COMMUNITY PLACE PROJECT — TERMS AND CONDITIONS

August 2026

GLEN EIRA CITY COUNCIL

TERMS AND CONDITIONS

1. By submitting your application for the *Community Place Project*, you agree to be bound by these terms and conditions.

ELIGIBILITY

2. Applications for the *Community Place Project* are open to people who live or work in the City of Glen Eira aged 18 years or over.
3. Individuals, businesses, groups, or organisations (both for-profit and non-for-profit) are encouraged to apply.
4. Councillors and employees of Glen Eira City Council (Council) (and their immediate family members) are not eligible to apply for the *Community Place Project*. Immediate family means any of the following: spouse, ex-spouse, de-facto spouse, child, or stepchild (whether natural or by adoption), parent, stepparent, grandparent, step-grandparent, uncle, or aunt.
5. Applications must be in relation to new initiatives. Projects already commenced are not eligible to apply for the *Community Place Project*.

LOCATION

6. Projects must be in a major or neighbourhood activity centre within the municipality of Glen Eira where it will have a significant public benefit. The locations of activity centres are on Council's website at https://www.gleneira.vic.gov.au/services/planning-and-building/planning-for-the-future/activity-centres. For more information about activity centres, visit: https://www.gleneira.vic.gov.au/media/3376/glen_eira_activity_centres_community_engagement_summary_final_report_2017_co_design_studio.pdf

FEASIBILITY

7. Projects must be feasible and ready for implementation. Council may require landowner approval for projects on private land; if such approval cannot be obtained, the project will not proceed. The project must offer some longevity, but Council will only hold oversight of the works for 12 months. Following this period, and for works that are on a privately owned structure, Council will not be responsible for any ongoing maintenance or costs and may remove the works if required. Therefore, projects must require minimal ongoing attention and ideally demonstrate the owners and applicants' willingness to look after the works, if on private land for a period of 12 months. After this initial period, the responsibility for the project will be transferred to the relevant party, community member, or organisation, who will then oversee its ongoing management and upkeep.

BUDGET

8. The proposed budget for the proposal should be realistic, with total costs for the project in the range of $5,000–$10,000 exclusive of GST.

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SELECTION

9. Two to four projects will be supported by Council based on the Selection Criteria and may vary depending on the submissions received.

SELECTION CRITERIA

10. Project submissions will be assessed based on their alignment with the following:

    a. Strategic alignment: The project submission must align with Action/Outcome 5.1 of the *Placemaking Strategy 2023–2027*, focusing on creating welcoming, accessible, and safe spaces for everyone. The *Placemaking Strategy 2023–2027* is available at https://www.gleneira.vic.gov.au/media/14188/placemaking-strategy-2023-2027.pdf

    b. Demonstrated local support: The project submission must show how it has backing from community members, local organisations, traders' associations, or landowner approval.

    c. Ease of delivery: The project submission must explain what makes it easy to implement and whether it can use any existing resources or community involvement.

    d. Community benefit: The project submission must highlight how it will positively impact residents, fostering connection, recreation, or beauty in the space.

    e. Value for money: The project submission must demonstrate how it offers good value for the resources needed, maximising community benefit within budget.

    f. Creative approach: The project submission must describe what unique or innovative aspects it offers to enhance the space.

    g. Maintenance: The project submission must outline the project's lifespan (e.g. 12 months) and detail any resources or assistance required from Council for maintenance after implementation. Project submissions will be assessed based on the ease of construction and maintenance, and the amount of resourcing or assistance that may be required from Council to implement the proposal.

    h. Community involvement: The project submission must indicate how involved you'd like to be during its delivery and implementation. This will help assess how many projects can be realistically implemented and how much facilitation is required for successful delivery.

APPLICATION PROCESS

11. To apply, submit your proposal using Council's Have Your Say website by **Wednesday 30 September 2026, 11.59pm**. You can also contact Council to request a hard-copy application form.

APPLICATION FORM

12. A completed application form must be submitted for your proposal to be assessed.

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VALIDATION AND VERIFICATION

13. Council may request:
    a. validation of any information provided in your application
    b. verification of the validity of applicants by requesting proof of identity and age before confirming support to the project
    c. clarification of the applicant's intended level of involvement.

PROPOSAL CONTINUATION

14. Council may choose not to proceed with the trial or continue with a project for any reason.

COMPLIANCE

15. Applicants must ensure their project complies with all applicable state, federal and local laws, including safety requirements, permits, and approvals.

NOTIFICATION

16. All applicants will be notified by email on the outcome of their submissions by the close of business on Friday 4 December 2026.

EXCLUSION OF LIABILITY

17. Council and its Councillors, employees, contractors and agents will not be liable for any losses, damages, expenses, costs or personal injuries arising out of the Community Place Project or projects, including but not limited to any breach of these terms and conditions, contract or tort (including negligence) and any other common law, equitable or statutory remedy whatsoever, including but not limited to direct, indirect and consequential damages. The exclusion of liability in this clause does not apply to limit or exclude liability for personal injury or death suffered or sustained in connection with the supply of goods or services by Council in the ordinary course of business.

GENERAL

18. Council reserves the right (subject to any applicable law) to cancel, terminate, modify, or suspend the Community Place Project or projects without further recourse to the applicants or successful applicants.
19. If any act, omission, event or circumstance occurs beyond the reasonable control of Council and prevents Council from complying with these terms and conditions, Council will not be liable for any failure to perform or delay in performing its obligations.
20. Failure by Council to enforce any of its rights at any stage does not constitute a waiver of those rights.