten are encouraged to contact Council’s Registration team. The registration team can be contacted by emailing kindergarten@hume.vic.gov.au or by phoning (03) 9205 2538.

6.1. Children must have turned three to commence kindergarten. Children who turn three years of age between the start and last day of term one can choose:

- Delayed Start – prior to starting at kindergarten, families can delay their child’s kindergarten place and will be eligible to attend two full years of funded kindergarten beginning the following year.
- Place Held and Commencement Delayed – after being offered a place at kindergarten and prior to turning three years of age, places are held until the child is three and can commence.

6.2 Children who turn 3 after the end of term one and prior to April 30 can commence on or after their 3rd birthday. Children who commence under these circumstances are unable to defer due to funding regulations. They will commence 4 year old kindergarten in the following year. Families may choose to delay their child’s enrolment by notifying the CRES team prior to the end of term one in the year of attendance.

6.3 Children turning six years of age in a kindergarten year – parent/guardian must apply and be granted an exemption from attending school by DE. [Going to kindergarten if your child is 6 years old | Victorian Government \(www.vic.gov.au\)](#)

7. REGISTRATIONS

- 7.1. Registrations are completed electronically and submitted online via the council website [Apply for Kindergarten - Hume City Council](#)
- 7.2. For support with completing kindergarten registrations families can contact the CRES team on (03) 9205 2538 or via email: kindergarten@hume.vic.gov.au, interpreter services are available.
- 7.3. From birth, an expression of interest for a future kindergarten placement can be completed to activate a reminder when registrations will formally open.
- 7.4. Registrations open from March 1 each year for placements two years in advance.
- 7.5. Separate registrations are required for each year of funded kindergarten.
- 7.6. One registration is to be completed for each child registering.
- 7.7. Registrations submitted after June 30 the year prior to attendance will be considered a late registration and may not be included in the first round of offers.
- 7.8. Families must choose three different kindergarten preferences.
- 7.9. Families will receive confirmation of receipt of registration via email after submission.

8 PRIORITY OF ACCESS (PoA) criteria

If the number of children registered for kindergarten places exceeds the number of places available, the DE Kindergarten Funding Guide outlines the priority of which kindergarten places must be offered:

- 8.1 Children at risk of abuse or neglect, including children in Out of Home Care
- 8.2 Aboriginal and or Torres Strait Islander children
- 8.3 Are, or have parents or carers who are, asylum seeker and refugees
- 8.4 Are eligible for the Kindergarten Fee Subsidy holding an approved concession or visa
- 8.5 Have additional developmental needs or are receiving NDIS support or holding a Child Disability Health Care Card or those children assessed as requiring a second year of kindergarten.

The **Hume Central Registration** locally agreed priority of access will be applied after the DE PoA and applies to:

- 8.6 Children of Hume City residents and rate payers.
- 8.7 Children who have been previously enrolled at a nominated service.
- 8.8 In composite kindergarten groups, four-year-old children will take priority over three-year-old children.
- 8.9 Non-Hume Residents will only become eligible for placement in Hume kindergartens after the 3rd round of places have been offered. In line with DE policy when offering places to non-Hume residents, priority will be given to those, whose closest geographical kindergarten lies within Hume. All other non-residents will be offered a place subsequent to this.

9 RESERVED PLACES

9.1 Second year of kindergarten

A second year of either 3 year old or 4 year old kindergarten may be considered and agreed between the Early Childhood Teacher (ECT) and the family. For children to be eligible, they must meet the DE criteria for a second year. The ECT must complete a declaration of eligibility and a second year statement on the DE prescribed Kindergarten Information Management System.

Children will not be eligible to complete a second year of both 3 and 4 year old programs. Parents are encouraged to discuss the best pathway for their child with their child’s early childhood teacher.

To support this process, kindergarten providers are required to notify CRES of the second year children. This will support CRES in determining eligibility for these places.

9.2 Pre-purchased places.

Pre-purchased places will be held at kindergartens as allocated by DE for families who meet DE priority of access criteria (8.1-8.5) and have not registered prior to the beginning of the kindergarten year.

10 ALLOCATION PROCESS

- 10.1 Prior to allocations, Council will contact the kindergarten service providers to determine places available for the following year.
- 10.2 Allocations begin in August each year for kindergarten places in the following year. Allocations are ongoing and will continue to be made until all kindergarten places are filled, including once the kindergarten year commences.
- 10.3 Children meeting DE PoA criteria as outlined in section 8 above must be allocated first, followed by those meeting the local criteria of having been previously enrolled at a nominated service. All other children meeting other local priority criteria will then be allocated by date order of application.
- 10.4 Council will endeavour to allocate families to their preferred kindergarten of choice, yet preferences are not guaranteed. This is subject to service capacity limitations and community demand.
- 10.5 Families will be sent an email to notify them of their offer and can respond to the offer of a kindergarten place by:

- a) accepting the kindergarten place
- b) declining the kindergarten place and being placed on a waiting list

- c) cancelling their registration

10.6 Families may also wish to defer their child’s place at kindergarten. To do this please email the registration team at kindergarten@hume.vic.gov.au

10.7 If no response is received by the due date identified on the offer, Council will attempt to contact the family by phone, text message or email. If the family is unable to be contacted, the place will be cancelled.

10.8 Any grievance or appeal in relation to the kindergarten registration can be addressed through the process outlined in section 12 below.

11 KINDERGARTEN ENROLMENT

11.1 After acceptance of application, all registration information provided for the child will be shared with the kindergarten services, following this the kindergarten service will be the main point of contact for families.

11.2 The enrolment process at kindergartens will require families to provide:

- a) Proof of child’s date of birth
- b) Immunisation record
- c) Copy of valid concession card or visa (if applicable).

12 GRIEVANCES

Any grievance or appeal in relation to the kindergarten registration process or kindergarten offers are to be directed to the CRES team on (03) 9205 2538 or via email: kindergarten@hume.vic.gov.au. Should there be no satisfactory resolution, the issue will then be raised to the Coordinator Inclusion and Service Planning and the Manager Family, Youth and Children Services.

13 HOLDING LIST

Council will endeavour to allocate families to their preferred kindergartens of choice, yet preferences are not guaranteed. This is subject to service capacity limitations and community demand. Families are required to nominate three different service preferences when registering. In instances where there is no likelihood of obtaining a place at a preferred service, families will be provided with locations where vacancies are available.

Council will work with kindergarten providers to minimise holding lists where possible and provide information where registered places exceed proposed capacity. Council will actively engage with families who are on holding lists to identify suitable alternative locations to access funded kindergarten programs.

14 RELATED DOCUMENTS

Document	Link
CRES Practice Guide	vic.gov.au/kindergarten-central-registration-and-enrolment#support-for-councils-best-practice-guides-and-resources
Kindergarten Funding Guide	vic.gov.au/kindergarten-funding-guide#funding-guide

Second Year of Kindergarten	Second year of funded Four-Year-Old Kindergarten Victorian Government (www.vic.gov.au)
Registrations	Apply for Kindergarten - Hume City Council
Starting Age Calculator	https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-and-four-year-old-kindergarten

Date Adopted	##/##/####
Date Re-Adopted	##/##/#### [Leave blank if N/A]
Review Date	##/##/####

REPORT NO:	8.8
REPORT TITLE:	Contract No. 30 24 3575 - Sunbury Senior Citizen Centre Redevelopment
SOURCE:	Cameron McIntosh, Project Engineer
DIVISION:	Infrastructure & Assets
FILE NO:	30/24/3575
POLICY:	POL189
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	<ol style="list-style-type: none">1. 3575 - Tender Evaluation Report - Confidential2. 3575 - Evaluation Matrix - Confidential3. 3575 - List of Company Directors - Confidential4. 3575 - Sunbury Redevelopment Plans

1. SUMMARY OF REPORT:

- 1.1 Tenders have been called for Contract No. 30 24 3575 – Sunbury Senior Citizen Centre Redevelopment.
- 1.2 This report recommends that the tender submission from Constructive Group Pty Ltd. for Contract No. 30 24 3575 – Sunbury Senior Citizen Centre Redevelopment be accepted by Council.
- 1.3 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the financial limit, and a Council motion is now required to accept the recommendation to award the contract.

2. RECOMMENDATION:

2.1 That Council:

- 2.1.1 Resolves to award Contract No. 30 24 3575 to Constructive Group Pty Ltd.
- 2.1.2 Awards the Contract for the lump sum tendered price of Two million, Six hundred and Twenty-Two thousand, Five hundred and Ten dollars and Ten cents (\$2,622,510.10) GST inclusive.
- 2.1.3 Approves a contingency sum and additional allowance to the value (excl. GST) contained within the confidential attachment
- 2.1.4 Authorises the Director Infrastructure and Assets to finalise and execute the contract documentation.
- 2.1.5 Authorises that variations will be managed in accordance with the Contract Variation Policy.

REPORT NO: 8.8 (cont.)

3. LEGISLATIVE POWERS:

- 3.1 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 3.2 Local Government Act 2020 S109(1) requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.
- 3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at \$300,000 or greater shall be undertaken by a tender process.

4. FINANCIAL IMPLICATIONS:

4.1 Project Funding

- 4.1.1 Sufficient funding for this contract is available in the 24/25/26 capital program.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 Recommendations in the project take into consideration Council’s environmental sustainability responsibilities and seek outcomes to minimise Council’s carbon emissions and subsequent impact on climate change.
- 5.2 During construction it is anticipated that there will be no significant environmental implications and all works can proceed as planned, following the approval of a site-specific Construction Site Environmental Management Plan (CSEMP).

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 Climate change is likely to see Hume face lower than average rainfall, higher intensity rainfall events, higher average temperature with more heatwaves.
- 6.2 The project calls for the inclusion of Water sensitive urban design (WSUD) elements within the construction of the carpark. WSUD is a land planning and engineering design approach which integrates the urban water cycle, (including stormwater) into urban design to minimize environmental degradation and improve aesthetic and recreational appeal.

7. COLLABORATIVE PROCUREMENT

- 7.1 In Accordance with section 108(3c) of the Act, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.
- 7.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council, including:
 - 7.2.1 The nature of those opportunities, and the public bodies with which they are available and;

REPORT NO: 8.8 (cont.)

- 7.2.2 Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process
- (a) This contract relates to a project specific for Hume City Council.

8. CHARTER OF HUMAN RIGHTS APPLICATION:

- 8.1** The Charter of Human Rights and Responsibilities Act 2006 and Hume’s Social Justice Charter were considered and there are no issues to be considered in this regard.

9. COMMUNITY CONSULTATION:

- 9.1** As part of the initial planning process, Council officers undertook a service plan to better understand the needs and aspirations of the Sunbury community. Undertaken in early 2020, the Service Plan included a series of consultations with current user groups, service providers and various peak bodies.
- 9.2** The current user groups of the Sunbury Seniors facility have been actively engaged throughout the concept and design development phase. The users have provided invaluable insights and ideas to ensure the new facility meets both current and future needs of the community.
- 9.3** An information session was held with all user groups on Friday 26 July 2024 to communicate the final design, associated timelines and project next steps. Approximately 40+ representatives attended the session.

10. DISCUSSION:

10.1 Background

- 10.1.1 The Sunbury Senior Citizen Centre is located at 8 O’Shanassy Street, Sunbury VIC 3429.
- 10.1.2 The project consists of the construction of a new Senior Citizen Centre with all new internal and external infrastructure inclusive of IT, AV, landscaping, alfresco seating and paving to enhance the facilities user experience.

10.2 Tender process

- 10.2.1 Tenders were called for Contract No. 30 24 3575—Sunbury Senior Citizen Centre Redevelopment on 31 August 2024 and closed on 4 October 2024.
- 10.2.2 One site visit was held on 26 September 2024 to allow prospective tenderers to inspect the site. Attendance at site was optional.
- 10.2.3 The tender was advertised as an AS4000 (Maddocks Bespoke – Construction) contract. The date for Practical Completion was 18 weeks from contract award.
- 10.2.4 Eleven (11) submissions were received in response to the above Tender.

REPORT NO: 8.8 (cont.)

10.3 Tender Evaluation Panel

10.3.1 The tender evaluation panel (TEP) consisted of:

Officer Title	Role
Coordinator Projects and Contracts	Chairperson
Project and Contract Engineer	Scoring member
Executive Officer Community Services	Scoring member

10.3.2 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committed to maintaining the confidentiality of tender information.

10.3.3 Procurement support was provided by a Procurement Officer throughout the tender process

10.4 Selection Criteria

10.4.1 The tender submissions were evaluated in accordance with the following weighted selection criteria:

Criteria	Weighting
Tendered Price	40%
Capacity	20%
Capability	30%
Sustainability	10%

10.5 Tender Evaluation Process

10.5.1 Only compliant tenders received full scoring, while those identified as non-compliant were excluded from further evaluation. Any instances of non-compliance are explained in the confidential attachment.

10.6 Recommendation

10.6.1 The final weighted score for each tenderer is summarised below

Tenderer	Conforming	Score
Tenderer A - Constructive Group Pty Ltd	Yes	78.29
Tenderer B	Yes	76.27
Tenderer C	Yes	74.02
Tenderer D	Yes	71.13
Tenderer E	Yes	70.10
Tenderer F	Yes	66.80
Tenderer G	Yes	64.50
Tenderer H	Yes	59.82
Tenderer I	Yes	59.22

REPORT NO: 8.8 (cont.)

Tenderer	Conforming	Score
Tenderer J	Yes	57.02
Tenderer K	No	00.00

10.6.2 Refer to the confidential attachment for further details of evaluation of all tenders.

11. CONCLUSION

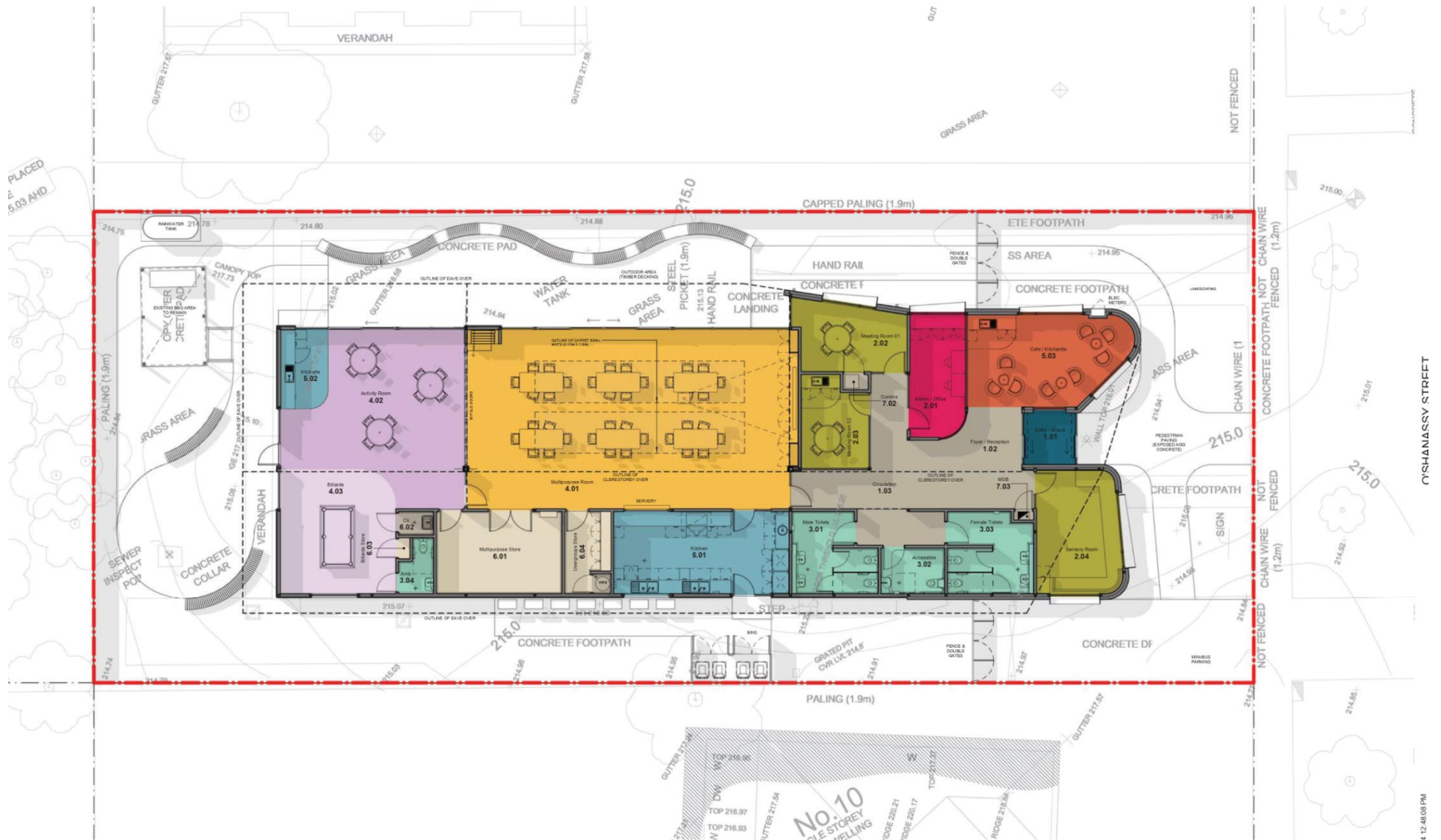
11.1 It is recommended that Council accept the tender submitted by Constructive Group Pty Ltd for a lump sum price of Two million, Six hundred and Twenty - Two thousand, Five hundred and Ten dollars and Ten cents (\$2,622,510.10) GST inclusive. Any unused funding from the project will be delivered back to the capital works program.

12. TENDER CERTIFICATION / DISCLOSURE OF CONFLICT OF INTEREST

12.1 The process described in this report is in accordance with the Council’s Procurement Policy, the relevant provision of the Local Government Act 2020 – section 108 (Procurement Policy) and section 109 (Procurement).

12.2 This report has been prepared by the officers of the Tender Evaluation Panel and all officers have declared that no actual or perceived conflict of interest was present in evaluating the tender submissions and in determining the recommendation contained in this report.





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									CLIENT Hume City Council		DRAWN Author PROJECT No 220504 DATE Issue Date		CHECKED CHECKER	
											DRAWING No. SK01		REV No.	

REPORT NO:	8.9
REPORT TITLE:	Contract No. 30 24 3581 - Hard Waste Collection
SOURCE:	Danielle Prentice, Manager Waste and Sustainability
DIVISION:	Infrastructure & Assets
FILE NO:	30/24/3581
POLICY:	POL189
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	<ol style="list-style-type: none">1. 3581 - Tender Evaluation Report - Confidential2. 3581 - Tender Evaluation Matrix - Confidential3. 3581 - Directors and Officeholders - Confidential4. 3581 - WM Waste Management Pty Ltd tender prices - Confidential

1. SUMMARY OF REPORT:

- 1.1 The Provision of Hard Waste Collection Services includes the collection of booked hard waste collection services from eligible households across Hume. Service changes in July 2024 have enabled residents to book a total of up to five, two cubic metre hard waste and/or bundled branches collections per financial year.
- 1.2 All extension options have been exercised on the existing contract, with Contract No. 30 20 3084 – Provision of Hard Waste Collections Services due to expire on 1 October 2025. To ensure service continuity and sufficient lead times, in September 2024, tenders were called for Contract No. 30 24 3581 – Provision of Hard Waste Collection Services.
- 1.3 Pursuant to the current Instrument of Sub-Delegation to the Chief Executive Officer, the estimated value of this service contract exceeds \$1,000,000.00 (Inclusive GST), and therefore requires a Council decision to award this contract.

2. RECOMMENDATION:

That Council:

- 2.1 **Accepts the tender submission from WM Waste Management Services Pty Ltd ATF WM Waste Management Unit Trust for Contract No. 30 24 3581 – Provision of Hard Waste Collection Services and the associated fixed fees and schedule of rates tendered.**
- 2.2 **Notes that the contract term will commence on 1 October 2025 for an initial period of three (3) years and eight (8) months to 30 June 2029 (inclusive), with the option of a further two (2), one-year extensions, with the maximum term concluding on 30 June 2031.**
- 2.3 **Authorises the Director Infrastructure and Assets to finalise and execute this contract.**
- 2.4 **Authorises for Variations to be managed in accordance with the confidential attachment**
- 2.5 **Delegates to the Director Infrastructure and Assets the authority to review, and approve the contract extensions, in accordance with the contract provisions. The use of this authority is to be reported to Council within 3 months.**

REPORT NO: 8.9 (cont.)

- 2.6 Authorises the Director Infrastructure and Assets to approve Rise and Fall (Consumer Price Index) calculations for the duration of the contract term.**

3. LEGISLATIVE POWERS:

- 3.1 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 3.2 Local Government Act 2020 S109(1) requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.
- 3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at \$300,000 or greater shall be undertaken by a tender process.

4. FINANCIAL IMPLICATIONS:

- 4.1 This is a combined lump sum and schedule of rates contract; therefore, Officer’s undertook modelling to understand the total costs over contract term, including extension options.
- 4.2 Contract No. 30 24 3581 – Provision of Hard Waste Collection Services is due to commence on 1 October 2025. The estimated costs arising from this contract, and the associated costs for disposing of residual waste, will be included in the 2025-2026 operating budget.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 In February 2020, the Victorian Government released their Recycling Victoria Policy which focusses on transitioning Victoria to a circular economy. A number of ambitious targets were set as part of the Recycling Victoria policy, including diversion of 80 per cent of waste from landfill by 2030, with an interim target of 72 per cent by 2025.
- 5.1.1 This target seeks to reduce the amount of material sent to landfill in Victoria. The Hume City Council Waste and Resource Recovery Strategy outlines the goals to increase landfill diversion, however landfilling of unrecoverable waste will need to continue until alternate waste treatment options are established.
- 5.2 This contract supports the diversion from landfill of recoverable items. This includes:
- 5.2.1 Fridges, freezers and air conditioners contain refrigerant gases. The discharge of this gas to the atmosphere is environmentally harmful and illegal. WM Waste Management Service Pty Ltd is affiliated with Knox Transfer Station Pty Ltd (trading as KTS Recycling). KTS Recycling is licensed by the Australian Refrigeration Council to degas refrigerated items. Items containing refrigerant gases collected under Contract 30 24 3581 will be taken to KTS Recycling for refrigerant removal, prior to being taken for scrap metal recycling.
- 5.2.2 Mattresses and soft furniture (couches, armchairs etc.) will be recycled in conjunction with KTS Recycling. KTS Recycling is an approved mattress recycler of the Australian Bedding Stewardship Council (ASBC).
- 5.2.3 Metal will be recycled by a local scrap metal company.
- 5.2.4 Tyres will be recycled by a local tyre recycling company.

REPORT NO: 8.9 (cont.)

- 5.2.5 E-waste (anything that has or has had a battery or cord) will be separated and taken for recycling at a facility licensed to accept and process this material, in accordance with EPA Victoria regulations.
- 5.2.6 Cardboard will be separated and delivered for recycling to a Material Recovery Facility, licensed to accept and process this material, in accordance with EPA Victoria regulations.
- 5.2.7 Bundled branches and green waste will be collected and transported to an organics processing facility that is licensed to accept and process this material, in accordance with EPA Victoria regulations.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 The climate change adaptation considerations have been reviewed in relation to the recommended contract award and there are no issues to be considered in this regard

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.
 - 7.1.1 The recommended action in this Report does not limit human rights.

8. COLLABORATIVE PROCUREMENT

- 8.1 In Accordance with section 108(3c) of the Act, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.
- 8.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council, including:
 - 8.2.1 The nature of those opportunities, and the public bodies with which they are available, and
 - 8.2.2 Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.
 - (a) There are currently no collaborative procurement arrangements available for this type of service.

9. COMMUNITY CONSULTATION:

- 9.1 With the existing contract expiring on 1 October 2025, and with no further extensions available, this tender process was undertaken to meet Council’s procurement policy requirements and to ensure service continuity.

REPORT NO: 8.9 (cont.)

10. DISCUSSION:

10.1 Background

- 10.1.1 Hume City Council provides eligible households (including both owner occupied and tenanted properties) with an At-Call Hard Waste Collection Service. Historically, households were entitled to two, 3 cubic metre collections per year (October – September), booking the collection(s) online or over the phone to schedule a pick-up.
- 10.1.2 In 2023-2024, 18,751 3m³ collections and 6,154 6m³ collections were undertaken, representing approximately 28% service utilisation rate across Hume City Council.
- 10.1.3 From these 24,905 collections, a total of 3,825.87 tonnes of material were collected. This includes 8474 mattresses, 8022 couches, 352 fridges, 17.82 tonnes of tyres, 797.68 tonnes of scrap metal and 33.62 tonnes of e-waste, all of which were recycled. A total of 2355.40 tonnes of residual waste was transported to landfill, representing a 38.4% diversion rate.

10.2 2024 Service Changes

- 10.2.1 As part of the development of the Waste and Resource Recovery Strategy, a community consultation survey was undertaken in late 2021. A total of 2,773 surveys were completed and 30 participants joined one of three online forums.
- 10.2.2 One item the survey explored was barriers to disposing of bulky items, such as those collected by the At-Call Hard Waste Collection Service. With 28.8% of the survey respondents identifying transport as the main barrier, and a further 26.8% referencing collection limits.
- 10.2.3 In response, an operational change was made to bulk waste entitlements in July 2024. The At-Call Hard Waste Collection and Resource Recovery Centre (tip) Pass entitlements were combined, allowing residents to have the flexibility to use their entitlements in a way that best meets their needs.
- 10.2.4 As a result, from 1 July 2024, eligible households now have five, 2 cubic metre entitlements per financial year, to flexibly use across At-Call Hard Waste Collections or for disposal at Hume’s Resource Recovery Centres, enabling the free disposal of up to 10 cubic metres of waste.
- 10.2.5 In addition, the At-Call Hard Waste Collection service was expanded to also include a bundled branches collection, as part of the 10 cubic metre entitlement.
- 10.2.6 These changes address both the transport and collection limit barriers identified through the Waste and Resource Recovery Strategy community consultation.
- 10.2.7 Based on benchmarking, Officers understand Hume City Council residents and tenants have access to greater entitlements for free disposal of bulk waste items in comparison to other municipalities across Victoria.

10.3 Current Service and Service Review

- 10.3.1 The final extension of Contract No. 30 20 3084 - Provision of Hard Waste Collection Services has been executed, and the contract is due to expire on 1 October 2025.

REPORT NO: 8.9 (cont.)

- 10.3.2 Council Officers conducted a contract review to assess existing Contract 30 20 3084 - Provision of Hard Waste Collection Services to identify any improvement opportunities for update or inclusion. As a result, some operational changes were made to the specification, to enhance customer experience and improve operational efficacy. These changes include:
- (a) Disposal of residual waste directly to landfill utilising existing Council landfill contracts. This will reduce congestion at Hume’s Bolinda Road Resource Recovery Centre’s and increase operational efficiency by no longer double-handling this material.
 - (b) In expiring Contract No. 30 20 3084, each booking entitles a resident to 3m³ of material for collection and the contractor is instructed to collect the same. Due to the nature of hard waste, the volume is estimated. This can result in a difference between the resident’s judgement of 3m³ and that of the contractor. When more than 3m³ is presented for collection, the excess material is left behind. This has been updated to allow a one cubic metre buffer, to reduce instances of excess material being left behind.
 - (c) The July 2024 service changes were completed through a variation to existing Contract No. 30 20 3084. These service changes have been incorporated into Contract No. 30 24 3581, including the changes to entitlements and the inclusion of bundled branches collections.
 - (d) Cardboard has been added as an additional item for collection, with this to be taken for recycling.

10.4 Tender Details

- 10.4.1 Tenders were requested for Contract No. 30 24 3851 - Provision of Hard Waste Collection Services. The combination fixed rate and schedule-of-rates tender opened for public tender submissions on 28 September 2024 with bespoke contract conditions and closed at 2pm on 24 October 2024.
- 10.4.2 An optional tender briefing was held on 7 October 2024, covering topics including the tender process and requirements. In addition, Council Officers highlighted the importance of quality customer experience for our community. Four organisations were represented at this meeting.
- 10.4.3 Two (2) submissions were received in response to the above Tender.

10.5 Tender Evaluation Panel

- 10.5.1 The tender evaluation panel consisted of:

Officer Title	Role
Manager Waste and Sustainability	Chairperson
Coordinator Waste Strategy and Support	Scoring member
Waste Contracts and Systems Analyst	Scoring member

- 10.5.2 Probity and procurement support was provided by a Procurement Officer throughout the tender process.
- 10.5.3 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committing to maintaining the confidentiality of tender information.

REPORT NO: 8.9 (cont.)

10.6 Selection Criteria

10.6.1 The Tenders submissions were evaluated in accordance with the following weighted selection criteria:

Selection criteria	Weighting
Price	40%
Capability	25%
Capacity	20%
Environment, Safety and Quality	5%
Sustainability	10%

10.7 Tender Evaluation Process

10.7.1 Only compliant tenders received full scoring, while those identified as non-compliant were excluded from further evaluation. Any instances of non-compliance are explained in the confidential attachment.

10.8 Recommendation

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

Tenderer	Conforming	Score
WM Waste Management Services Pty Ltd ATF WM Waste Management Unit Trust	Yes	83.67
Tenderer B	Yes	22.39

11. CONCLUSION:

11.1 It is recommended that Council accept the tender submitted by WM Waste Management Services Pty Ltd ATF WM Waste Management Unit Trust for the schedule of rates tendered.

12. TENDER CERTIFICATION / DISCLOSURE OF CONFLICT OF INTEREST

12.1 The process described in this report is in accordance with Council’s Procurement Policy, the relevant provision of the Local Government Act 2020 – section 108 (Procurement Policy) and section 109 (Procurement).

12.2 This report has been prepared on behalf of the officers of the Tender Evaluation Panel and all officers have declared that they have no actual or perceived conflict of interest present in evaluating the tender submissions and in determining the recommendations contained in this report.

REPORT NO:	9.1
REPORT TITLE:	NOM24/55 - Cr Kate Hamley Formation of a Working Group to Investigate Options to Address Socio-Economic Disadvantage in Hume
SOURCE:	Brooke Watson, Manager Community Health and Wellbeing
DIVISION:	City Services & Living
FILE NO:	HCC 24/688

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:

- 1. Council notes that Hume City Council was reported to have the highest rate of poverty in Victoria in the 2023 "Mapping poverty in Victoria" VCOSS report.**
- 2. That Council recognises the harm that socio-economic disadvantage is causing to our community.**
- 3. That Council supports the formation of a working group, consisting of officers and interested Councillors, to investigate options to address socio-economic disadvantage in Hume.**
- 4. That Council appoints the Mayor and CEO to oversee the development of a Terms of Reference document to guide the purpose, scope and functioning of the working group.**
- 5. That the working group's recommendations and costings be referred for Council's consideration within the planning stages of the 2025-26 Budget and the longer term Council Plan for 2025-2029.**

2. OFFICER COMMENTS

Council acknowledges the VCOSS report which highlights the pressing need for action to address socio-economic disadvantage in Hume City.

Council recognises that socio-economic disadvantage, including poverty, are key determinants of health and wellbeing. These factors are central to our planning processes for the Council Plan and Municipal Public Health and Wellbeing Plan. Alongside other important determinants, such as transport, access to services, early years development, and social connection, these considerations inform our strategic planning and approach to achieving equitable outcomes for the Hume City community.

Officers are committed to supporting the effective exploration of these issues and identifying opportunities to address socio-economic disadvantage in Hume. To support this, we are already delivering a range of programs and initiatives that address socio-economic disadvantage, including:

- **School Hubs Program:** Working directly with families and children to enhance access to education and community resources
- **SEED Program:** Supporting pathways to learning and employment to build skills and opportunities for residents
- **Outreach:** Mobile Maternal and Child Health/Immunisation service delivery and targeted CALD workers to support community members with mobility, transport and access constraints.

REPORT NO: 10.1 (cont.)

- **Core Library Programs:** Offering programs that enhance financial literacy and skills development
- **Neighbourhood House Programs:** Funding activities that address current cost-of-living challenges and support community wellbeing
- **Partnerships with Education Providers:** Collaborating with Hume Multiversity partners to enhance education and training opportunities for the community.

If this Notice of Motion is supported, Officers will execute the recommendations as outlined, working collaboratively to explore the formation of a working group, with the development of a Terms of Reference to guide its purpose and scope. Any recommendations arising from this process will be referred for consideration in the context of Council's broader strategic and budgetary frameworks for 2025-26 and beyond.

REPORT NO:	9.2
REPORT TITLE:	NOM24/56 - Cr Daniel English Left Turn Slip Lane Investigation - Intersection of Grand Boulevard and Hume Highway Craigieburn
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC22/688

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.

Background Information.

At this intersection, three of out the four points have left slip lanes, significantly improving traffic flow. The point without a left slip turning lane experiences significant traffic congestion.

1. RECOMMENDATION:

That Council officers prepare a report on the possibility of installing a left-turn slip lane on the west side of the intersection at Grand Boulevard and Hume Highway, Craigieburn.

The report should include:

- 1. Identification of the party responsible for the installation.**
- 2. An assessment of the project's feasibility.**
- 3. An evaluation of the potential benefits of the installation.**
- 4. Identification of potential funding sources.**

A preliminary assessment and report should be provided to Council by March 2025 in order for Council to consider budget implications.

2. OFFICER COMMENTS

The intersection is the responsibility of Department of Transport and Planning (DTP). Officers would seek to work with DTP to investigate the feasibility of the proposal and whether it could be funded. Officers would propose to undertake a turning movement count as a first step to provide the evidence and data for discussing the proposal with DTP.

REPORT NO:	9.3
REPORT TITLE:	NOM24/57 - Cr Carly Moore Investigation into Recording
SOURCE:	Holly De Kretser, Manager Governance
DIVISION:	Finance & Governance
FILE NO:	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:

- 1. Notes that during the November local government elections, a recording from a closed Council briefing emerged on social media.**
- 2. Notes that this recording was taken without the consent or knowledge of the meeting participants, including both Councillors and Council Officers and that during this briefing, confidential items were discussed.**
- 3. Writes to the Minister for Local Government and relevant integrity agencies advising that this has occurred.**
- 4. Refers the potential illegal surveillance to Victoria Police requesting an investigation.**
- 5. Seeks direction from the Minister for Local Government on how Councillors and council officers can be protected from breaches of this nature reoccurring.**

2. OFFICER COMMENTS

Council briefing sessions are an important forum for the exploration of ideas and sharing of information between Councillors and Officers. Recording a person without consent is unlawful and a breach of section 11 of the *Surveillance Devices Act 1999*.

In addition, Section 125 of the Local Government Act 2020 prohibits the disclosure of information a person should reasonably know is confidential information. Breaches of the Local Government Act 2020 may be referred to the Local Government Inspectorate for investigation.