

Mount Alexander Shire Council

Council Plan 2025-2029

Working together for a healthy,
connected shire



Acknowledgement of Country

Mount Alexander Shire Council acknowledges that the traditional custodians of this land, the Dja Dja Wurrung and Taungurung peoples, proudly survive. We acknowledge their continued practice of custom and their close cultural, spiritual, physical, social, historical and economic relationship with the land and waters that make up their Country, which includes Mount Alexander Shire.

Council recognises the Victorian Government's Recognition and Settlement Agreements with both the Dja Dja Wurrung Clans Aboriginal Corporation and the Taungurung Land and Waters Council.





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Front cover: Mount Alexander Shire Council staff member.

Photo by Penny Ryan Photography

Community Vision and Council Plan

In 2020, a new Local Government Act was passed which has changed the way we develop our Council Plan.

This act ensures that our Council Plan is developed to address the aspirations of the Community Vision 2021-2031, which was developed in close consultation with our community.

See 'How the Plan was developed' for more.

The Community Vision 2021-2031 and Council Plan 2025-2029 are designed to complement each other and work together to set the strategic direction and priorities of Mount Alexander Shire Council in the coming years.

The plan will be used by Councillors and staff and will guide our work and priorities over the next four years.

It includes five focus areas and a series of objectives which relate to them.

Each objective has a series of strategies and actions which we will use to achieve that objective.

All of this is informed by the engagement process undertaken with our community, partners, staff, regulatory bodies and regional agencies.

The plan also supports, and is supported by, a series of additional strategies and plans, including our Municipal Public Health and Wellbeing Plan, Disability Inclusion Action Plan, Reconciliation Plan, the Gender Equality Action Plan, our declaration of a climate change emergency, and many more.



Community Vision

A long-term vision that outlines the aspirations and goals of the Mount Alexander Shire community.



Council Plan

A four-year plan that outlines Council's role and how it will pursue the aspirations and goals outlined in the Community Vision, and other strategic priorities.

Thank you

We would like to thank everyone who took part in our community consultation and contributed to the development of this plan.

Your generosity of time means we've built a strong plan that reflects the needs of both Council and our community.

Your feedback informed our five focus areas, which align with the overarching themes in our Community Vision.

The document was also informed by widespread community engagement data received over the last 18 months during the development of various Council strategies and plans.

The plan is a living document, with actions in the plan reviewed annually.

We look forward to working with our community to make sure Mount Alexander Shire continues to thrive.



Mayor's message



Cr Rosie Annear – Mayor

Mount Alexander Shire Council

It's my pleasure to present our Council Plan for 2025-2029, which outlines Council's strategic direction and priorities for the next four years.

The plan is shaped by our Community Vision, which encapsulates our community's collective aspirations, values and priorities for our shire over the decade ahead.

The plan is also informed by extensive community consultation, and endeavours to balance and respond to the varied and evolving priorities and needs raised by community members, local businesses and community organisations.

In early 2025, we asked our community what matters to them now and into the future.

We wanted as many people as possible to have the opportunity to provide feedback and share their thoughts.

That's why we ensured there was a wide range of ways to contribute: through community meetings, pop-up events, drop-in sessions, street walks, listening posts, stakeholder interviews, postcards and online surveys.

We heard from over 1,100 residents, of all ages and from all over the shire.

Some of the themes that emerged when people spoke about their current priorities were: family and community; the cost of living; housing affordability and availability; the environment, biodiversity and climate change; roads, footpaths, drainage and accessibility; playgrounds, pools and parks; and community safety.

When looking ahead, people mentioned things like: sustainability and climate resilience; housing development and affordability; public transport and active transport; health and wellbeing services; aging in place; recreation facilities; and emergency preparedness.

Thank you to everyone who lent their voice to help shape our Council Plan!

We've taken all input onboard and incorporated it into a plan that will guide our decisions and priorities into the future.

Some of our objectives over the next four years include:

- Advocating for local services that respond to the complex needs of our community, particularly alcohol and other drugs, family violence, homelessness, mental health and allied health services.
- Investigating and advocating for increased childcare and kindergarten opportunities.
- Continuing our authentic partnerships and engagement protocols with Traditional Owners and First Nations groups.
- Developing and implementing a shire-wide biodiversity strategy.
- Expanding active transport connectivity and safety including footpaths, paths, and bike trails.

The Council Plan will be supported by our annual plans and budgets, which provide more detail on how we're going to achieve our strategic objectives.

Thank you again to everyone who contributed to shaping this plan. I am excited about the four years ahead and what we can achieve together.

CEO's message



**Darren Fuzzard –
Chief Executive Officer**

Mount Alexander Shire Council

Developing a new Council Plan is one of the most significant and challenging tasks that every new Council is required to do in the first year of its four-year term.

In addition to the individual ideas and expectations that both continuing and new Councillors bring to the process, our passionate and knowledgeable community can always be relied upon to offer a myriad of possibilities. Equally, staff from across our organisation bring insights and heartfelt hopes about what's next in how we can help make the lives of current and future community members better.

The result is a long list of strategic objectives that will require deeply

positive relationships between our Council, the organisation, other service providers, government departments, politicians, and the people who live in our community, if they are to be realised.

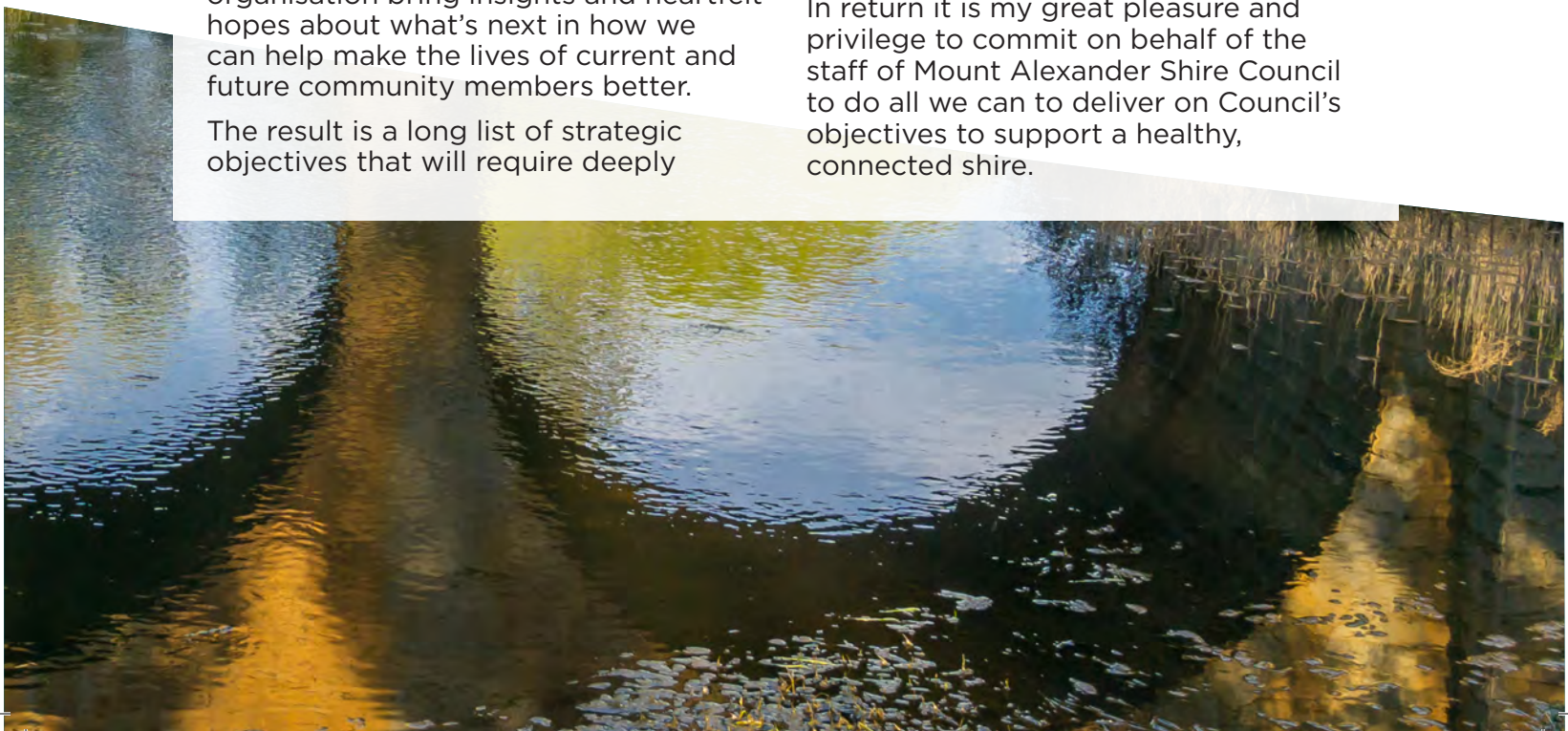
I am very proud to say that we start this Council Plan from a position of strength in all those areas.

That said, the increasing needs and expectations of a changing community alongside the decreasing availability of traditional funding sources will continue to drive us towards new ways of working and of generating income.

With a refreshed set of organisational values that we call Delivering Together, I am enormously confident that we have the mindset to match our great capability in responding to these challenges.

We also know though that we must keep improving as an organisation, both for our community and our people. And so, it is with deep gratitude that I acknowledge our Councillors' decision to include in their plan an area of focus called Organisation to ensure we continue to keep ourselves strong so that we can be at our best for our community.

In return it is my great pleasure and privilege to commit on behalf of the staff of Mount Alexander Shire Council to do all we can to deliver on Council's objectives to support a healthy, connected shire.



Councillors



Mount Alexander Shire Council is comprised of eight Councillors in eight wards. They are (left to right) Cr Matt Driscoll (Loddon River Ward), Cr AG (Tony) Cordy (Calder Ward), Cr Rosalie Hastwell (Tarrengower Ward), Cr Phillip Walker (Coliban Ward), Cr Rosie Annear (Barkers Creek Ward), Cr Toby Heydon (Forest Creek Ward), Cr Lucas Maddock (Moonlight Creek Ward), Cr Bill Maltby (Campbells Creek Ward).

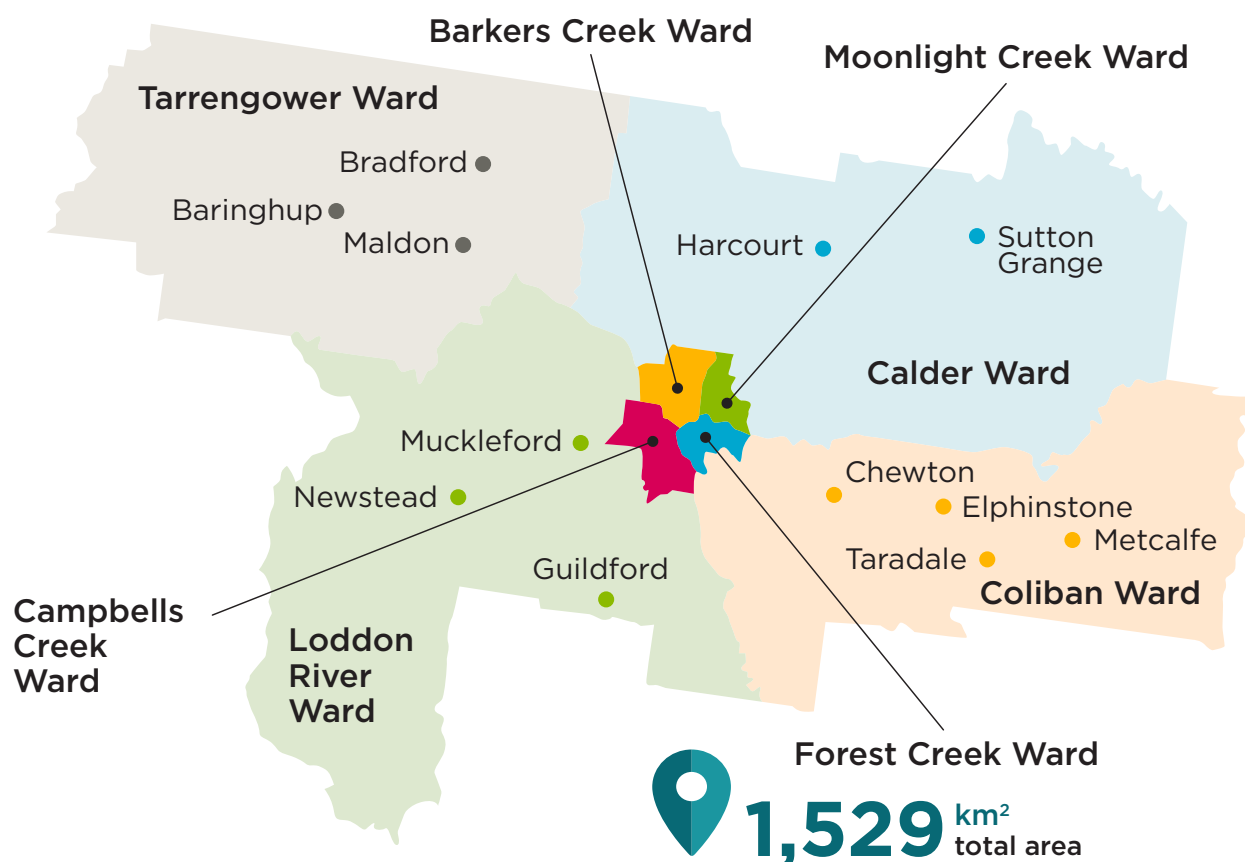
Our Councillors are a vital link between community and Council staff and will guide the organisation in delivering on each of the focus areas and objectives outlined in the 2025-2029 Council Plan. The Councillors will ensure that Council staff are accountable to the objectives set in this plan.

Our shire

Mount Alexander Shire is a region known for its beautiful heritage streetscapes, picturesque townships, vibrant cultural life and stunning natural surroundings.

Located on Djaara and Taungurung Country in Central Victoria, and within commuting distance of Melbourne and Bendigo, the popularity of the shire

continues to grow as new residents move to the area to make the most of the relaxed lifestyle. For visitors, the region offers ample opportunity to explore its rich heritage, stunning environment, wide selection of award-winning local businesses and produce, and a range of cultural activities and events.



20,799

Population

25,783

Projected
Population by 2046



51

years
median age



Where we live

763 Chewton
633 Elphinstone
7,506 Castlemaine
1,665 Maldon
820 Newstead
2,071 Campbells Creek
1,038 Harcourt
524 Taradale

Community Vision 2021-2031



After extensive community engagement, the community of Mount Alexander Shire produced the following 10-year vision, which represents our aspirations for the next decade. This vision guided the development of the Council Plan, and acts as the ambitious goal that the plan works towards.

In 2031, community members are connected to each other, and come together to build and celebrate an inclusive, creative shire.

We are a healthy community that values the natural beauty and connection to the Dja Dja Wurrung and Taungurung Country we live on.

We know that preserving our natural environment means living sustainably and caring for country.

We are protecting our shire from the threat of climate change by working together at the local level.

We have a thriving economy that services the wellbeing of people, place and the natural environment.

We are a welcoming community where everybody has access to services and supports, and opportunities for housing, education, employment and creative and social pursuits.

We're known as a vibrant place which draws upon its creative spirit and shared heritage.

We're building a place where everyone can enjoy the beauty, history and friendliness of the shire.



Developing the Council Plan 2025-2029

Community engagement

Between February and April 2025, we conducted extensive community engagement to inform the development of the Council Plan 2025-2029, Municipal Public Health and Wellbeing Plan, and a mid-term review of the Community Vision 2021-2031.

How we engaged

To ensure a wide range of voices were heard, the first round of community engagement included a broad mix of consultation methods which were conducted in various locations across the shire.

These included a combination of drop-in sessions, pop-up events, listening posts, street walks, online surveys, community meetings and workshops, postcards, interviews with local leaders, and school-based consultations.

Council sought further feedback from community and stakeholders during Phase 2 engagement, the draft 2025-2029 Council Plan and consolidated communications report were placed on public exhibition via Council's community engagement platform Shape Mount Alexander, to ensure that we had captured the feedback provided.

Locations where consultation activities took place include:

Maldon, Baringhup, Newstead, Harcourt, Castlemaine, Muckleford and Guildford

Wider community engagement sessions were scheduled at various times, including weekends and evenings, to maximise accessibility. Some locations hosted multiple forms of engagement, such as drop-in sessions and listening posts.

The second round of community engagement involved placing the draft Council Plan on public exhibition to ensure that it accurately reflected the community's priorities.



Who we heard from

Broad community engagement was critical to the development of the Council Plan 2025-2029, Municipal Public Health and Wellbeing Plan, and mid-term review of the Community Vision 2021-2031.

Over 200 people engaged directly through face-to-face methods (drop-in sessions, pop-up sessions, meetings, street walks and key interviews).

Online surveys and postcards collected nearly 800 responses from residents across all ages and towns.

We received:

- 79 completed full surveys
- 689 completed one-minute surveys

In addition, facilitated workshops were conducted with Mount Alexander Shire Councillors, Council staff, and the Executive and Leadership teams. Workshops were also held with a

Community Reference Group, comprised of local people who represented our community's diverse interests.

Meetings were held with First Nations people, including representatives from DJAARA (Dja Dja Wurrung Clans Aboriginal Corporation), Nalderun Education Aboriginal Corporation and the Mount Alexander Shire Council Indigenous Roundtable.

Alongside feedback from community members, we also received feedback from school students and youth, rurally isolated residents and vulnerable community members, and local organisations representing areas such as sport, healthcare, environment and climate, heritage, disability advocacy, LGBTIQ+ community, older residents, artists and business.

A comprehensive report of the engagement process is located on Council's website.

Who we heard from



Over **200** people were engaged directly through face-to-face methods

We received



79 completed full surveys



Nearly **800** responses collected from residents across all ages and towns



689 completed one-minute surveys

What you told us

When residents were asked about their top priorities, five issues emerged most frequently:

Affordable housing

- Widespread concern about the cost and availability of housing.
- Strong support for diverse housing options: tiny homes, social housing and infill development.
- Calls for action on short-term rentals and vacant properties.

Environment and climate action

- Climate change is a top issue across all age groups.
- Desire for strong leadership on biodiversity, green infrastructure and community resilience.
- Support for renewable energy, circular economy models and bushfire preparedness.

Health and wellbeing

- Mental health supports, access to GPs and ageing-in-place featured strongly.
- Need for affordable counselling, youth services and support for carers.
- Food security and active living are key to community wellbeing.

Infrastructure

- Roads and footpaths are a top concern.
- Desire for better public transport, walking and cycling infrastructure and safer crossings.
- Lighting and design upgrades seen as key to feeling safe and supported.

Social connection

- Strong value placed on social cohesion, local events and volunteering.
- Desire for more inclusive, accessible spaces and cultural safety.
- Young people want dedicated youth spaces and activities.



Climate change is a top issue across all age groups.



Strong desire for better public transport, walking and cycling infrastructure and safer crossings.



Council Plan

2025-2029

Snapshot

Our vision

Working together
for a healthy,
connected shire

Our values

**We make our
organisation
better**

**We value
each other's
contribution**

We deliver

Foundational work

Climate
Change
Declaration

Disability
Inclusion
Action Plan

Economic
Development
Strategy






Gender
Equality
Act

Municipal
Public Health
and Wellbeing
Plan

Reconciliation
Plan

Our focus areas

Council's five focus areas provide a clear framework for action. Each area reflects what matters most to our community and sets the direction for delivering a healthy, connected shire.

Focus area	Objectives
 <p>Communities Healthy, connected and inclusive communities</p>	<ol style="list-style-type: none"> 1. A strong, connected network of community-led wellbeing initiatives. 2. Vibrant townships, reflecting local spirit and aspirations. 3. Services and initiatives are delivered equitably. 4. Council decisions, services and planning are actively informed by the diverse voices of people from across the shire. 5. We have strong relationships with Traditional Owners, First Nations groups and community members.
 <p>Natural Environments Enhanced and protected natural environments</p>	<ol style="list-style-type: none"> 1. We are working to protect local biodiversity and ecosystems. 2. A shire that understands and cares for our environment. 3. A well-prepared, resilient shire where residents are equipped for extreme weather events and disasters. 4. First Nations knowledge and cultural values are embedded into environmental decision-making and organisational processes.
 <p>Infrastructure Appropriate, accessible and climate-resilient infrastructure</p>	<ol style="list-style-type: none"> 1. Well-maintained, actively-used infrastructure. 2. Increased access to meaningful local skills development, work and volunteering opportunities. 3. Accessible, safe and inclusive infrastructure for all ages and backgrounds. 4. Infrastructure designed to protect people, property and the environment from natural disasters. 5. Built, cultural and natural heritage is safeguarded and celebrated.
 <p>Wellbeing Economies Thriving economies that serve the wellbeing of people, place and the environment</p>	<ol style="list-style-type: none"> 1. Thriving local businesses, enterprises and organisations. 2. Increased access to meaningful local skills development, work and volunteering. 3. A resilient, diverse economy serving the wellbeing of people, place and the environment.
 <p>Organisation A responsive, trusted and effective Council</p>	<ol style="list-style-type: none"> 1. A responsive and transparent Council. 2. Organisational systems are optimised and support data-informed decision making and a positive customer experience. 3. A capable, future-ready, inclusive and culturally-aligned workforce. 4. A workforce that enables strong partnerships with Traditional Owners and First Nations people.

Implementing the Council Plan

The Council Plan is Council’s key medium-term strategic plan and reflects the outcome of community and stakeholder engagement.

Effective performance reporting requires the plan and associated strategies and objectives to be clear and measurable.

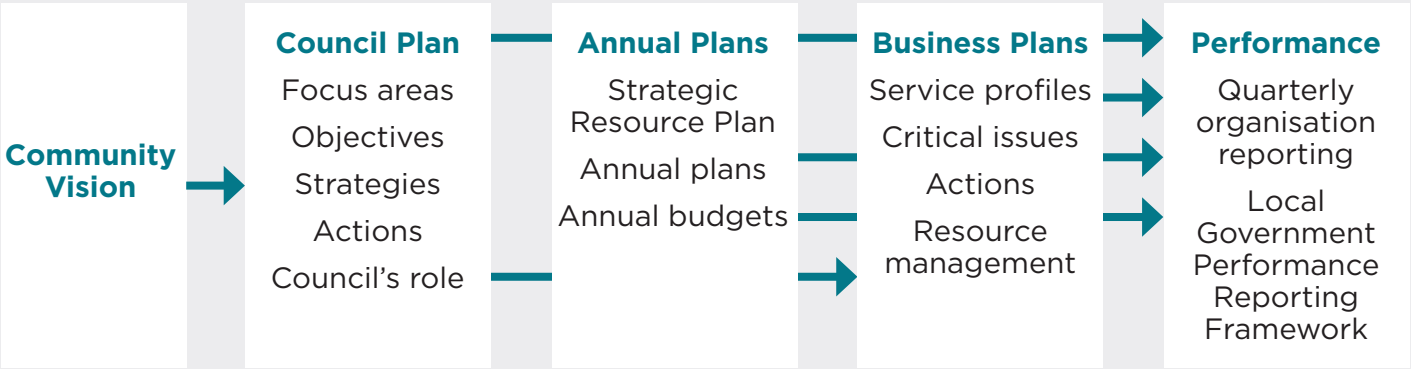
We have a legislative planning framework that helps link plan strategies to the actions that are funded in our annual budget. The plan gives rise to high-level strategies and objectives.

Council’s annual plan and annual budget detail the specific projects and programs that will be delivered by Council on an annual basis and link to the strategies included in the plan. Council ensures the ongoing financial viability of the organisation through our Financial Sustainability Strategy and 10-year Financial Plan. This is illustrated in the diagram below.

Our planning framework

Under the *Local Government Act 2020*, we must ensure we have a planning framework that clearly links our plan’s focus areas to actions, which are funded through annual budgets.

Council’s annual plans and annual budgets detail the specific projects and programs that will be delivered by Council, and link to the strategies included in the plan. Council ensures the ongoing financial viability of the organisation through our Financial Sustainability Strategy and 10-year Financial Plan.



Every four years

The Council Plan outlines our objectives, strategies and how we will measure our progress and performance. Community involvement is critical in developing the plan, with months of community engagement informing its development.

Annually

Each year we prepare an Annual Plan which details actions to help achieve objectives laid out in the Council Plan, with associated measurable targets for each. These actions are funded out of the annual budget, which is exhibited for public comment. The budget details services, service outcome indicators,

major initiatives and financial statements for the year ahead. Anyone can comment on the budget or make a submission for funding during the public submission period. At the end of each financial year, we publish our Annual Report, which tracks our performance against the Council and Annual Plans.

Quarterly

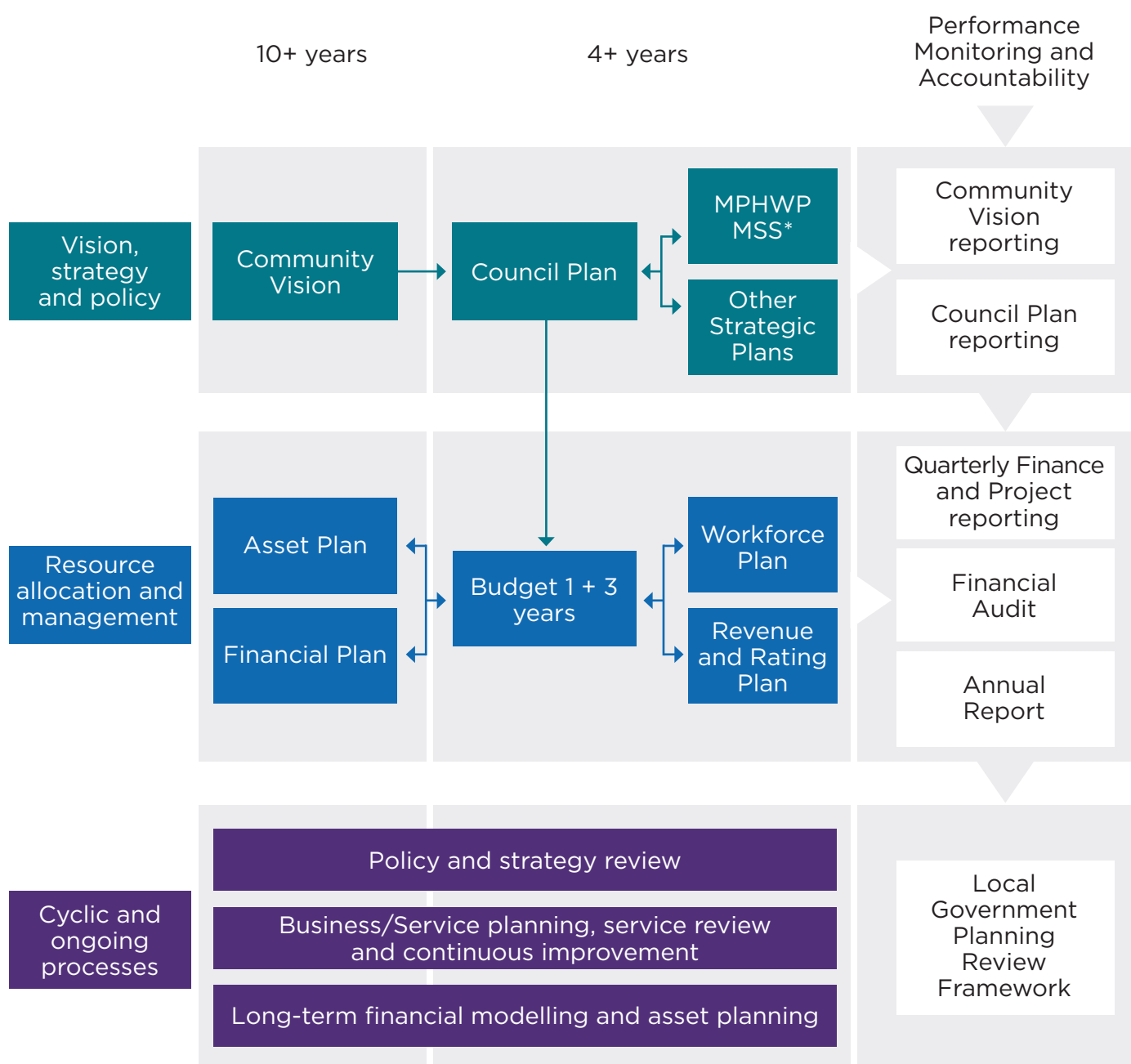
Each quarter, we produce reports on performance against our plans and budgets. These reports are presented to Council and are a key tool in monitoring our progress in delivering on the Council Plan's objectives.



Integrated Strategic Planning Framework

The Local Government Act 2020 requires Council to maintain several strategic documents which form an Integrated Strategic Planning Framework.

The review of existing Strategies, Policies and Plans (as per Appendix A) will be undertaken via the development of annual plans, business plans and corporate reporting processes.



*Municipal Public Health and Wellbeing Plan and Municipal Strategic Statement

Terminology used in the Council Plan

Focus areas

Council's five focus areas provide a clear framework for action. Each area reflects what matters most to our community and sets the direction for delivering a healthy and connected shire.

Objectives

Each focus area has high-level objectives that provide a clear statement of what Council aims to achieve by 2029.

Strategic priorities

The strategic priorities outline what Council will focus on delivering over the life of the plan.





Focus area: Communities



Healthy, connected and inclusive communities

By 2029:

Objectives	Strategic priorities
1. A strong, connected network of community-led wellbeing initiatives.	<ul style="list-style-type: none"> • Map and promote community-led wellbeing initiatives. • Identify and address service gaps and strengthen collaboration.
2. Vibrant townships, reflecting local spirit and aspirations.	<ul style="list-style-type: none"> • Collaborate with communities to develop and deliver local-area community plans. • Enable community groups to lead and sustain local initiatives.
3. Services and initiatives are delivered equitably.	<ul style="list-style-type: none"> • Support priority groups through enhanced spaces, services and initiatives. • Develop and activate welcoming inclusive spaces that bring people together and promote wellbeing. • Support intergenerational community initiatives. • Facilitate and advocate for equitable community aged-care support. • Advocate for more place-based services to respond to the complex needs of our community including alcohol and other drugs, family violence, homelessness, mental health and allied health services. • Investigate and advocate for increased childcare and kindergarten opportunities.
4. Council decisions, services and planning are actively informed by the diverse voices of all people from across the shire.	<ul style="list-style-type: none"> • Embed diverse community voices in decision making, including young people, LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse people) and CALD (culturally and linguistically diverse) communities, other marginalised groups, and those experiencing socioeconomic disadvantage.
5. Strong relationships with Traditional Owners, First Nations groups and community members.	<ul style="list-style-type: none"> • Continue authentic partnerships and engagement protocols with Traditional Owners and First Nations groups. • Ensure Council work considers Dhelkunya Dja (Dja Dja Wurrung Country Plan) and other relevant First Nations Strategic Plans. • Explore ways to maximise opportunities with Culturally and Linguistically Diverse groups for the benefit of the whole community. • Strengthen respectful partnerships with Traditional Custodians, guided by cultural knowledge and community-led decision-making.



Focus area: Natural environments



Enhanced and protected natural environments

By 2029:

Objectives	Strategic priorities
1. We are working to protect local biodiversity and ecosystems.	<ul style="list-style-type: none"> • Develop and initiate implementation of a shire-wide biodiversity strategy. • Partner with community groups to recognise, rejuvenate and build climate resilience of the shire's local flora and fauna.
2. A shire that understands and cares for our environment.	<ul style="list-style-type: none"> • Implement, support and promote ecologically sustainable practices across the shire. • Support climate mitigation by strengthening community knowledge and capacity to take action. • Support management of waterways and protection of the environment through water-sensitive urban design. • Enhance recognition and protection of trees, including significant trees.
3. A well-prepared, resilient shire with residents and communities equipped for extreme weather events and disasters.	<ul style="list-style-type: none"> • Strengthening of the organisation's capacity and coordination with emergency management agencies to respond to and mitigate risk, manage incidents and build resilience. • Empower individuals, households and communities to plan and prepare, respond and recover from environmental and health emergencies.
4. First Nations knowledge and cultural values are embedded into environmental decision-making and organisational processes.	<ul style="list-style-type: none"> • Strengthening of partnerships with Traditional Owners to understand and embed cultural insights across environmental and land management practices.



Focus area: Infrastructure



Appropriate, accessible and climate-resilient infrastructure

By 2029:

Objectives	Strategic priorities
1. Well-maintained, actively used infrastructure.	<ul style="list-style-type: none"> • Encourage integrated, inclusive and multipurpose use of infrastructure with equitable access. • Undertake and respond to asset renewal and maintenance obligations, guided by asset management principles and community needs.
2. Increased access to housing, which is affordable, appropriate, accessible and considers environmentally sustainable design principles.	<ul style="list-style-type: none"> • Facilitate affordable and environmentally sustainable housing that supports a diverse community. • Encourage diverse and innovative housing options and in-fill residential development in appropriate locations. • Enable development that considers heritage, connectivity to place and neighbourhood character. • Champion and advocate for the prioritisation of public land for diverse and affordable housing.
3. Accessible, safe and inclusive infrastructure for all ages and backgrounds.	<ul style="list-style-type: none"> • Expand active transport connectivity and safety, including footpaths, paths and bike trails. • Advocate for improved digital connectivity and improved public transport. • Explore development of an Integrated Transport Strategy. • Apply best practice in planning and design to enhance community spaces and protect heritage, environment and people.
4. Infrastructure is designed to protect people, property and the environment from natural disasters.	<ul style="list-style-type: none"> • Strengthen infrastructure resilience to natural disasters. • Initiate infrastructure that mitigates the impact of natural disasters and considers future climate impacts.
5. Built, cultural and natural heritage is safeguarded and celebrated.	<ul style="list-style-type: none"> • Partner with Traditional Owners, local communities and heritage groups to consider cultural heritage in planning and design.



Focus area: Wellbeing economies

Creative Business in Practice

Micro and Small Business Day

Victoria Association
of Artists

VICTORIA CREATIVE
INDUSTRY

BUSINESS VICTORIA



Thriving economies that serve the wellbeing of people, place and the environment.

By 2029:

Objectives	Strategic priorities
1. Thriving local businesses, enterprises and organisations.	<ul style="list-style-type: none">• Assist businesses to navigate statutory processes and garner support through a Business Help Desk.• Support sustainable agricultural land use that builds local food and economic security.• Strengthen and support the regional visitor economy and support local and cultural destination initiatives.
2. Increased access to meaningful local skills development, work and volunteering.	<ul style="list-style-type: none">• Advocate for and support equitable, place-based access to training/retraining and lifelong learning.• Support, facilitate and advocate for ongoing, meaningful and impactful volunteer opportunities.
3. A resilient, diverse economy serving the wellbeing of people, place and the environment.	<ul style="list-style-type: none">• Support community wealth building, social procurement and local supply chains.• Foster a vibrant creative and cultural community through the delivery of impactful programs, including public art initiatives and active support for locally-driven events.• Support community-led initiatives that bring people and organisations together to grow local economic opportunities.• Promote and support circular and regenerative economic practices.

In Mount Alexander Shire, we are redefining the purpose of the economy: To serve the wellbeing of people, place and the environment. A wellbeing economy prioritises community health, fulfilment and resilience, supporting an economy where people, nature and culture thrive together – now and for future generations.



Focus area: Organisation



A responsive, trusted and effective Council

By 2029:

Objectives	Strategic priorities
1. A responsive and transparent Council.	<ul style="list-style-type: none"> • Provide genuine, inclusive and accessible community engagement and communications.
2. Organisational systems are optimised and support data-informed decision-making, and a positive customer experience.	<ul style="list-style-type: none"> • Enhance efficiency, effectiveness and integration of organisational systems. • Continue to increase our risk maturity. • Continue to strengthen confidentiality, security, accessibility and accuracy of information assets and systems. • Further strengthen internal systems to facilitate monitoring, evaluation and a continuous improvement approach to operations.
3. A capable, future-ready, inclusive and culturally aligned workforce.	<ul style="list-style-type: none"> • Progressively enhance workforce capacity and capability to ensure effective delivery of the Council Plan. • Undertake workforce planning to support current and emerging community and organisational needs. • Continue to strengthen a purpose-driven culture that is strategically aligned with our long-term goals and the community we serve.
4. A workforce that enables strong partnerships with Traditional Owners and First Nations people.	<ul style="list-style-type: none"> • Embed Traditional Owners and First Nations self-determination in Council's programs and practices. • Strengthen partnerships and formal agreements through ongoing collaboration with Traditional Owners.

Appendix A

Our strategies, plans and policies

Focus area	Strategies, plans and policies
Communities	<ul style="list-style-type: none"> • Disability Inclusion Action Plan 2023-2027 • Gender Equality Action Plan 2021-2025 • Communications and Engagement Strategy • Reconciliation Plan 2023-2026 • Customer-First Framework • Municipal Public Health and Wellbeing Plan 2025-2029 • Shine Harcourt Leanganook • Tarrangower Tomorrow Community Plan 2021 • Newstead Community Plan 2013 • Early Years Plan 2022-2026 • Middle Years Plan 2023-2026 • Mount Alexander Youth Plan 2025-2028
Natural environments	<ul style="list-style-type: none"> • Castlemaine Botanical Gardens Flora and Fauna Reserve Environmental Plan • Healthy Landscapes Regenerative Agriculture Program • Reconciliation Plan 2023-2026 • Caring for Country Plan • Digital Natural Environments • Climate Change Strategy 2024-2025 • Environment Strategy 2015-2025 • EDS Goal 6: Healthy Country • Waste Management Strategy 2023-2033 • Industrial Land Use Strategy (in development) • Domestic Wastewater Management Action Plan 2023-2027 • Carbon Offsetting and Drawdown Policy • FOGO and Glass Recycling • EDS Goal 4 Objective 4.3 promote reuse, repair and recycling, and circular economy thinking. • Municipal Emergency Management Plan

Focus area	Strategies, plans and policies
Infrastructure	<ul style="list-style-type: none"> • Castlemaine Streetscape Plan and Design Standards • Maldon Streetscape Plan and Design Standards • Maldon Historic Central Area Precinct Review • Plan Harcourt • Public Open Space Strategy/Open Space Reserve public art installation • Reconciliation Plan 2023-2026 • Chewton Pool Preservation • Campbells Creek Recreation Reserve Pavilion • Redevelopment of Frederick Street • Planning Scheme Review • Wesleyan Church Refurbishment • Industrial Land Use Strategy (in development) • Waste Management Strategy • Township Plan (Chewton Castlemaine Campbells Creek) • Housing Strategy • Developer contribution allocation review • Affordable Housing • Active Transport Strategy • Disability Inclusion Action Plan 2023-2027 • Gender Equality Action Plan 2021-2025 • Castlemaine Urban Waterways Management Plan 2018 • Domestic Wastewater Management Action Plan 2023-2027 • Castlemaine-Campbells Creek Levee improvements
Wellbeing economies	<ul style="list-style-type: none"> • Economic Development Strategy
Organisation	<ul style="list-style-type: none"> • Reconciliation Plan 2023-2026 • Disability Inclusion Action Plan 2023-2027 • Gender Equality Action Plan 2021-2025 • Communications and Engagement Strategy • Customer-First Framework • Customer First Workforce planning • Delivering Together Framework • Service Review

Adopted strategies, policies and plans as listed in Appendix A portray existing priority areas of Council. The review of existing strategies, policies and plans will be undertaken via the development of annual plans, business plans and corporate reporting processes.

Appendix B

Our services

The services listed below help us achieve our vision of working together for a healthy, connected shire.



A healthy, connected and inclusive community

Active Communities

Provides advice on local recreational needs, facility use and planning, development of master plans and strategies to promote and develop healthy physical activity in the shire, and support for sports and recreation clubs.

Aged and Disability Services

Assesses and provides services for older people and people with disability to enable them to remain living independently in their own homes. Services provided include domestic assistance, shopping, personal care, respite, delivered meals, home safety and social support programs for isolated older people.

Community Safety and Amenity

Improves safety and amenity in the shire by supervising school crossings, controlling domestic animals and livestock, regulating parking, issuing local law permits and infringement notices, and providing information and advice to the community.

Communications and Engagement

Ensures that the community receives timely, relevant and engaging information about what's happening in their shire through numerous channels including our website, social media, email, media engagement, advertising, community newsletters and more. Supports and advises staff on best practice communication strategies, tools and community engagement.

Community Partnerships

Works with local residents, community organisations and service providers to build community capacity and strengthen our engagement with the community.

Corporate Services

Provides policy, systems and support in the areas of continuous improvement, corporate planning and performance reporting.

Customer Service

Assists customers with general enquiries in person, by email and by telephone. Shares information with the community, connects the community with relevant Council staff, registers community requests for services and processes payments.

Venue Coordination and Events

Provides hire and management services for public venues, as well as supporting event organisers.

Emergency Management

Develops and implements strategies to increase the emergency management capability of the shire and community. Undertakes prevention measures to reduce risk from hazards.

Environmental and Public Health

Conducts inspections and maintains registrations for food and public health businesses, including registration and approval of temporary food permits. Assesses septic tank applications and investigates complaints.

Executive

Strategically manages the organisation in keeping with the requirements of good governance, legislation and strategic policy.

Healthy Loddon Campaspe

Improves health in the region through projects that focus on encouraging healthy eating and getting more people, more active, more often.

Library Operations

Provides accessible information and resources for the recreational, cultural, educational and social development of our community. The service is provided by Goldfields Library Corporation at the library located in Castlemaine.

Maternal and Child Health

Provides consultations, information, referrals, advice and support for children from birth to school age and their families.

People and Culture

Provides strategic and operational organisation capability support including human resources and industrial relations strategies, policies and procedures.

Records

Stores, retrieves and archives records, and ensures legislative and privacy requirements are met.

Social Equity and Inclusion

Partners with representatives of First Nations, LGBTIQ+ and disability communities, to ensure their diverse voices and perspectives are heard and incorporated into Council's work, and to collaborate on initiatives that raise community awareness.

Youth Development

Works in partnership with young people, the community, organisations and service providers to support and promote initiatives, activities and programs that strengthen young people's connections and place within the community.



An environment for people and nature

Environmental and Public Health

Prepares and delivers maintenance and management programs for our buildings, pavilions and other community assets, to maximise value and use.

Environment and Sustainability

Several teams work together to develop environmental policy, coordinate and implement environmental projects and work with other services to improve our environmental performance, including climate change initiatives.

Engineering

Designs, contract manages and supervises our capital works program. Undertakes safety and condition inspections of roads, bridges and footpaths, and maintains the asset management system while overseeing community infrastructure development.

Parks and Gardens

Manages and maintains key parks and recreation areas including Castlemaine Botanical Gardens, Maldon Gardens, Stanley Park North and Victory Park. Oversees tree management and provides tree pruning, planting and removal, in addition to working closely with Landcare groups to enhance, protect and maintain our natural environment areas.

Property Management

Facilitates management and strategic planning for our building, land, commercial and community leases and licences.

Active Communities

Oversees the management, use and development of sporting reserves, pavilions and the Castlemaine War Memorial Stadium, as well as Council's four outdoor pools. Provides advice on recreational needs, facility use and planning to provide access to well-maintained sport and recreation facilities.

Works: Roads, Bridges, Paths and Drainage

Undertakes maintenance and renewal of our roads, bridges, paths and drainage. This includes maintenance grading, road patching, periodic gravel and bituminous resurfacing, road and intersection renewals, road line markings, signage, drain clearance and street sweeping..

Engineering

Manages street trees, coordinates new lighting installations and maintains public toilets. The service also provides annual inspections, programming and implementation of power line clearance requirements in Castlemaine and Maldon.

Waste Management

Manages the waste management facilities in Castlemaine and Maldon. Provides kerbside waste, recycling collection, and develops and implements waste and resource recovery strategies.

Building Services

Provides building compliance services including emergency management responsibilities, fire safety inspections, swimming pool barrier audits, and investigates complaints and illegal works.

Cultural Development

Provides advocacy and support to help develop and promote arts, cultural and creative activities across the shire.



A resilient and growing economy

Economic Development

Undertakes initiatives to build the local economy, including support for the growth of local businesses and industry networks along with reducing barriers for business development. Works towards creating and maintaining an environment that ensures the shire is a desirable location for people to visit, work, live and invest.

Financial Services

Manages finances through preparation and monitoring of the budget, payment of accounts, procurement of services, and the raising and collection of rates and charges.

Governance

Coordinates Council meetings, Councillor-related activities and provides support and oversight of compliance with the Local Government Act

Information Services

Provides, supports and maintains cost-effective communications and IT systems, enabling Council to deliver services in a productive and efficient way.

Planning Services

Manages land use and development in the municipality in accordance with the Mount Alexander Planning Scheme. The service provides planning information and advice, assesses planning permit applications and undertakes compliance activities. It develops and implements urban and rural planning strategy and maintains an effective planning scheme through regular reviews and planning scheme amendments, while ensuring appropriate support for our heritage.

Tourism Services

Provides visitor information, marketing and industry development for the shire. Supports economic and social benefits of tourism through the operation of Visitor Information Centres in Castlemaine and Maldon. Provides accommodation and tour booking services.

Appendix B

Glossary

Term	Definition
Annual Report	A publication that monitors and reports back to our community on how we are going with each year of our Council Plan actions and budget performance.
Budget	A publication that sets out how we will fund each year of Council Plan actions, including all the current services and facilities we provide.
Community	Residents of Mount Alexander Shire.
Community Vision 2021-2031	A statement that describes our community's aspirations for the future. Developing the statement is a collaborative process that involves the community and Council.
Council Plan	A four-year strategic plan that sets out Council's direction, objectives, strategies and focus areas.
Integrated Strategic Planning Framework	The relationship (as outlined in the <i>Local Government Act 2020</i>) between Council's key planning and reporting documents.
Mount Alexander Shire Council	A Council that is formed by elected representatives to govern the municipality, and the organisation that implements Council's decisions and provides services to the community.
Mount Alexander Shire	The local government area or municipality of Mount Alexander Shire.
Municipal Public Health and Wellbeing Plan	A four-year strategic plan that provides information and analysis on the health status of the Mount Alexander Shire community, and sets actions to give residents the opportunity to improve their health and wellbeing.



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Castlemaine VIC 3450

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Mount Alexander Shire Council

Municipal Public Health and Wellbeing Plan 2025-2029

Working together for a healthy,
connected shire



Acknowledgement of Country

Mount Alexander Shire Council acknowledges that the traditional custodians of this land, the Dja Dja Wurrung and Taungurung peoples, proudly survive. We acknowledge their continued practice of custom and their close cultural, spiritual, physical, social, historical and economic relationship with the land and waters that make up their Country, which includes Mount Alexander Shire.

Council recognises the Victorian Government's Recognition and Settlement with both the Dja Dja Wurrung Clans Aboriginal Corporation and the Taungurung Land and Waters Council.



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Endorsed by:

Dhelkaya Health, Dja Dja Wurrung Clans Aboriginal Corporation, Nalderun and Healthy Mount Alexander Alliance.

Note: This is a Mount Alexander Shire Council document. The support and endorsement of these organisations is most appreciated – and bodes well for our continued active collaboration.

This plan is a living document, designed to be responsive to community needs and delivered in partnership with agencies and residents.

Front cover: Melissa Davis, Maternal and Child Health Nurse - Team Leader.
Photo by Penny Ryan Photography

Executive summary

The 2025-2029 Municipal Public Health and Wellbeing Plan outlines what Mount Alexander Shire Council will do in partnership with government, health and community service organisations over the next four years to protect, promote and improve community health and wellbeing across the shire.

In describing health and wellbeing, we are referring to the conditions in which people can be healthy and well. The World Health Organisation describes health as not only the absence of infirmity and disease, but also a state of physical, mental and social wellbeing.

Wellbeing incorporates broader concepts such as better living conditions, improved quality of life and community connectedness. The legislative requirement for Council to develop a Municipal Public Health Wellbeing Plan (MPHWP) is specified in Section 26(1) of the Victorian Public Health and Wellbeing Act (2008). All Local Government Areas (LGAs) in Victoria are required to develop a Municipal Health and Wellbeing Plan every four years.

The plan sets a collaborative, evidence-based agenda for improving health and wellbeing across the shire.

It is structured around six key, community-endorsed focus areas – improving wellbeing, increasing healthy eating, increasing active living, reducing harm from alcohol and drug use, tackling climate change and its impacts on health, and preventing all forms of violence. The plan draws on local data, state and regional priorities, and the Healthy Social Environments Framework.

Council's approach is guided by the principles of a wellbeing economy – an economy designed to serve people and planet, prioritising social connection, equity, sustainability, and thriving communities. Both the Economic Development Strategy (2024) and this plan prioritise inclusive economic participation, local procurement, and support for priority populations and marginalised groups, recognising that a thriving economy benefits all residents.

The MPHWP supports social, commercial and economic determinants of health.



Mayor's message



Cr Rosie Annear – Mayor

Mount Alexander Shire Council

It's my pleasure to present our Municipal Public Health and Wellbeing Plan for 2025-2029, a roadmap for building a healthier, more inclusive and resilient community.

The plan reflects our shared commitment to support the health and wellbeing of our residents, now and into the future.

We know that good health is cultivated by more than just access to healthcare. It's shaped by our environment, our community, our opportunities and our choices, among many other things.

That's why our plan takes a collaborative and evidence-based approach to health and wellbeing.

We've identified six key priority areas to focus on in the coming four years:

1. Improving wellbeing
2. Increasing healthy eating
3. Increasing active living
4. Reducing harm from alcohol and drug use
5. Tackling climate change and its impacts on health
6. Preventing all forms of violence

These priority areas will guide our efforts to create a safe, healthy and inclusive community.

The plan follows the ideas of a wellbeing economy – an approach that puts people's health and quality of life at the centre of economic decisions. It focuses on prevention, inclusion and empowerment.

The plan includes practical steps to improve equity and support the wellbeing of all community members across all abilities and stages of life. We want everyone in our community to feel safe, supported, valued and well.

In addition to this, the plan has been informed by local data, state and regional priorities, and the Healthy Social Environments Framework.

The plan will be supported by our annual plans and budgets, which provide more detail on how we're going to achieve our goals.

I'm proud to present our Municipal Public Health and Wellbeing Plan for 2025-2029. I look forward to implementing its actions and seeing Mount Alexander Shire thrive.



Introduction

Purpose of the Municipal Health and Wellbeing Plan

This Municipal Public Health and Wellbeing Plan provides a shared vision and coordinated strategy for protecting, promoting and improving the health and wellbeing of all residents across the shire. It responds to community needs, addresses the social, commercial and economic determinants of health, and supports collective action to reduce inequities and build resilience.

The purpose of the plan is to:

Set strategic direction

Establish an adopted framework by Council to prioritise and address health and wellbeing priorities.

Promote health and wellbeing

Create a positive environment that supports residents' health and wellbeing, encompassing physical, social and mental dimensions.

Address health determinants

Consider factors that influence health, such as social, economic and environmental conditions, to develop targeted interventions.

Collaborate with stakeholders

Promote collaboration between Council, local community groups, health service providers and other agencies to implement effective public health programs.

Involve the community

Emphasise the importance of community engagement in developing, implementing and evaluating health initiatives.

Measure progress

Include mechanisms for monitoring and evaluating the impact of implemented strategies to ensure effectiveness and make necessary adjustments.

Legislative context

The plan has been prepared in accordance with the Public Health and Wellbeing Act 2008, aligning with the Victorian Public Health and Wellbeing Plan (2023–2027), and addresses social, commercial and economic determinants of health. It is informed by local data and engagement, specifies partnerships with public health agencies, and sets goals and strategies for a healthy community.

It also supports obligations under the *Climate Change Act 2017*, *Gender Equality Act 2020*, and the *Local Government Act 2020*.

Cultural recognition

Council recognises DJAARA as the cultural authority for Djaara Country and commits to partnership approaches that uphold self-determination and respect Traditional Owner rights. Council also recognises Taungurung Land and Waters Council as representative of the Taungurung people as Traditional Owners of land within the Mount Alexander Shire boundaries.

Health and wellbeing for Djaara, Taungurung and other First Nation's people is holistic – linked to land, culture, language and kinship. This plan supports Traditional Owner-led models that strengthen cultural identity and resilience.

Council also recognises that First Nation's people from around Australia live in the shire. Respect and consideration for all First Nations people is extended.

Principles

Data-driven: The Loddon Mallee Public Health Unit Mount Alexander Shire Data Profile 2024 is the primary data source.

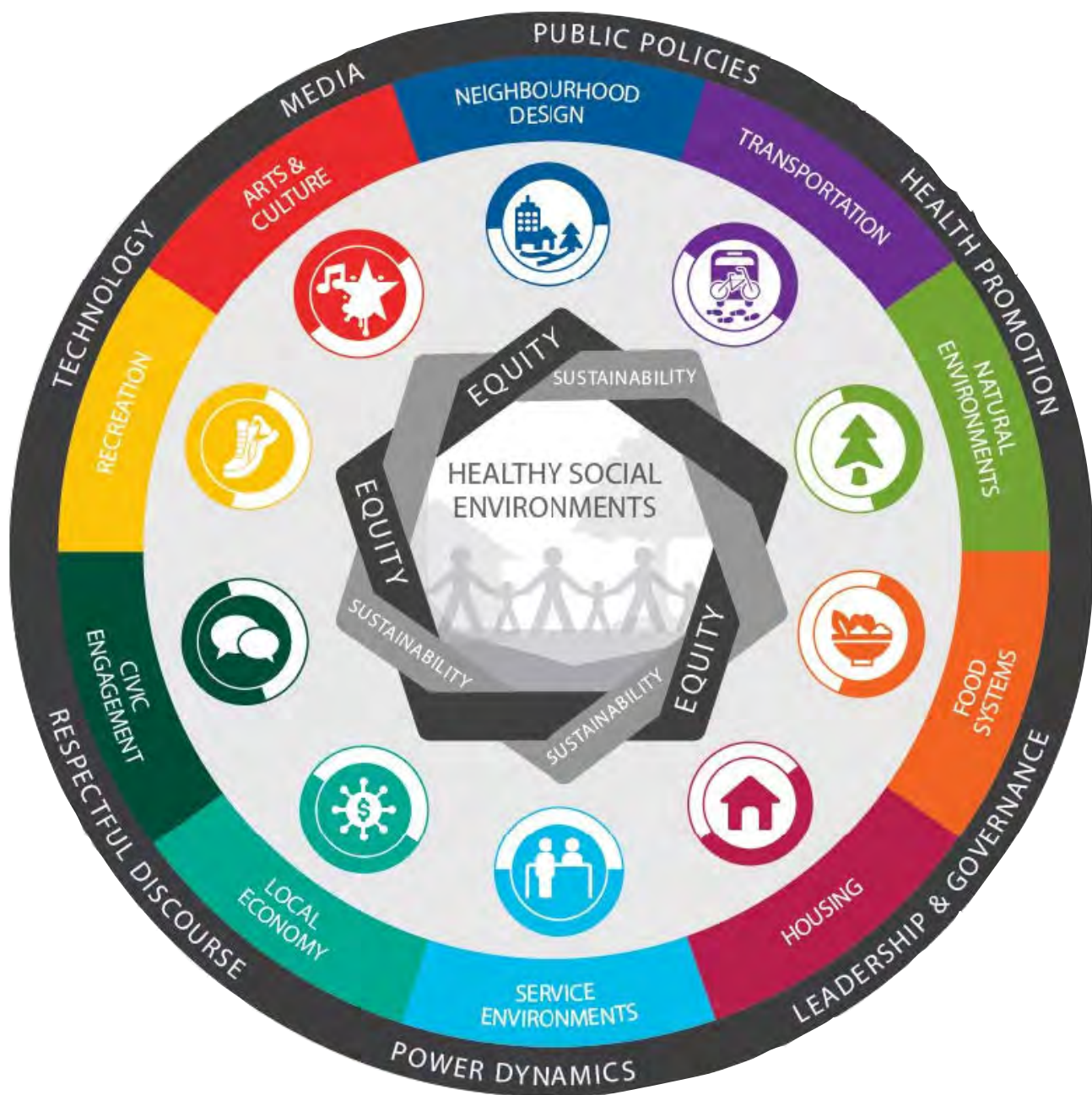
Collaboration: Initiatives can be delivered by Council and includes actions that are supported or jointly delivered by two or more agencies.

Prevention: Focus on protecting public health, promoting healthy conditions and reducing health inequalities.

Framework: The Healthy Social Environments Framework guides the shaping of healthier, more connected and fairer communities.



Healthy Social Environments Framework



(Healthy Social Environments Version 1, December 2020, BC Healthy Communities)

The Healthy Social Environments Framework shows how social surroundings – like relationships, community spaces and local services – shape health and wellbeing.

The diagram highlights key elements:

Social connection: Feeling included, supported and able to participate in community life.

Safe, inclusive spaces: Having places where everyone feels welcome and safe.

Access to services: Being able to reach health, education and support services easily.

Equity and fairness: Ensuring everyone has a fair chance to be healthy, no matter their background.

Community participation: Opportunities for people to get involved, share ideas and help make decisions.

The core values are:

Equity: Fair access and opportunities for all.

Sustainability: Long-term wellbeing for current and future generations.



Theory of change

Vision: A healthier, more equitable and thriving Mount Alexander Shire where all residents can achieve optimal physical, mental and social wellbeing.





Inputs:

- Local health data and evidence
- Community engagement
- Legislative and policy frameworks
- Partnerships and shared resources

Activities:

- Community and multi-agency co-design of programs
- Prevention-focused services
- Strengthened local health service coordination
- Infrastructure to support active living
- Advocacy to address systemic health inequities

Short-term outcomes (1-2 years):

- Greater health awareness and engagement
- More inclusive and targeted programs
- Stronger sector partnerships

Outputs:

- More community-led and multi-agency-led programs
- Expanded preventive health supports
- Equity-embedded policies
- Stronger collaboration across sectors

Medium-term outcomes (3-5 years):

- Reduction in preventable illness
- Improved mental health and social connection
- More equitable health outcomes

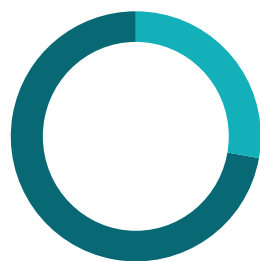
Long-term impact:

A healthier, fairer, more resilient community with sustained health improvements.

Demographic and social profile

Population and age structure

Mount Alexander Shire's estimated population (2024) is **20,799**



28%

of people living in our shire are aged 65 years or older. (Victoria: 19%).

And a median age of 51 (Victoria: 38), reflecting the broader ageing trend across the Loddon Mallee region.

Cultural diversity and First Nations communities

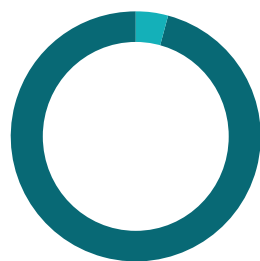
Our shire is home to a vibrant and growing First Nations community, with the Dja Dja Wurrung and Taungurung people as Traditional Owners. First Nations leadership and cultural presence are strong across community, cultural and economic life.

Cultural diversity is increasing but remains well below the state average.



11.2%

of residents were born overseas (Victoria: 30%).



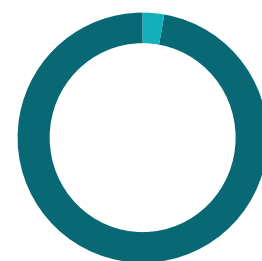
4.4%

speak a language other than English at home (Victoria: 27%).

Socioeconomic profile

Median household incomes are generally below the Victorian average, and some areas experience higher levels of socioeconomic disadvantage and housing stress, particularly among renters and older adults.

Unemployment rates have historically been lower than the state average (3% vs. 5% Victoria), though underemployment and insecure work are common in rural communities.



3%

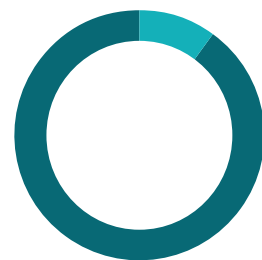
of residents are unemployed.

Education and employment



28.7%

of people in our shire have a Bachelor Degree or higher, almost on par with the Victorian state average (29.2%).

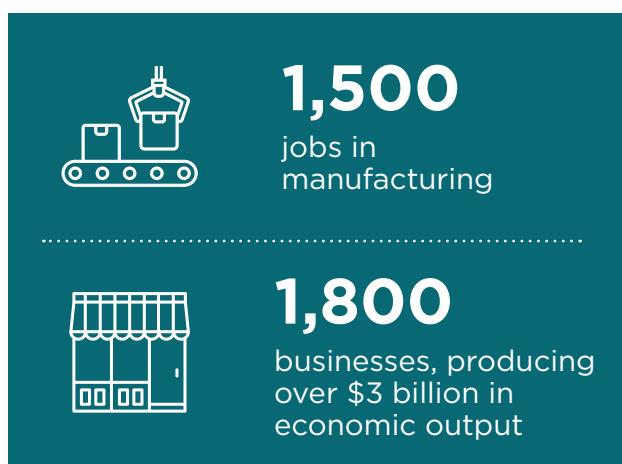


10.1%

of residents in our shire have Year 12 as their highest level of educational attainment, which is lower than the Victorian state average (14.9%).

The economy is diverse with strengths in manufacturing, construction and agriculture.

Manufacturing generates over \$1 billion annually, supporting 1,500 jobs. Healthcare, public services, retail, tourism and creative industries are also vital.



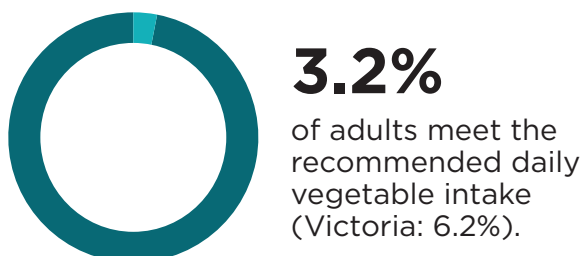
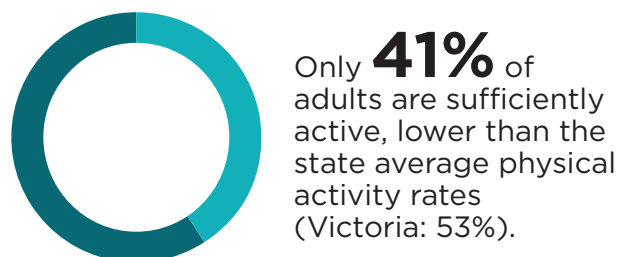
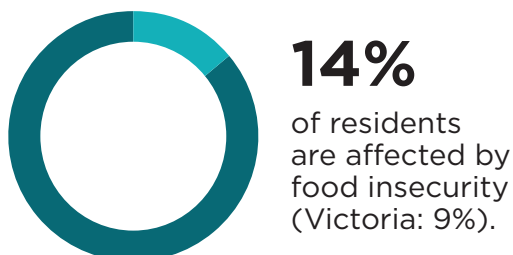
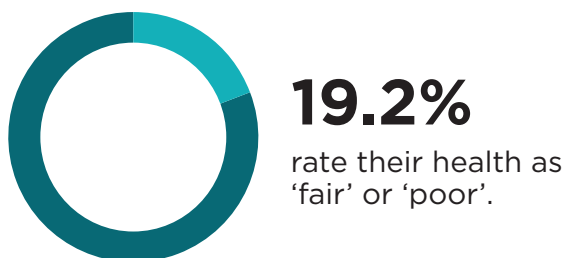
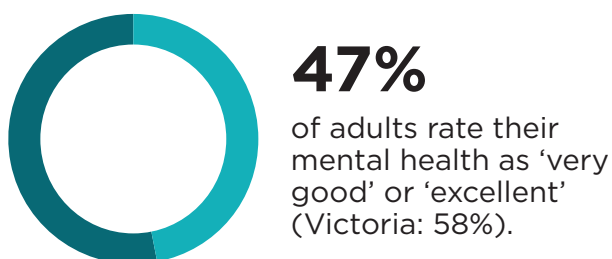
Our shire hosts 1,800 businesses, producing over \$3 billion in economic output, with 89% being micro or small businesses. Creative enterprises, remote workers and home-based businesses are growing, alongside education, tourism, sustainability and the circular economy.



This is significantly higher than the Victorian state average, where about one-third (approximately 33%) of employed people work less than 35 hours weekly.

Health and wellbeing

Our shire experiences higher rates of chronic disease, mental health challenges, and preventable hospitalisations than the Victorian average.





56.1% of adults in our shire are overweight or obese, compared to 25% of Victorian adults who are obese.



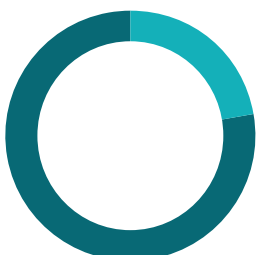
43% of adults report alcohol consumption at risky levels (Victoria: 39%).



42.6% Family violence incidents per 10,000 people, higher than the state average (Victoria: 38.1 per 10,000; Crime Statistics Agency, 2024).



27% of local survey respondents reported feelings of loneliness, stress or burnout, particularly among older adults and young people (Mount Alexander Shire Council Community Survey, 2024).



22.4% Our volunteering is well above the Victorian average (13.3%). This reflects a strong culture of community participation and mutual support.

Community assets are used extensively for volunteer-driven activities and programs, helping to build social networks, reduce isolation and strengthen community resilience.

Environment and climate

Our shire is known for its natural beauty, parks and open spaces – and these are central to health, happiness and economic vitality.

Our shire faces significant climate risks, including bushfires, heatwaves and extreme weather, which drive a strong focus on climate resilience, urban greening and sustainable development across health, economic, and infrastructure planning.

Priority and vulnerable groups

Older adults, First Nations people, people with disability, young people, people who identify as LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse people) and those who are marginalised and experiencing socioeconomic disadvantage are identified as priority groups for health and wellbeing action.

Rurality and distance from major centres contribute to health inequities and service access barriers.

Our shire's approach recognises intersectionality – some residents experience overlapping forms of disadvantage or discrimination (such as those related to gender, disability, culture, age, sexuality, intergenerational disadvantage, income or location). As a result, priority is given to supporting priority populations and marginalised groups and ensuring that everyone, especially those facing multiple barriers, can access safe, inclusive and equitable opportunities to thrive.

Access to services

Access to health, social and community services is a key factor in the wellbeing of our residents. While our shire offers a range of local services – including hospital care, district nursing, aged care and allied health services – access is not uniform across the region.

What this profile means for the MPHWP and its priorities

The demographic and social profile of our shire has direct and significant implications for the plan and its priorities. The following factors stand out from the data analysis:

Equity and place-based focus: Drive equity through locally tailored strategies for rural and disadvantaged communities.

Healthy ageing: Apply a healthy ageing lens across all priorities to support an ageing population.

Chronic disease and prevention: Strengthen prevention and health promotion focused on nutrition, physical activity, and alcohol and drug harm reduction.

Mental health and social connection: Invest in mental wellbeing, social connection and accessible support services.

Family violence and safety: Sustain efforts in prevention, early intervention and trauma-informed responses to violence.

Climate resilience and environment:

Embed climate adaptation, urban greening, and infrastructure planning into health strategies.

Access and service gaps: Address barriers related to rurality, transport and digital exclusion.

Intersectionality: Address overlapping disadvantages – such as gender, culture, income, disability and location – that combine to increase health and social burdens.

Universal access and inclusion: Design services, programs and facilities to be accessible to everyone – removing physical, cultural, linguistic and digital barriers to participation.

Building on community strengths: Support local leadership, volunteering and the role of community facilities in promoting wellbeing.

Celebrating our volunteers on National Volunteer Day, 2025



Planning process

The development of the Municipal Public Health and Wellbeing Plan has been guided by a collaborative, evidence-based approach:

Partnerships: Council worked closely with the Healthy Mount Alexander Alliance. Council worked closely with key partners, organisations, clients and advocates.

Community Engagement: More than 1,100 community members contributed via postcards, online and paper-based surveys, drop-in centres, pop-up activities, and community group meetings across across the shire. This included targeted sessions with Dja Dja Wurrung Traditional Owners, First Nations people, youth, older adults, people with disability, LGBTIQ+ and other priority groups.

Data and evidence: The plan draws on the Loddon Mallee Public Health Unit Population Health Plan 2023–2025, Mount Alexander Shire Data Profile (2024), Victorian Population Health Survey, ABS Census, the 2019 and 2025 Active Living Census and local service data.

Alignment: Priorities and actions were shaped by agency and community input, local evidence, and alignment with state and regional health and wellbeing strategies.

This process ensures the plan reflects local needs, addresses health inequities, and supports a coordinated, partnership-driven approach to improving health and wellbeing for all residents.





Our vision

Working together for a healthier, more equitable and thriving Mount Alexander Shire where all residents can achieve optimal physical, mental and social wellbeing.



Our goals

- Reduce health inequities and improve outcomes for priority groups.
- Strengthen community resilience to climate and social challenges.
- Foster inclusive, safe, and connected environments for all.

Alignment with state priorities

The Municipal Public Health and Wellbeing Plan aligns with the Victorian Public Health and Wellbeing Plan 2023–2027 and regional strategies, focusing on mental wellbeing, healthy eating, active living, harm reduction, climate resilience and violence prevention.

The plan has six strategic priorities to respond to local health and wellbeing indicators, and the strengths and gaps highlighted by community and agency partners:



Improving wellbeing



Reducing harm from alcohol and drug use



Increasing healthy eating and food security



Tackling climate change and its impact on health



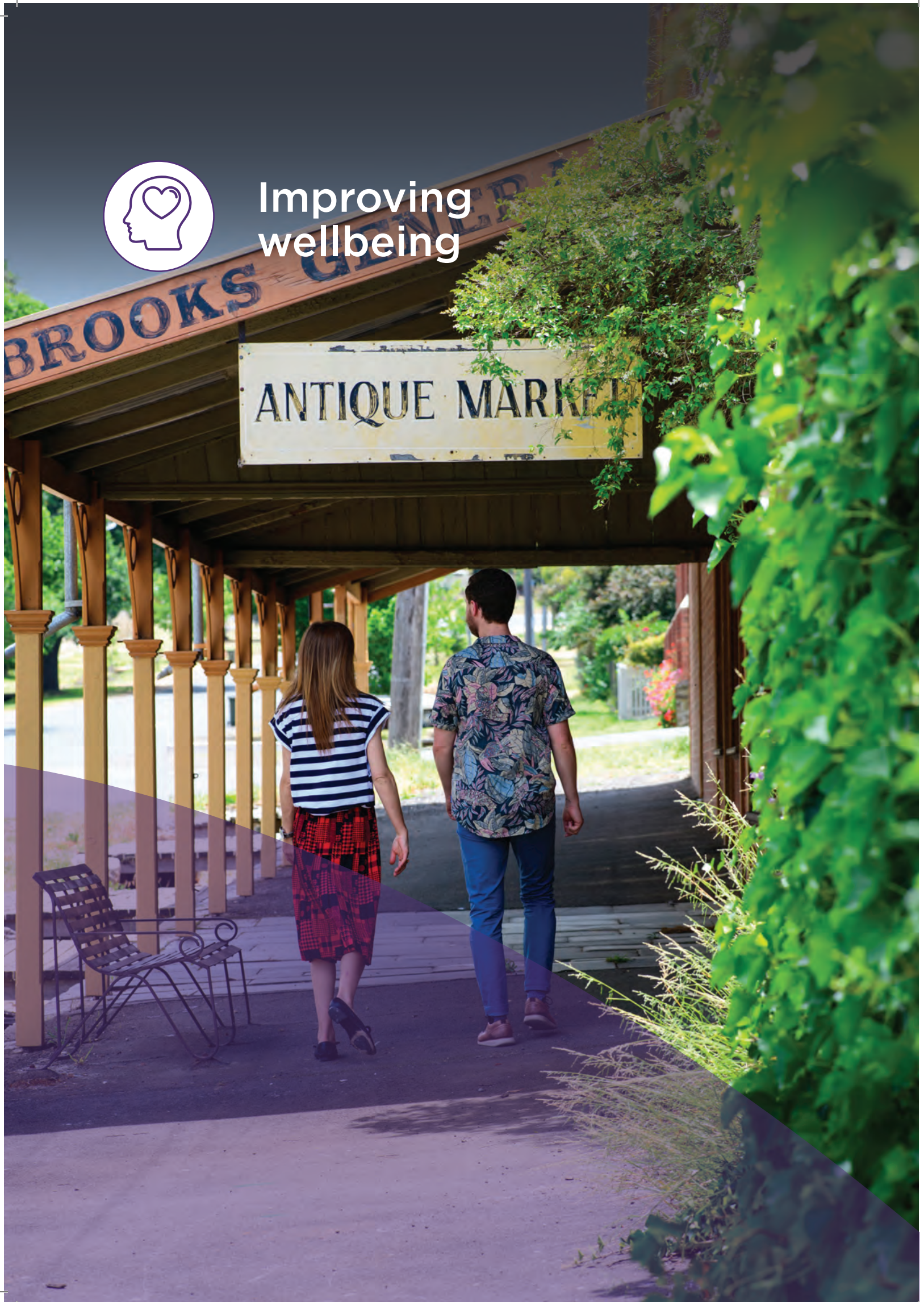
Increasing active living



Preventing violence and promoting gender equity



Improving wellbeing



Why it matters

Our shire has higher rates of psychological distress and mental health presentations than the Victorian average. Only 47% of adults rate their mental health as 'very good' or 'excellent' (Vic: 58%); 19.2% 'fair' or 'poor'. 22% report mental health conditions (Vic: 18%). 27% of survey respondents described loneliness, stress, or burnout. Suicide rate: 16.7 per 100,000 (Vic: 10.6).

The Loddon Mallee Public Health Unit Population Health Plan (Dec 2024) identifies mental wellbeing as a regional priority, emphasising the need for prevention-focused approaches that promote resilience and connection.

What the community said:

Strong support for place-based mental health programs, peer networks, support for carers and inclusive models.

Agency input:

Mental health was identified as a critical priority, particularly addressing social isolation among older adults, youth mental health challenges and rural access to mental health services.

Action on this priority improves community resilience – having the capacity, tools, resources, income and networks to withstand and recover from adversity.

Desired outcome:

- Accessible, equitable support services meeting local demand.

Objectives:

- Reduce psychological distress and suicide risk.
- Increase social connection and access to mental health support.

Strategies and actions

- Expand community-led, place-based mental health initiatives that foster social connection.
- Promote early intervention and affordable counselling.
- Improve youth mental health access through co-located services and expanded youth spaces.
- Advocate for more funding for resources, support and connection spaces for older adults.
- Continue community lunches in Castlemaine, Maldon and Newstead, and explore new models for other communities (including Harcourt).
- Develop peer-led wellbeing networks and carer support hubs.
- Develop and support programs that build resilience and coping skills across all age groups.
- Increase the number of dedicated quiet spaces across the shire.
- Support Dja Dja Wurrung-led initiatives that contribute to health and wellbeing through cultural connection – such as cultural burns (caring for Country), youth mentoring (resilience and identity), and language programs (cultural pride and intergenerational healing).

Partnerships¹

Healthy Mount Alexander, Loddon Mallee Public Health Unit, Community Houses, Dhelkaya Health, DJAARA and NEAC (Nalderun Education Aboriginal Corporation).

Performance Indicators²

- % of population reporting high/very high psychological distress (reduce).
- Number of participants in community-led mental health and connection initiatives.
- % of residents who feel socially connected (increase).

Victorian alignment:

Mental health and wellbeing, suicide prevention and social connection.

Mount Alexander Shire Council is committed to reducing health inequities and improving outcomes for priority groups.



¹ The agencies listed in Partnerships have agreed to work together on this plan. As the plan is delivered, other organisations and agencies (including state and federal government departments) will be involved.

² Performance indicators throughout the plan have been listed as key indicators. It is acknowledged that some indicators may be difficult to shift over a four year period.



Increasing healthy eating and food security



Why it matters

Addressing food insecurity helps to prevent chronic disease, promote healthy eating and supports wellbeing. Only 3.2% meet recommended vegetable intake (Vic: 6.2%). Food insecurity: 14% (Vic: 9%). Barriers include cost, access and skills.

The Loddon Mallee Public Health Unit Population Health Plan (Dec 2024) and Healthy Loddon Campaspe's Flourish framework both prioritise food security and healthy, local food systems. Our Economic Development Strategy prioritises Healthy Country – supporting sustainable and regenerative practices in local food production, local food security and the economy.

What the community said:

Support those who experience systemic disadvantage with community gardens, local markets, cooking classes and policies that support local food production, affordable access and food relief networks.

Agency input:

Agencies identified the need for a coordinated food security strategy, support for local producers and more healthy food options in schools, events and community settings.

Action on this priority reduces chronic disease risk, supports cost of living, and strengthens local food systems and community resilience.

Desired outcome:

- A healthy, equitable and resilient local food system.

Objectives:

- Increase fruit and vegetable consumption.
- Reduce food insecurity and improve access to healthy, affordable food.

Strategies and actions

- Develop and implement a local Food Security Strategy and food systems roadmap.
- Develop networks between community pantries and community groups addressing food shortages.
- Support local farmers markets, food relief networks and community gardens.
- Deliver food education and cooking programs, especially for priority groups.
- Advocate for healthy food and drink policies within our organisation, schools and clubs.
- Continue to partner with regional initiatives including the Flourish program and Healthy Loddon Campaspe activation projects.
- Advocate for resources for implementation of the Mount Alexander Food Relief Network.
- Advocate for continuation of Healthy Loddon Campaspe and its initiatives.

Partnerships

Healthy Mount Alexander, Dhelkaya Health, Loddon Mallee Public Health Unit, Castlemaine Community House, Castlemaine Foodshare and Healthy Loddon Campaspe.

Performance Indicators

- % of adults meeting vegetable and fruit intake guidelines (increase).
- Food insecurity rate (reduce).
- Number of community gardens/food hubs supported (increase).
- Healthy food environment policies embedded.

Victorian Alignment:

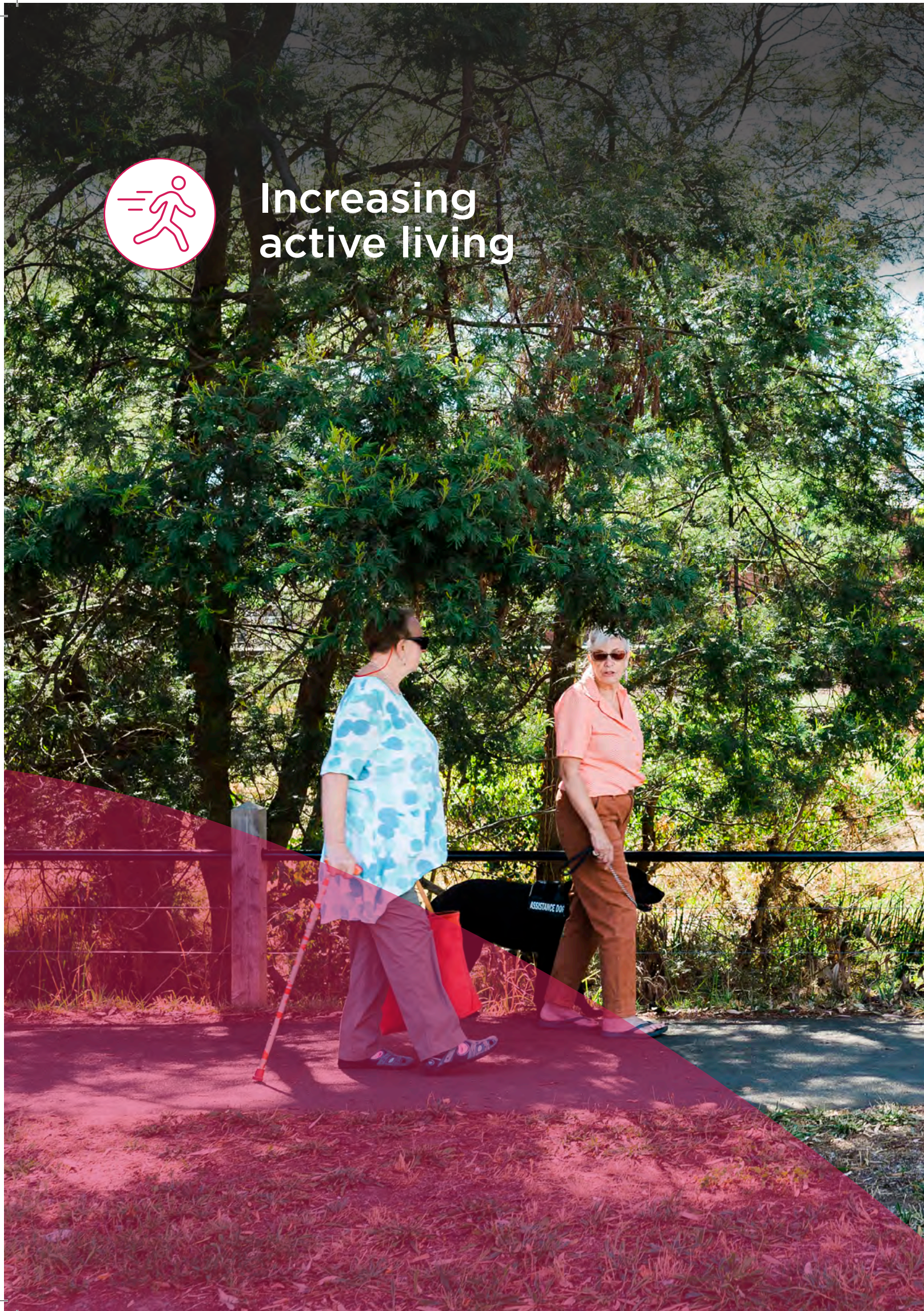
Healthy eating, food security, cost of living and chronic disease prevention.

Council's Economic Development Strategy prioritises Healthy Country – supporting sustainable and regenerative practices in local food production, local food security and the economy.





Increasing active living



Why it matters

Physical activity prevents chronic disease, improves mental health, and builds social connection. Only 41% of adults are sufficiently active (Vic: 53%). Barriers include limited footpaths, bike infrastructure and accessible play spaces.

Research by VicHealth shows that more than two-thirds of adult Australian females are sedentary or have low activity levels, and females face more barriers to physical activity than males. Among these barriers, safety and lack of supportive infrastructure are significant. The more barriers a woman perceives, the less likely she is to be active. A Victoria Walks report highlights that only 15% of young Victorian women feel safe walking at night compared to 54% of young men. Safety concerns about public spaces restrict women's access to healthy recreational activities like walking.

The same report notes that many public spaces in Victoria fail to meet the needs of women, with safety and lack of suitable infrastructure (like well-lit, connected paths) being key issues. It is noted here that Council adopted a Fair Access Policy in 2024, and initiatives and actions in this Policy will assist to address the needs and gaps for safety, structured activities and lack of suitable infrastructure.

Council's Active Transport Strategy (2023) has three key goals: Increasing active transport awareness; developing and delivering safe, connected, and sustainable active transport infrastructure; and enhancing community health and wellbeing outcomes through active transport activity. Aspirational active transport mapping is being undertaken as part of the Active Transport Strategy.

What the community said:

Desire for safer, more connected walking/cycling routes, shaded/inclusive playgrounds, and more opportunities for all ages and abilities to be active. Affordability of sports equipment, gym access and fees for formal sports were raised as a barrier to active participation.

Agency input:

Agencies and partners highlighted the need for targeted infrastructure upgrades, activation of public spaces and inclusive programs, especially for older adults, people with disability and families. Promoting physical activity through accessible infrastructure and intergenerational programs was recognised as essential.

Action on this priority reduces chronic disease risk, enhances mental wellbeing and builds connected, vibrant communities.

Tackling climate change by promoting active transport has a direct effect on climate change, and increased activity has a direct effect on health outcomes including obesity.

Promoting a culture of active transport – supported by a built environment that encourages walking and cycling – can increase community acceptance and participation.

Greater visibility of these modes promotes further uptake, ultimately leading to improved safety, health and overall community wellbeing.

Desired outcome:

- More residents are active daily, especially those currently inactive.

Objectives:

- Increase daily physical activity across all age groups.
- Create safer, more inclusive environments for walking, cycling and play.

Strategies and actions

- Promote and support the 2025 Active Living Census.
- Use the 2025 Active Living Census data to prioritise actions for 2026-2029.
- Advocate for upgraded footpaths, crossings and lighting in priority areas (refer to Council Plan).
- Consideration of community active transport infrastructure focusing on vulnerable cohorts and locations e.g. schools, active retiree villages and activity centres.

Partnerships:

Active Transport working group, Healthy Loddon Campaspe, Loddon Mallee Public Health Unit, Dhelkaya Health, Castlemaine Community House, NEAC (Nalderun Education Aboriginal Corporation) and Sports Focus.

Performance indicators:

- % of population meeting physical activity guidelines (increase).
- Kilometres of new/upgraded footpaths and cycling tracks (increase).
- Participation rates in inclusive sports and activation programs (increase).
- Community satisfaction with upgraded play and recreation spaces.

Victorian alignment:

Active living, built environment, chronic disease prevention and climate-resilient communities.

Physical activity prevents chronic disease, improves mental health, and builds social connection. Only 41% of adults are sufficiently active.





Reducing harm from alcohol and drug use



Why it matters

Alcohol and drug-related harm contributes to poor health, family violence, road trauma and community safety risks. 53.5% of adults report single occasion risky drinking (Vic: 41.8%). Higher alcohol-related deaths and family violence than state average. Treatment referral rates are lower than state and neighbouring shires.

What the community said:

Residents highlighted the need for more visible prevention programs, better youth and men's support, alcohol/vape-free spaces and improved local service access.

Agency input:

Key partners emphasised the importance of coordinated action, education and harm minimisation.

Action on this priority will reduce preventable harm, improve safety and build stronger support networks, especially for young people and at-risk groups.

Desired outcome:

- Measurable reduction in alcohol and drug-related harm and stronger local support networks.

Objectives:

- Reduce risky alcohol and drug use, including that for adults and young people.
- Increase access to early intervention, prevention and harm reduction programs.

Strategies and actions

- Implement the Mount Alexander Shire Council Alcohol Harm Prevention Action Plan (2024-2025).
- Reinvigorate and streamline the local Alcohol and Other Drug (AOD) network.
- Promote and expand youth and men's prevention programs, including visible outreach and peer-led initiatives.
- Establish and promote alcohol/vape-free outdoor spaces and events.
- Leverage the Alcohol and Drug Foundation (ADF) Community Toolkit and seek further funding for local service delivery.
- Support the Mount Alexander Shire Council Liquor Licensing Accord to promote responsible service and community education.
- Advocate for improved local AOD treatment and referral pathways, especially for young people and those facing barriers to access.

Partnerships:

Dhelkaya Health, Victoria Police (Castlemaine), Loddon Mallee Public Health Unit, Castlemaine Secondary College, Alcohol and Drug Foundation, local venues and Sports Focus.

Performance indicators:

- Rate of single occasion risky drinking (reduce).
- Alcohol and other drug-related family violence incidents (reduce).
- Number of participants in prevention and support programs (increase).
- Number of alcohol/vape-free spaces and events (increase).
- Local AOD treatment referrals (increase).

Residents highlighted the need for more visible prevention programs, better youth and men's support, alcohol/vape-free spaces, and improved local service access.

Victorian alignment

Alcohol and drug harm prevention, youth health, community safety and family violence prevention.





Tackling climate change and its impacts on health

Why it matters

Climate change is a major and growing health issue for Mount Alexander Shire, affecting air quality, food security, mental health and emergency preparedness. Our shire faces high bushfire and heatwave risk, and over 50% of local survey respondents identified climate as a key concern (Loddon Mallee Climate Change and Health Framework, 2023). Promotion of active transport also has a direct impact on climate change and increased physical activity has a direct impact on healthy outcomes, including obesity.

What the community said:

Residents called for more shade, greener public spaces, support for those that experience systemic disadvantage during heatwaves, and stronger local action on climate adaptation and resilience.

Agency input:

Need for coordinated climate-health planning, investment in urban greening, inclusive emergency responses, and First Nations-led initiatives. Agencies highlighted the importance of mapping gaps, supporting climate-resilient housing, and embedding adaptation in all Council planning.

Action on this priority reduces health risks, builds resilience, and prepares the community for future climate challenges.

Desired outcome:

- A climate-resilient community with reduced health risks from heat, ultraviolet and extreme weather.

Objectives:

- Strengthen community resilience to climate impacts in acknowledgement of the different ways groups are impacted e.g. gendered impacts of climate change, access to heating and cooling, etc.
- Reduce health risks from heat, ultraviolet exposure and extreme weather events.



Strategies and actions

- Integrate health adaptation into all climate and emergency planning, with a focus on priority populations and marginalised populations in the community.
- Improve current cool spaces use and awareness of these, including safety for women when exploring duration of opening hours.
- Co-design resilience hubs and cooling centres with at-risk groups, including older adults and people with disability.
- Support local energy efficiency and literacy initiatives to reduce heat impacts.
- Mount Alexander Shire Council Heatwave Plan.
- Support at risk groups and those experiencing financial disadvantage such as farmers, LGBTIQ+ people, Pacific Australia Labour Mobility (PALM) scheme workers, women, First Nations people and those who are homeless or sleeping rough.
- Partner with LMPHU to raise awareness of climate change impacts on health and the co-benefits of climate change action.
- Advocate for increased water quality, UV-protective shade in public spaces (existing and new).
- Advocate and plan for the incorporation of climate and UV protection – all new infrastructure and upgrades e.g. tree canopy, green roofs, low-reflective surfaces.
- Map gaps in local climate-health responses and develop targeted emergency action plans.
- Recognise and support leadership of Traditional Owners in land and climate initiatives, including cultural burning, traditional ecological knowledge and Caring for Country approaches. Partner with DJAARA to embed these approaches in local adaptation planning.

Partnerships:

Mount Alexander Shire Council, Dhelkaya Health, CFA, SunSmart, Loddon Mallee Public Health Unit, Dja Dja Wurrung, NEAC (Nalderun Education Aboriginal Corporation) and Mount Alexander Shire Council Disability Inclusion Action Plan Advisory Group.

Performance indicators:

- Public spaces with increased canopy cover and UV-protective shade (increase).
- Resilience hubs/cooling centres established (increase).
- Heat-related emergency presentations (reduce).
- Provision of heat health and heat wave plan information (increase).
- Communication and use of cool spaces in our shire (increase).
- % of new infrastructure projects with climate adaptation features (increase).

Victorian alignment

Climate change and health adaptation, emergency preparedness, healthy environments and equity.

Action on this priority reduces health risks, builds resilience and prepares the community for future climate challenges.



Preventing violence and promoting gender equity



Why it matters

Violence – including family violence, racism and discrimination – directly undermines health, safety and community wellbeing. Mount Alexander Shire has high family violence rates (42.6 per 10,000), and local surveys highlight safety concerns for women, LGBTIQ+ people, people with disability, and First Nations communities. Gender equity is essential for all to access the same rewards, resources and opportunities.

What the community said:

Support for prevention and respectful relationships programs in schools, safe spaces for at-risk groups, and visible leadership on gender equity and inclusion.

Agency input:

Agencies emphasised the need to reinstate local family violence and gender equity networks, embed prevention in schools and community groups, and ensure trauma-informed, inclusive practice across all services.

Action on this priority reduces harm, builds safer communities and supports equal participation for all.

Desired outcome:

- Reduced incidence and impact of family violence and discrimination, and a safer, more equitable community.

Objectives:

- Reduce family violence and discrimination.
- Promote gender equity, safety, and respect in all settings.

Strategies and actions

- Reinstate and resource the local family violence and gender equity network.
- Strengthen prevention programs in schools, clubs and workplaces e.g. respectful relationships, consent education, bystander training.
- Advocate for funding for safe spaces and support networks for at-risk groups, including women, LGBTIQ+ people and First Nations communities.
- Advocate for an Orange Door service in our shire.
- Train staff and organisations in trauma-informed, culturally safe and inclusive practices.
- Develop digital and social messaging campaigns to promote respect and equity.
- Support community-led gender equity, and safety initiatives and events.

Partnerships:

Dhelkaya Health, Womens Health Loddon Mallee, Loddon Mallee Public Health Unit, Mount Alexander Shire Family Violence Prevention Network, NEAC (Nalderun Education Aboriginal Corporation), local schools and Castlemaine Community House.

Performance indicators:

- Family violence incident rate (reduce).
- Prevention programs delivered (increase).
- Council officer partners trained in trauma-informed, inclusive practice (increase).
- Community perceptions of safety and respect (improve).

Victorian alignment

Family violence prevention, gender equality, and safe and respectful communities.

Support for prevention and respectful relationships programs in schools, safe spaces for at-risk groups, and visible leadership on gender equity and inclusion.



Implementation plan

The Municipal Public Health and Wellbeing Plan will be delivered through Annual Plan actions, with clear responsibilities assigned to Council, Dhelkaya Health and partner agencies.

Implementation will be guided by the Healthy Mount Alexander Alliance, with regular progress reviews, community reporting, and opportunities for co-design and feedback.

Key implementation features:

- Annual milestones and reporting.
- Community and partner workshops to review progress and adapt actions.
- Dedicated budget allocations for infrastructure, programs and evaluation.



Monitoring and evaluation framework









Progress will be tracked using a shared public health and wellbeing dashboard, with indicators aligned to each priority area.

Annual progress updates will ensure accountability and continuous improvement.

Evaluation will include:

- Quantitative data e.g. health surveys, service usage, crime statistics.
- Qualitative feedback e.g. community forums, focus groups.
- Transparent public reporting and adaptive management.

Reporting dashboard baseline data

Priority area	Metric	Baseline (2025)	Source
	Mental wellbeing		
	Adults rating mental health 'fair/poor'	19.2% (Vic: 15.2%)	LMPHU Community Profile 2024
	High/very high psychological distress	15.8% (Vic: 13.1%)	Murray PHN Health Report 2024
	Healthy eating		
	Food insecurity rate	14% (Vic: 9%)	Vic Population Health Survey 2021
	Active living		
	Adults sufficiently active	41% (Vic: 53%)	Active Living Census 2019
	Walking/cycling/shared paths (km)	52.4 km	MASC Active Transport Strategy 2023-2033
	Alcohol/drug harm		
	Risky alcohol consumption	43% (Vic: 39%)	Community Alcohol Profile 2023
	Climate & health		
	Alcohol-related family violence incidents	42.6 per 10,000 (Vic: 38.1)	Crime Statistics Agency 2024
	Climate & health		
	Bushfire risk areas	78% of shire	Loddon Mallee Climate Framework 2023
	UV-protective shade in public spaces	20% coverage	SunSmart, Council audits
	Violence		
	Family violence incidents	42.6 per 10,000	Crime Statistics Agency 2024
	Violence		
	Staff trained in trauma-informed practice	30% of council staff	WHLM Report

Appendix A:

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Appendix B: Healthy Mount Alexander Alliance

Key agencies and strategic documents

Agency	Role	Strategic documents
Mount Alexander Shire Council	Local government responsible for community health planning, infrastructure, inclusion and service coordination.	Municipal Public Health and Wellbeing Plan 2025-2029 Active Transport Strategy 2023-2033 Disability Inclusion Action Plan 2023-2027 Economic Development Strategy 2024 Climate Change Strategy 2023 Urban Tree Policy 2023 Public Open Space Strategy 2016
Dhelkaya Health	Public health service for the shire, providing hospital, community health, aged care and allied health.	Strategic Plan 2023-2026 Statement of Priorities 2024-2025
Women's Health Loddon Mallee	Regional leader in gender equity, prevention of violence against women and women's health advocacy.	Loddon Mallee Action Plan for the Primary Prevention of Violence Against Women Annual Reports and Regional Plans
Nalderun Education Aboriginal Corporation	Aboriginal community-controlled organisation supporting education, cultural connection, and wellbeing for Aboriginal and Torres Strait Islander people.	Nalderun Strategic Plan 2022-2025
Loddon Mallee Public Health Unit (LMPHU)	Regional public health authority responsible for population health planning, data and prevention priorities.	Population Health Plan 2023-2025 Mount Alexander Data Profile 2024
Healthy Loddon Campaspe	Regional partnership focused on healthy eating and active living through place-based, equity-driven approaches.	Stage 2 Strategic Plan 2022-2026

Agency	Role	Strategic documents
Sports Focus	Regional sports assembly for the Loddon Campaspe region, supporting club development, inclusion, and participation in sport and active recreation.	<p>Sports Focus Strategic Plan 2018–2022</p> <p>Focus areas:</p> <ul style="list-style-type: none"> • Equity and inclusion in sport • Club capacity building • Sector development and advocacy • Partnerships with local government and community organisations • Supporting access for people with disability and underrepresented groups
Castlemaine Community House	Community hub providing community development, service delivery, lifelong learning, advocacy and social inclusion programs.	<p>Castlemaine Community House Strategic Plan 2020–2023 (and previous plans)</p> <p>Focus areas:</p> <ul style="list-style-type: none"> • Community development and support • Gender equity and family violence prevention • Life-long learning and adult education • Social connection, volunteering and wellbeing initiatives • Partnerships with local agencies and neighbourhood centres



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Mount Alexander Shire Council

Appointment and Delegation Barfold Hall

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Barfold Hall Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Sandra Aitken
 - Kerry Connolly
 - Andrew Ferrington
 - Johannes Hart
 - Richard Higginbottom
 - Anthony Holcolme
 - Lyal Metcalfe
 - Jeanette Metcalfe
 - Matthew Shea
4. The Chairperson of the Committee is to be determined at the Committees Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Barfold Hall Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Barfold Hall Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Barfold Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the hall and associated buildings located at Kyneton-Redesdale Road, Barfold.

The facility is subject to the following planning overlay as at 1 August 2025;

- Environmental Significance Overlay - Schedule 1 (ESO1)
- Heritage Overlay (HO673),

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

L1 TP221609.

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Barfold Public Hall
- Toilet Block
- 2 x asphalt courts
- BBQ Shelter)
- Playground

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Play 2014-2024

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025
Customer Service Charter 2023
Fair Access Policy 2024
Fraud and Corruption Prevention Policy 2022
Gift Policy 2024
Glyphosate Policy 2020
Governance Rules 2023, incorporating Election Period Policy
Graffiti Management Policy 2023
Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Barfold Hall

Map Scale: 1:750



Disclaimer Note:

The Mount Alexander Shire Council believes that the information contained herein is correct. However, it does not warrant the accuracy of that information. The Mount Alexander Shire Council disclaims all responsibility for any omissions, inaccuracies, discrepancies, errors or scale inconsistencies that may exist between the actual and the plan representation. The Mount Alexander Shire Council further disclaims all responsibility for any loss or damage that may be suffered by any person relying upon such information, whether that loss or damage is caused by any negligence on the part of the Mount Alexander Shire Council or its employees. The data shown herein remains the property of the Mount Alexander Shire Council and may not be reproduced or resold without the express written consent of the Mount Alexander Shire Council.

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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Baringhup Community Association

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Baringhup Community Association Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - David Anderson
 - Jacqui Brown
 - Jonathan Evans
 - Dale Farnsworth
 - Colin Jennings
 - Kerrie Jennings
 - Steve Kile
 - Brendan McKnight
 - Graeme Pratt
 - Carolyn Taylor
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Baringhup Community Association Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Baringhup Community Association Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Baringhup Community Association with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facilities are the Baringhup Hall, Baringhup Tennis Courts and surrounding areas, Baringhup Cricket Grounds, Baringhup Recreation Reserve between the Hall and Tennis Club at 38 and 39 Alfred St Baringhup.

The facility is not subject to any planning overlays or heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 1A SEC B Parish of Baringhup

CA 1B SEC B Parish of Baringhup

CA25 Sec A Township of Baringhup

All of these parcels of land are Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x oval
- 1 x hall
- 2 x sports pavilion
- 2 x building
- 1 x toilet block
- 1 x court shelter
- 3 x asphalt courts
- 1 x acrylic court
- 1 x concrete cricket pitch with synthetic carpet surface
- 2 x cricket nets
- 1 x playground
- 2 x concrete water tanks

FACILITY LOCATION

Tarrengower Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Play 2014-2024

Local Reserves Strategy

Investing in Sport

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Baringhup Hall, Baringhup Tennis Courts and surrounding areas, Baringhup Cricket Grounds, Baringhup Recreation Reserve

Map Scale: 1:2500



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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Bill Woodfull Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Bill Woodfull Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Daniel Clarke
 - Megan Walmsley
 - Graham Thomas
 - Jamie Cox
 - Tristann Kelly
 - Casey Cain
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Bill Woodfull Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Bill Woodfull Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Bill Woodfull Reserve Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at Francis Street, Maldon.

The facility is subject to the following planning overlays as at 1 August 2025;

- Heritage Overlay (Ho7),
- Significant Landscape Overlay - Schedule 1,
- Bushfire Management Overlay,
- Heritage Overlay (Ho8), Erosion Management Overlay

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 12 Sec B Parish of Maldon

This parcel of land is Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x oval
- 1 x sports pavilion
- 2 x change room pavilion
- 2 x toilet block
- 3 x storage/shelters
- 4 x sports shelters
- 1 x timekeepers box
- 3x asphalt courts
- 1 x acrylic court
- 2 x cricket nets
- 17 x flood light towers
- 1 x tennis practice wall
- seating
- 1 x scoreboard

- 3 x water storage tanks
- bore
- oval fencing
- court fencing
- boundary fencing
- 3 x solar security lights
- AFL goals

FACILITY LOCATION

Tarrengower Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Reserves Improvement Master Plan 2010

The Oval in the Reserve is designated a Neighbourhood Safer Place – a place of last resort.

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Bill Woodfull Recreation Reserve

Map Scale: 1:2500



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**Mount Alexander
Shire Council**

Created on 1/06/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Camp Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (**the Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Camp Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:

• Brian Basher	• Margaret Green
• Trevor Butcher	• Debbie Hamilton
• Ron Cawthan	• Will Penrose
• Phillip Dessens	• Ian Shields
• Chris Dowler	• Leigh Tonkin
• Ron Gartside	
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Camp Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Camp Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Camp Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at 11 Forest Street, Castlemaine.

The facility is subject to the following planning overlays as at 1 August 2025;

- Floodway Overlay - Schedule 1
- Significant Landscape Overlay - Schedule 2
- Land Subject To Inundation Overlay - Schedule 1
- Heritage Overlay (Ho668)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 1 Sec 117B Township of Castlemaine Parish of Castlemaine

CA 32A Sec 115 Township of Castlemaine Parish of Castlemaine

CA 34 Sec 115 Township of Castlemaine Parish of Castlemaine

All of these parcels of land are Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x oval
- 3 x sports pavilion
- 2 x changerooms
- 1 x office portable
- 3 x stock shelters
- 3 x storage sheds
- 2 x ticket booths
- 3 x toilet blocks
- 3 x stables
- 2 x sports shelters
- 2 x water storage tanks
- 1 timekeeper box
- 1 x stock shed
- 1 x garden shed

- 1 x scoreboard
- 1 x asphalt court
- turf wicket table
- 4 x flood light towers
- AFL goals
- injection pump
- 1 x bbq
- 3 x cricket nets
- bore
- oval fencing
- boundary fencing
- irrigation
- horse corrals

FACILITY LOCATION

Barkers Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Reserves Improvement Master Plan 2010

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Camp Reserve

Map Scale: 1:1700



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**Mount Alexander
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Created on 1/08/2025 by Augustine Sheppard

Mount Alexander Shire Council

Appointment and Delegation Campbells Creek Community Centre

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Campbells Creek Community Centre Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Jackie Beith
 - Wendy Droney
 - Graham Droney
 - Paul Droney
 - Kelvin Stevens
 - Renee Taylor
 - Wendy Taylor
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

SCHEDULE 1

Campbells Creek Community Centre Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Campbells Creek Community Centre Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Campbells Creek Community Centre with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the Community Centre and associated recreation facilities located at 60 Elizabeth Street, Campbells Creek.

The facility is subject to the following planning overlays as at 1 August 2025;

- Floodway Overlay - Schedule 1
- Land Subject To Inundation Overlay - Schedule 1
- Bushfire Management Overlay
- Bushfire Management Overlay - Schedule 1

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

Lot 1 of Plan TP164625C

Lot 2 of Plan TP164625C

Lot 3 of Plan TP164625C

Lot 4 of Plan TP164625C

Lot 5 of Plan TP164625C

Lot 1 of Plan TP160169Y

Lot 2 of Plan TP160169Y

Lot 1 of Plan TP609687C

Lot 1 of Plan TP172235V

Lot 2 of Plan TP172235V

Lot 1 of Plan TP173154Q

All of these parcels of land are Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Community Centre
- Playground Equipment)
- 1 x playground
- 1 x shade sail
- 2 x asphalt courts

FACILITY LOCATION

Campbells Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

This facility is a designated Neighbourhood Safer Place.

This facility is a designated Relief Centre.

Investing in Play 2014-2024

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Campbells Creek Community Centre

Map Scale: 1:1500



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**Mount Alexander
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Mount Alexander Shire Council

Appointment and Delegation Campbells Creek Recreation Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Campbells Creek Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Daryl Best
 - Brad Cross
 - Greg Hughes
 - Wayne Quinton
 - James Roser
 - Gary Scoble
 - Renee Taylor
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Campbells Creek Recreation Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Campbells Creek Recreation Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Campbells Creek Recreation Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at 37-40 Fryers Road, Campbells Creek.

The facility is subject to the following planning overlay as at 1 August 2025;

- Floodway Overlay - Schedule 1
- Land Subject To Inundation Overlay - Schedule 1
- Bushfire Management Overlay
- Heritage Overlay (Ho1040)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 2045 Parish of Castlemaine

CA 5A SEC 7B Parish of Castlemaine

CA 1H SEC 7B Parish of Castlemaine

CA 5 SEC 7B Parish of Castlemaine

Three of these parcels of land are Crown Land and one parcel is Council owned Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x oval
- 2 x sports pavilion
- 1 x trotting pavilion
- 4 x sports shelters
- 1 old sports pavilion
- 1 x gazebo
- 2 x storage shed
- 1 x scoreboard
- 1 x acrylic netball court
- 1 x concrete cricket pitch with synthetic carpet surface
- 6 x flood light towers
- 1 x stable
- 3 x cricket nets
- AFL goals
- 2 x water storage tanks

- trotting track
- bore
- 1 x playground
- oval fencing
- trotting track fencing
- boundary fencing
- irrigation
- horse corrals
- 1 x Public accessible toilet

FACILITY LOCATION

Campbells Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Reserves Improvement Master Plan 2010

Investing in Play 2014-2024

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Campbells Creek Recreation Reserve

Map Scale: 1:3000



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**Mount Alexander
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Mount Alexander Shire Council

Appointment and Delegation Castlemaine War Memorial Stadium

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Castlemaine War Memorial Stadium Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Mark Esparza
 - Dan Park
 - Melissa Pollock
 - Kain White
 - Reubin Williams
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Castlemaine War Memorial Stadium Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Castlemaine War Memorial Stadium Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Castlemaine War Memorial Stadium with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the sports stadium located at 20 McGrath Street, Castlemaine.

The facility is subject to the following planning overlays as at 1 August 2025;

- Floodway Overlay - Schedule 1
- Significant Landscape Overlay - Schedule 2
- Land Subject To Inundation Overlay - Schedule 1

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

Pt CA 14 SEC H Parish of Castlemaine.

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Indoor sports stadium
 - sporting hall
 - sprung floor
 - basketball back boards
 - lighting
 - kiosk
 - toilets
 - billiards room

FACILITY LOCATION

Forest Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025
Customer Service Charter 2023
Fair Access Policy 2024
Fraud and Corruption Prevention Policy 2022
Gift Policy 2024
Glyphosate Policy 2020
Governance Rules 2023, incorporating Election Period Policy
Graffiti Management Policy 2023
Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Castlemaine War Memorial Stadium

Map Scale: 1:500



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Mount Alexander Shire Council

Appointment and Delegation Elphinstone Facilities

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Elphinstone Facilities Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - John Beare
 - Greg Carr
 - Trent Dempster
 - Keiran Hughes
 - Tara Hughes
 - Nikki Lens
 - Gillian Maskell
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

SCHEDULE 1

Elphinstone Facilities Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Elphinstone Facilities Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Elphinstone Facilities with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The Elphinstone Community Facilities consist of the Elphinstone Hall and Recreation Reserve at 2 Olivers Lane Elphinstone and the Sawpit Gully Park at Urquhart St Elphinstone.

The Elphinstone Hall and Recreation Reserve facility is subject to the following planning overlays as at 1 August 2025;

- Design and Development Overlay – Schedule 1 (DDO1)
- Environmental Significance Overlay – Schedule 1 (ESO1)

The Sawpit Gully Park facility is subject to several planning overlays as at the 17 August 2017 as follows;

- Environmental Significance Overlay – Schedule 1 (ESO1)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 3C Sec 6 Parish of Elphinstone.

This parcel of land is Crown Land.

FIXED ASSETS

The fixed assets associated with the Elphinstone Hall and Recreation Reserve facility are as follows

- 1 x hall
- 1 x oval
- 2 x sports pavilions
- 2 x disused bitumen courts
- 2 x cricket nets
- 2 x playground
- Irrigation
- oval fencing
- boundary fencing
- court fencing

The fixed assets associated with Sawpit Gully Park facility are as follows

- toilet block
- storage container
- 2 x BBQ
- 1 x playground
- external power outlets

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Local Reserves Strategy

Investing in Play 2014-2024

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Elphinstone Community Facilities

Map Scale: 1:1500



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Elphinstone Community Facilities

Map Scale: 1:400



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Mount Alexander Shire Council

Appointment and Delegation Guildford Public Hall

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (**the Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Guildford Public Hall Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Liz Monty
 - Greg Edward
 - Ray Pattle
 - Janine Cole
 - Jim Franzi
 - John Whiddon
 - Alf Partridge
 - Mark Ashby
 - Bill Sampson
 - Bob Forde
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Guildford Public Hall Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Guildford Public Hall Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Guildford Public Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the hall located at 30 Fryers Street (cnr Midland Highway), Guildford

The facility is subject to the following planning overlays as at 1 August 2025;

- Heritage Overlay – Schedule (HO1228)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 14, Sec H Parish of Castlemaine (part)

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Guildford Public Hall
- Storage shed

FACILITY LOCATION

Loddon River Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy
Graffiti Management Policy 2023
Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Guildford Public Hall

Map Scale: 1:500



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Mount Alexander Shire Council

Appointment and Delegation Guildford Recreation Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Guildford Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 Names of current committee members:
 - Sally Foran
 - Danica Khur
 - Jana Kuhr
 - Lorena Russell
 - Paul Torpey
 - Greg Van Eyle
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Guildford Recreation Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Guildford Recreation Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Guildford Recreation Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at Cnr Butterfly Lane and Reserve Street, Guildford.

The facility is not subject to specific planning overlays as at 1 August 2025.

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 14 Sec H Parish of Castlemaine (part)

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x shelter
- 1 x pavilion
- fencing
- storage shed
- horse corrals
- horse arena

FACILITY LOCATION

Loddon River Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Local Reserves Strategy

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024
Glyphosate Policy 2020
Governance Rules 2023, incorporating Election Period Policy
Graffiti Management Policy 2023
Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Guildford Recreation Reserve

Map Scale: 1:2000



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Mount Alexander Shire Council

Appointment and Delegation John Powell Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the John Powell Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Lee Casley
 - Tim Cave
 - John Cox
 - Anthony Farrell
 - Bob Forde
 - Jim Franz
 - Jeanette Gillespie
 - Stephen Oxley
 - Ray Pattle
 - Glenn Philipson
 - Victor Rodda
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

John Powell Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the John Powell Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the John Powell Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at the corner of 1 Parker St Guildford (also bounded by Fryers Street and Midland Highway, Guildford).

The facility is subject to the following planning overlays as at 1 August 2025;

- Heritage Overlay - Schedule (HO1162)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 7 SEC 7 Parish of Guildford

CA 8 SEC 7 Parish of Guildford

All of these parcels of land are Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- oval
- sports pavilion
- storage shed
- amenities block
- turf wicket
- 2 x cricket nets
- water tanks
- boundary fencing
- retaining wall
- shade structure

FACILITY LOCATION

Loddon River Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Local Reserves Strategy

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

John Powell Reserve

Map Scale: 1:1000



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Mount Alexander
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Mount Alexander Shire Council

Appointment and Delegation Maldon Community Centre

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Maldon Community Centre Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - John Bainbridge
 - Lindsey Glover
 - Pam Lyons
 - Leeanne Mitchell
 - Glenn Roy
 - Graham Thomas
 - Debra Watson
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Maldon Community Centre Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Maldon Community Centre Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Maldon Community Centre with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the community centre located at 4 Francis Street, Maldon.

The facility is subject to the following planning overlays as at 1 August 2025;

- Heritage Overlay - Schedule (HO134)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

Pt CA 1 Sec 10 Township and Parish of Maldon

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Maldon Community Centre and Senior Citizens Rooms

FACILITY LOCATION

Tarrengower Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

This facility is a designated Emergency Relief Centre.

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy
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Grants Policy 2022
Outdoor Trading Policy 2023
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Procurement Policy 2021
Public Transparency Policy 2020
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Risk Management Policy 2024
Volunteer Support Policy 2020
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Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Maldon Community Centre

Map Scale: 1:400



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Mount Alexander Shire Council

Appointment and Delegation Metcalf Hall

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Metcalfe Hall Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:

• Alice	Bleby	• Margaret	Naish
• Fiona	Clapham	• Talisa	Ormston
• Neil	Girvan	• Dale	Rye
• Kate	Hammond	• Geoff	Smith
• Max	Lomas	• Dot	Smith
• Greg	Miles	• Sue	Whittaker
• Hartley	Mitchell		
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Metcalfe Hall Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Metcalfe Hall Centre Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Metcalfe Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the hall and associated buildings located at Kynetton- Redesdale Road, Metcalfe.

The facility is subject to the following planning overlays as at 1 August 2025;

- Environmental Significance Overlay - Schedule 1
- Heritage Overlay (Ho815)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 9 Sec D Parish of Metcalfe

PCA 10 Sec D Parish of Metcalfe

All of these parcels of land are Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Metcalfe Hall

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024
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Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
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Council Plan 2021 - 2025

Metcalfe Hall

Map Scale: 1:600



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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Muckleford Community Centre

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Muckleford Community Centre Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:

• Michael Billington	• Ian McQueen
• Daniel Bone	• Lois McQueen
• Mim Brown	• Michelle Paul
• Bert Butcher	• Derek Stephenson
• Emily Driscoll	• Leslie Stephenson
• Chris Hall	
• Eddie Harvey	
• Pam Harvey	
• Peter Joseph	
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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 Djaara Country

SCHEDULE 1

Muckleford Community Centre Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Muckleford Community Centre Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Muckleford Community Centre with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the Community Centre and associated buildings located at 336 Walmer Muckleford Road, Muckleford

The facility is subject to several planning overlays as at the 1 August 2025 as follows;

- • Environmental Significance Overlay – Schedule 5 (ESO5)
- • Land Subject to Inundation Overlay – Schedule (LSIO)
- Significant Landscape Overlay – Schedule 1 (SLO1)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 7 Sec 3 Parish of Muckleford

This parcel of land is Council owned land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Former Church

FACILITY LOCATION

Loddon River Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES *Policies and Plans are Correct at the Time of Writing*

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

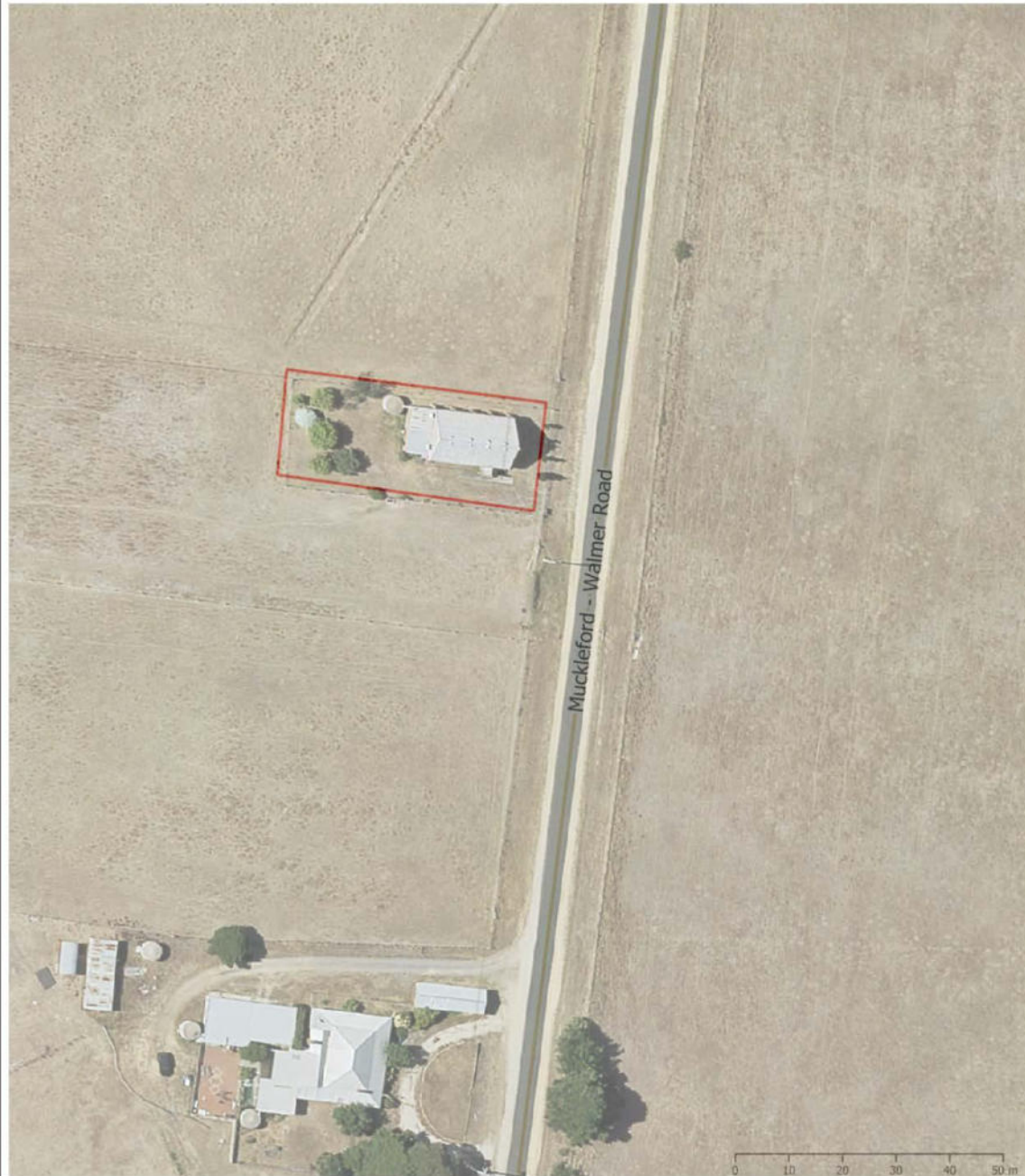
Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024
Glyphosate Policy 2020
Governance Rules 2023, incorporating Election Period Policy
Graffiti Management Policy 2023
Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Muckleford Community Centre

Map Scale: 1:1000



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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Newstead Community Centre

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Newstead Community Centre Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Wendy Ashton
 - Vanessa Case
 - Mark Pearse
 - Robyn Ruggels
 - Anthony Santamaria
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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abn 12 966 477 062

SCHEDULE 1

Newstead Community Centre Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Newstead Community Centre Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Newstead Community Centre with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the community centre and associated buildings located at 9 Lyons Street, Newstead.

The facility is subject to the following planning overlays as at 1 August 2025;

- Heritage Overlay – Schedule (HO1252)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

The facility is listed with the National Trust as a place of local significance.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

Plan PC355809

This parcel of land is Council owned Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Newstead Community Centre)

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

The Newstead Community Centre is Neighbourhood Safer Place.

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022
Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Newstead Community Centre

Map Scale: 1:500



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**Mount Alexander
Shire Council**

Created on 1/06/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Sutton Grange Hall

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Sutton Grange Hall Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:

• Steve Barty	• Naomi Hewitt-Ware
• Adrian Byrne	• Jen Horne
• Mavis Collison	• Leigh Macfie
• Noel Davis	• Maureen Murray
• Max Davis	• Ralf Rehak
• Emma Donaldson	• Bruce Thomson
• Ken Felstead	• Dianne Williams
• Irene Freeman	
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Sutton Grange Hall Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Sutton Grange Hall Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Sutton Grange Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the hall located at 921 Faraday-Sutton Grange Rd (Cnr Church Ln), Sutton Grange.

The facility is subject to the following planning overlays as at 1 August 2025;

- Environmental Significance Overlay – Schedule 1 (ESO1)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

Lot 1 TP446185

This parcel of land is Council owned Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- Sutton Grange Public Hall
- Playground

FACILITY LOCATION

Calder Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023
Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Sutton Grange Hall

Map Scale: 1:600



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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Taradale Hall

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Taradale Hall Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Team Henderson
 - Russell Nunn
 - Jane Braszell
 - Lynn Shill
 - Chris Burgess
 - Steve Ebbott
 - Arthur Huck
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Taradale Hall Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Taradale Hall Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Taradale Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the hall located at 114 High Street, Taradale.

The facility is subject to the following planning overlay as at 1 August 2025;

- Environmental Significance Overlay - Schedule 1,
- Heritage Overlay (Ho840)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

Lot 1 TP238296K

This parcel of land is Council owned Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

Taradale Hall

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025
Procurement Policy 2021
Public Transparency Policy 2020
Recreation Reserve User Policy (once adopted)
Risk Management Policy 2024
Volunteer Support Policy 2020
Climate Change Strategy (and associated Action Plans)
Disability Inclusion Action Plan 2023-2027
Waste Management Strategy 2023-2033
Gender Equality Action Plan (GEAP) 2021-2025
Municipal Public Health and Wellbeing Plan 2021–2025
Council Plan 2021 - 2025

Taradale Hall

Map Scale: 1:400



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**Mount Alexander
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Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Taradale Recreation Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020 (the Act)*, Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Taradale Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Neil Claney
 - Peter Flemming
 - Louise Glencser
 - Phil Leitch
 - Bryan Maltby
 - Andrew McLean
 - Richard Shill
 - Lynette Shill
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Taradale Recreation Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Taradale Recreation Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Taradale Recreation Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at 64 Lyell Street, Taradale.

The facility is subject to the following planning overlay as at 17 August 2017;

- Environmental Significance Overlay – Schedule 1 (ESO1)

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:
CA1 Sec 5A Township of Taradale Parish of Elphinstone
This parcel of land is Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x oval
- 2 x sports pavilion
- 1 x toilet block
- 1 x storage shed
- 2 x cricket nets
- 2 x acrylic courts
- court fencing
- 1 x playground
- 1 x water tank
- boundary fencing
- court fencing
- post and rail oval fencing

FACILITY LOCATION

Coliban Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Local Reserves Strategy

Investing in Play 2014-2024

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Taradale Recreation Reserve

Map Scale: 1:1500



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Mount Alexander
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Mount Alexander Shire Council

Appointment and Delegation Wattle Flat Reserve

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (**the Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Wattle Flat Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
- 3.3 The members of the Committee are:
 - Lyn Ace
 - Debbie Peter
 - Tracey Peter
 - Bill Quirk
 - Nicole Sanderson
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

SCHEDULE 1

Wattle Flat Reserve Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Wattle Flat Reserve Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Wattle Flat Reserve with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings located at Richards Road, Castlemaine.

The facility is subject to the following planning overlay as at 1 August 2025;

- Bushfire Management Overlay

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcels of land:

CA 25 Sec D9 Parish of Castlemaine

CA 26 Sec D9 Parish of Castlemaine

CA 27 Sec D9 Parish of Castlemaine

CA 28 Sec D9 Parish of Castlemaine

All of these parcels of land are Council owned Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 1 x sport pavilion
- 2 x storage sheds
- 1 x BBQ
- horse arena
- timber fencing around training circle
- horse corrals
- boundary fence

FACILITY LOCATION

Barkers Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Investing in Sport

Local Reserves Strategy

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

Gift Policy 2024

Glyphosate Policy 2020

Governance Rules 2023, incorporating Election Period Policy

Graffiti Management Policy 2023

Grants Policy 2022

Outdoor Trading Policy 2023

Privacy and Data Protection Policy 2025

Procurement Policy 2021

Public Transparency Policy 2020

Recreation Reserve User Policy (once adopted)

Risk Management Policy 2024

Volunteer Support Policy 2020

Climate Change Strategy (and associated Action Plans)

Disability Inclusion Action Plan 2023-2027

Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 - 2025

Wattle Flat Reserve

Map Scale: 1:2000



Disclaimer Note:

The Mount Alexander Shire Council believes that the information contained herein is correct. However, it does not warrant the accuracy of that information. The Mount Alexander Shire Council disclaims all responsibility for any omissions, inaccuracies, discrepancies, errors or scale inconsistencies that may exist between the actual and the plan representation. The Mount Alexander Shire Council further disclaims all responsibility for any loss or damage that may be suffered by any person relying upon such information, whether that loss or damage is caused by any negligence on the part of the Mount Alexander Shire Council or its employees. The data shown herein remains the property of the Mount Alexander Shire Council and may not be reproduced or resold without the express written consent of the Mount Alexander Shire Council.

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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard



Mount Alexander Shire Council

Appointment and Delegation Wesley Hill Facilities

In exercise of the power conferred by section 65 of the *Local Government Act 2020* (the **Act**), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Wesley Hill Facilities Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The members of the Committee are:
 - 3.1 The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
 - 3.2 The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
 - 3.3 The members of the Committee are:
 - Elissia Campbell
 - Leonie Clifford
 - Greg Cue
 - Chris Mackenzie
 - Ken Maddern
 - L Trembath
4. The Chairperson of the Committee is to be determined at the Committee's Annual General Meeting, as prescribed in Instrument of Delegation by the Chief Executive Officer.
5. A quorum of the Committee is a whole number that is an absolute majority, which is greater than half the total number of members of the Committee.
6. All members of the Committee have voting rights on the Committee.

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SCHEDULE 1

Wesley Hill Facilities Community Asset Committee

Purpose

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities described in Schedule 2 and to support the development of the local community through the use of the facility.

The function of the Wesley Hill Facilities Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of the Wesley Hill Facilities with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximizing the equitable involvement and participation of the community in the development and operation of the facility.

SCHEDULE 2

FACILITY DESCRIPTION

The facility is the recreation reserve and associated buildings (with the exception of the stadium and the SES/CFA training facility) located at 20 McGrath Street, Castlemaine.

The facility is subject to the following planning overlays as at 1 August 2025;

- Floodway Overlay - Schedule 1
- Significant Landscape Overlay - Schedule
- Land Subject To Inundation Overlay - Schedule 1

These may change and should be checked prior to any proposed changes to the facility.

The facility is not subject to any heritage classification.

MANAGEMENT AND OWNERSHIP OF THE LAND:

This property consists of the following parcel of land:

CA 14 Sec H Parish of Castlemaine

This parcel of land is Crown Land.

FIXED ASSETS

The fixed assets associated with the facility are as follows:

- 2 x oval
- 2 x sports pavilions
- 5 court shelters
- 1 x public toilets
- 3 x acrylic courts
- 3 x asphalt courts
- 2 x cricket nets
- AFL goals
- 1 x concrete cricket pitch with synthetic carpet surface
- 1 x velodrome
- 7 x floodlight towers
- 1 x garden shed
- pedestrian bridge
- bollards
- 5 x water tanks
- bore
- irrigation
- oval fencing
- turf wicket table

- 2 x Water Bubblers

FACILITY LOCATION

Forest Creek Ward

MAP OF FACILITY LOCATION SHOWING BOUNDARIES OF RESPONSIBILITY

See Attached

APPLICABLE COUNCIL MASTER PLANS OR STRATEGIES

Council Plan 2017 – 2021

Investing in Sport

Wesley Hill Master Plan

Policies and Plans are Correct at the Time of Writing

Addressing Unreasonable Conduct Policy 2022

Closed Circuit Television (CCTV) in Public Places Policy 2024

Child Safe Policy 2022

Complaints Policy 2025

Customer Service Charter 2023

Fair Access Policy 2024

Fraud and Corruption Prevention Policy 2022

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Waste Management Strategy 2023-2033

Gender Equality Action Plan (GEAP) 2021-2025

Municipal Public Health and Wellbeing Plan 2021–2025

Council Plan 2021 – 2025

Wesley Hill Recreation Reserve

Map Scale: 1:4000



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**Mount Alexander
Shire Council**

Created on 1/08/2025 by Augustine Sheppard

Request for Proposal

Trusteeship of the Mount Alexander Affordable Housing Trust

Working together for a healthy, connected shire

mountalexander.vic.gov.au
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1. An innovative leadership opportunity

Mount Alexander Shire Council is seeking to appoint a suitably qualified and experienced organisation to the Trusteeship of the Mount Alexander Affordable Housing Trust (MAAHT, or Trust).

The Mount Alexander Affordable Housing Trust (MAAHT, or Trust) is an emergent model. It is breaking new ground yet is achievable within current legislative settings. The purpose, values and intended outcomes are clear. The pathway to achieving outcomes is open and flexible as we find the best way of delivering on the Purpose of the Trust.

The MAAHT is perpetual and will accumulate a corpus of land and housing which will always be there to respond to the unmet affordable and appropriate rental housing needs of our community in the Shire.

The community of Mount Alexander Shire is innovative, cares about the collective community, and is very supportive of action to address affordable housing needs in our Shire.

The Trust has the support of a diverse, highly capable Advisory Committee who are grounded in this community and able to support the Trustee in a non-executive capacity in engagement, communications, fundraising, needs assessment and strategic planning to address local needs.

The intended Charitable and Deductible Gift Recipient status of the Trust will unlock donation and bequest opportunities locally and beyond. The scope of the Trust and support of the Advisory Committee offer the Trustee ideal opportunities for partnership with B Corp and other ethical corporations seeking long term for-purpose partners.

The organisation which is appointed to the Trusteeship of the MAAHT will be at the forefront of a new approach to meeting affordable and appropriate rental housing needs. Councils and regions around Victoria and beyond are watching the development of the MAAHT.

Through developing your approach to the Trusteeship of the MAAHT there is future opportunity to become a preferred partner for other Councils and regions which may follow in establishing their own Trusts.

Why take on this trusteeship?

Council recognises the unique nature of this proposal and does not presume there will be one organisation with existing expertise across all the elements of the MAAHT, its establishment,

fundraising, annual financial reporting to Council and the ACNC, and management of tenders for the provision of housing on Trust land. We encourage applicants to be clear and detailed about your capabilities and limitations in regards to this brief and the work of the Trusteeship.

Once a Trustee is appointed, The Trustee may apply the income or capital of the Trust Fund to pay fair and reasonable remuneration for the services of the Trustee in administering the Trust at a rate not exceeding 1.056% annually (GST inclusive) of the gross value of the Trust Fund; and reimburse the Trustee for reasonable expenses incurred as Trustee of the Trust.

This is an opportunity to lead development of an independent and innovative model for secure rental housing which builds a corpus of land permanently dedicated to meeting affordable and appropriate rental housing needs. It is a place-based model leveraging common values; tangible and intangible assets of the community and wider networks; and is part of a wider wellbeing economy approach in Mount Alexander Shire.¹

State and Federal governments are moving away from entirely capital grant approaches to delivering social housing towards quasi-market models that require capitalisation of assets at some point in time. This continuous increase in land and housing value built into the emerging funding model restricts capacity to provide affordable housing, by factoring market costs into the future costs of delivering affordable housing.

The Mount Alexander Affordable Housing Trust is a non-market model. It is focused on building a permanent community estate; a corpus of land dedicated in perpetuity to delivering on the unmet affordable and appropriate rental housing needs of our community.

The terms of the Deed allow the Trustee to sell Trust land providing they first consult, the sale is consistent with the MAAHT purpose, and subsequent purchase of land is within the Shire. Thus any disposal of assets is to further the purposes of the Trust (for instance, selling a less developable lot of land to enable financing a well located project in the Shire).

Once land is in the Trust it is removed from the market cycle of increasing capital gain. Thus, as the Trust proceeds over time and builds a corpus of land, the cost of land as a proportion of cost of delivery of housing on the land, decreases.

This occurs by fact of the land being obtained either by bequest, donation of land during the donor's lifetime, or by purchase via philanthropic donations, in which case there is no capital cost from the beginning. If low interest loans are utilised wholly or in part to purchase land, the cost of land as a factor in cost of housing delivered on it becomes negligible on expiration of the loan term.

¹ <https://www.mountalexander.vic.gov.au/files/assets/public/v/2/files/3.-council/council-information/polices-publications-amp-strategies/council-plans-amp-strategies/economic-development-strategy.pdf>

The Trusteeship of the MAAHT provides an opportunity to lead development of a model which is being watched by other Councils across Victoria and interstate. Trusteeship of the MAAHT will put the successful applicant at the forefront of a model which could bring future demand for Trusteeship of similar bodies established in other areas of the State and beyond.

The Advisory Committee has been formulated within the Deed of Trust, and subsequently appointed to provide substantive skill and resource to support the work of the Trustee. Further details on the Advisory Committee and its role are at Section 4 in this document.

Innovation

Council is innovating in the establishment of the MAAHT in several ways. Establishment of Trusts by Councils for housing purposes have tended to be chosen to facilitate transfer of Council land for social housing purposes, then proceeding to appoint a Community Housing organisation as the Trustee.

Registration of the Trust as a Community Housing organisation, or holding that qualification by the Trustee are *not* required.

The MAAHT Deed of Trust has been formulated to enable:

- Broader housing responses than solely social housing
- Capacity to tender out individual projects to different developer/managers dependent on the needs of the demographic and specifics of the project
- Charitable and DGR registration from its commencement
- Establishment of the Trust as an autonomous organisation operationally separate from Council

Because the Trustee can sub-contract the development and management of housing on Trust land; and because it is not entirely focused on provision of social housing; it is not a requirement that the Trustee is a Community Housing organisation.

On a project by project basis the Trustee can determine the qualities and capabilities required of tender respondents in relation to the development and management requirements of the project. This allows scope for the Trustee to partner with a wide range of organisations over time, from smaller resident-or-community led housing groups through to major not-for-profit aged care independent living or community housing organisations.

In addition, the Trustee can engage in commercial (market rate) developments to create income streams to fund the principal purposes of the Trust.

Qualities of the Trustee

In seeking the Trustee for the MAAHT we are looking for an organisation which has a track record of:

- Transparent governance and culture
- Strong financial management
- Fundraising capabilities
- Experience operating or supporting housing and/or housing projects
- Stakeholder engagement and communications
- Place-based capabilities, and/or connection to the Shire
- Innovation, or active support of it, in the for-purpose sector

We are aware that no one organisation is likely to have strong capabilities across all these domains, and encourage applicants to identify your strengths and limitations in your responses to the Schedules.

The Trustee has the role of enacting the purpose of the Trust as outlined in the Deed of Trust.

The Trust Deed seeks to balance strong governance with flexibility to support innovation, and allow responsiveness to varying and changing community needs.

Engagement with stakeholders and potential donors thus far has indicated the importance of the Trustee engaging and communicating with clarity about the purpose of the Trust, it's immediate and medium-term priorities, financial requirements and priorities, and how these shape relationships with stakeholder and potential donors.

2. Legal structure, tenure type & demographics supported

Mount Alexander Affordable Housing Deed of Trust

Please ensure you have read the Deed of Trust of the Mount Alexander Affordable Housing Trust and Explanatory Statement.

Operational policies and procedures have not yet been developed. It is expected that the Trustee will develop operational policies and procedures in consultation with Council and the Advisory Committee. This will occur during the process of developing registration applications for charitable status with the ACNC and Deductible Gift Recipient status with the ATO.

A Charitable Trust with Deductible Gift Recipient status

The Mount Alexander Affordable Housing Trust is proposed as a Charitable Trust. It will also seek Deductible Gift Recipient status to enable tax deductible gifts to the Trust, and partnerships with philanthropic organisations. Under law there are several forms of Trusts in Australia, and they all function very differently, so it is important to understand the particular way that Charitable Trusts should operate.

Charitable Trust law is focused on creating and supporting a clear focus for the use of a Trust's resources in perpetuity. This clarity of focus and perpetuity give a very clear message to donors that resources they commit to the Trust will serve that same purpose, forever.

Please see Section 6 for information about the differences between the MAAHT and other legal structures and models for delivering affordable housing.

Perpetual, Focused, Autonomous

The perpetual nature, and stable purpose of charitable trusts was a significant factor in Mount Alexander Shire Council choosing this legal vehicle. Council is supporting the development of the MAAHT through to independent operation following appointment of the Trustee. This is a way for Mount Alexander Shire Council to establish a self-sustaining legacy for our community. We hope it will grow into a significant and stable force in the community with steadily increasing capacity to respond to unmet local affordable and appropriate housing needs.

The scope of the Deed of the MAAHT has been set as broadly as possible to enable it to meet a diverse range of affordable rental housing needs in the community. The Trust's broad scope also assists with ongoing relevance and flexibility over the long time frame the Trust is intended to exist and function.

Autonomy of the Trust from Council was decided when deliberating the Trust's focus and governance arrangements. It enables the Trustee to establish their own reputation through implementation of the purpose of the Trust. And it gives donors and community certainty that land and capital within the Trust will not, and cannot, ever be used for any purpose other than addressing unmet affordable and appropriate rental housing needs in the community.

Where the Trustee decides to sell Trust land it can only do so to further the purposes of the Trust (eg. to fund purchase of a more suitable site in the Shire, or fund an affordable housing development of the Trust).

Under the Local Government Act Vic 2020 (the Act) Part 5 – Council Operations Division 3 –

Beneficial Enterprises Section 110, Councils may establish certain legal vehicles, and this includes Trusts. A law firm experienced in the charitable sector and Charitable Trusts was engaged to draft the Trust Deed for the proposed Mount Alexander Affordable Housing Trust (MAAHT).

In June 2024 Council adopted the Deed of the Mount Alexander Affordable Housing Trust. In that same meeting of Council \$500,000 was allocated in the 2024-25 budget for the purpose of establishing the MAAHT. Both decisions were unanimous.

On appointment of the Trustee the Trust will be declared under the Trustee as an autonomous organisation in our community and will then obtain ACNC registration as a charity and ATO Deductible Gift Recipient endorsement.

Delivering on rental and leasehold housing needs

The Mount Alexander Affordable Housing Trust will use secure long-term rental or lease as the means of providing stable, appropriate housing for people in our community.

There is capacity within the Deed of Trust for a secondary purpose to be responded to, namely that the Trust may choose to make Trust land available for eligible people to build their own homes on (while not owning the underlying land).

However, given that there is a significant unmet need for rental housing in the Shire (over 1000 homes are required) the Trust will be focused on responding to rental housing needs for the foreseeable future.

Scope of eligible persons

The 2021-2025 Council Plan includes as a priority the need to improve affordable housing availability in the Shire. Since 2021, community members have also highlighted growing concern about the lack of affordable and appropriate rental housing choices within the Shire for people in a variety of circumstances. The 2026-2030 Council Plan reiterates this commitment to supporting increased availability of affordable housing in the Shire.

The Deed of Trust has been developed to provide a wide range of opportunities for the Trustee to respond to the unmet affordable and appropriate rental housing needs of the Shire.

Two categories of people eligible for Trust housing are familiar DGR recipient categories; individuals and families in need of relief from poverty, distress or disadvantage; and, the aged or individuals with health needs or disabilities.

In addition, in accordance with ACNC interpretation statements, the persons eligible for housing provided by the Trust may also include individuals and families who are unable to obtain by their own resources, a modest standard of living in the Australian community (see 4.2(c) of the Deed of Trust).

The scope of the purpose of the MAAHT enables it to respond to a wide range of people in our community, from people living entirely on income support through to working people who just cannot afford the cost of rentals in our Shire. The Deed outlines these categories in detail.

We believe the wide purpose of the MAAHT allows it to be adaptive and responsive to unmet affordable and appropriate rental housing needs in our community – now, and long into the future.

Flexible delivery

It is important to note that the Deed of Trust does not specify requirements regarding the model of housing provided under the Trust. Thus, the Trustee with the advice of the Advisory Committee is free to consider a wide range of ways that rental housing needs in the community could be met (eg. co-housing, pocket neighbourhoods, standard tenancy managed homes, etc.).

In addition, the specific focus of any partner organisation contracted to develop and/or manage housing on Trust land is not defined so long as that engagement is consistent with the Trust's purpose. This allows the Trustee flexibility to consider a wide range of potential subcontract partners based on the housing needs being addressed (eg. youth housing support, retirement living, disability support, First Nations housing, mixed tenure, etc.).

Managing Trustee Performance

The operational details of how conflict will be managed regarding the Trustees performance in relation to the principal purpose of the Trust will be negotiated with the successful appointee.

Council is seeking a transparent, solution-focused relationship between itself, the Trustee, Advisory Committee to the Trust, and the broader community. Council sees the Advisory Committee as a key conduit between community needs and expectations and the Trustees delivery of housing in response to local needs.

As a registered charity, the MAAHT must take reasonable steps to ensure that individual Trustee directors/committee members have disclosed and managed conflicts of interest. This requirement includes the Trustee maintaining a related parties register if an individual director/committee member is directly or indirectly associated with a subcontractor, donor or other partner.

Incidental Revenue Raising Activities

The Deed of Trust allows the Trustee to engage in incidental revenue raising activities to support the charitable purpose of the Trust. In considering such options the Deed of Trust directs the Trustee to consider other unmet housing needs in the community, and to consult the Advisory Committee. This has been formulated to allow for market-rate responses to other unmet housing needs in the community that do not fit the charitable purposes.

At present, our Shire has issues with availability, affordability and suitability of housing. Older residents, for instance, struggle to find appropriate options to downsize their homes in the Shire, regardless of their income. Likewise, there are issues finding suitable accommodation even for households on high professional incomes. The Trustee is thus encouraged to consider non-charitable categories of housing needs when considering undertaking incidental revenue raising activities on behalf of the Trust.

3. Data

Rental housing stock in the Shire needs to increase by 1042 dwellings for Mount Alexander Shire to reach the Victorian State average of 27.4%. At the 2021 Census the Shire had 15% of occupied homes available as rentals (private, public and community housing). This is almost half the State average of 27.4% and the City of Greater Bendigo figure of 26.9%. The level of community and public housing in the Shire was 2.2% at the 2021 Census, compared to 2.8% for the State and a national average of 4%.

A mismatch of 1 -2 person households with mostly 3+ bedroom homes in the Shire contributes to housing pressures. There is an inverse relationship between housing stock and household sizes. At the 2021 Census 71.3% of all households were 1-2 people, yet only 29.2% of our housing stock is 1-2 bedroom (Census 2021 Table G31 and Table G38). This mismatch causes increased housing costs and housing stock underutilisation with many people living in homes larger than they need.

Despite regular enquiries to Council from retirement living developers there has been no provider follow through on developing retirement living in the Shire. Feedback from one developer was that they had such a lucrative and large market on the Eastern seaboard that small markets such as ours are not a priority.

The dominance of the retirement living sector by private sector operators means that this market failure continues to have a significant impact on housing choices for older residents of the Shire. There is a domino effect, where often single older people are staying on in 3+ bedroom homes because they can't get an appropriate smaller high amenity home in the Shire and do not want to

leave their community. This contributes to the mismatch between household sizes and home sizes.

Young people are also experiencing the impacts of the lack of small homes, combined with the low availability of new rentals and high rental costs. As a result, many young people are either forced to continue living in the family home, or to relocate to locations with better rental affordability and availability.

The highly competitive rental market, rental costs and household/house size mismatches also make finding suitable housing in the Shire very challenging for vulnerable groups such as people living with a disability, First Nations households, families escaping domestic violence and single parents.

Increasingly, working households are also unable to rent or purchase in the Shire. Combined, all of the above pressures and issues clearly have a significant impact on the health and composition of our community and economy. A range of data in relation to housing in Mount Alexander Shire is available at <https://app.remplan.com.au/mountalexander/housing/overview>

4. The Advisory Committee to the Trustee

In its meeting of September 2024 Council appointed the Advisory Committee to the MAAHT following a public EOI process. The Advisory Committee was appointed under Council's local government powers and the Committee's governance will move under the MAAHT Deed of Trust once the Trustee is appointed.

The Advisory Committee was appointed prior to the appointment of the Trustee for a number of reasons. It was the view of Council that our Shire community would more easily accept the genuine autonomy of the MAAHT if the process of assessing and appointing the Trustee included independent leadership within the community, rather than an entirely internal process of Council. It has also enabled opportunity for community and stakeholders to engage with a range of trusted locals with questions about the Trust.

In addition, the Advisory Committee is playing a significant role in shaping the communications and engagement plans and activities on behalf of the Trust. This includes preparation for fundraising which will be critical to ensuring the Trust has sufficient assets prior to commencing operations to remunerate the Trustee and enable initial project work.

The Advisory Committee are playing a vital role in engaging key stakeholders in the community. They are also a source of information about housing needs and dynamics in our community. As the Trust is progressed towards fundraising they will play a key role in supporting fundraising efforts.

Advisory Committee Members

Advisory Committee members have been appointed by Council through a public EOI process in accordance with the Advisory Committee Terms of Reference.

Chair: Jacqui Watt

Jacqui Watt is an experienced leader in organisational development, specialising in leadership coaching, teambuilding, and strategic reform. Jacqui has held senior leadership roles in community housing in the UK and Victoria.

With skills in coaching senior executives, building effective teams and strengthening organisational strategy, she can work effectively with change processes and systemic reform. Jacqui understands service delivery in Housing, Children and Family Services, as well as government policy across local, state, and federal levels. Her insights into the challenges facing both government and the not-for-profit sector in Australia inform her practical, impactful approach.

Member: Matthew Driscoll

Cr Matthew Driscoll represents the Loddon River Ward in Mount Alexander Shire and is a passionate advocate for affordable housing. With over 35 years in financial services and capital markets, Matthew brings strategic insight to housing investment and governance. An entrepreneurial thinker and experienced company director, he has chaired both listed and private firms and served on audit and risk committees.

Matthew supports start-ups through seed capital and strategic guidance, specialising in business growth and public listings. His current directorships include Carbonxt Group Limited, Energy Technologies Limited, Smoke Alarms Holdings, and Workspace Australia. He is known for clear communication, ethical leadership, and building strong commercial and community alliances.

Member: Laura Keogh

Laura Keogh is a dedicated community advocate and business owner with over 20 years in the region. Through her launderette, she supports local groups by offering sponsorships, marketing, and free access to space and services. She partners with Orange Sky to assist those facing housing insecurity.

Laura's experience at Castlemaine Health deepened her understanding of homelessness and the need for affordable housing. Since 2021, she's created a safe, welcoming space for vulnerable individuals. Passionate about community-driven solutions, Laura joined The Mount

Alexander Affordable Housing Trust Advisory Committee to ensure everyone has access to safe, affordable housing.

Member: Gary McClure

Gary McClure is a lifelong Castlemaine resident with over 50 years of experience in the civil construction industry including land development, infrastructure design, and project management. A qualified civil engineer and member of Engineers Australia, Gary served four years on council and brings valuable insight into council operations and community engagement. Passionate about affordable housing,

Gary supports the Mount Alexander Affordable Housing Trust, leveraging his extensive networks and industry expertise. He has also contributed to several not-for-profit boards and remains committed to improving housing outcomes for vulnerable residents.

Member: Liam Wilkinson

Liam Wilkinson is a seasoned urban planner with over 15 years of experience in strategic planning and leadership roles within Local Government. He is passionate about advancing sustainable and affordable housing solutions and has hands-on expertise in negotiating and facilitating new affordable housing developments.

A committed community member and Castlemaine resident, Liam lives with his young family and actively contributes to local life, including as a player and committee member of the Castlemaine Football Netball Club. His professional and personal dedication to community wellbeing drives his work in creating inclusive, resilient urban environments.

Member: Delphine Laboureau-Ormancey

Delphine Laboureau-Ormancey is a long-time resident of Mount Alexander Shire, having migrated from Paris to Newstead in 1991. With over 30 years of housing experience, she brings deep knowledge of the sector, including co-housing, private rentals, and community-led initiatives.

Delphine is actively involved in My Home Network and the Mount Alexander Affordable Housing Trust Advisory Committee. A teacher and environmentalist, she is passionate about sustainable living and community solutions. Her background includes residential and commercial leasing law, not-for-profit governance, and financial management. Delphine is committed to creating affordable inclusive housing options for the Shire's future.

Member: Natasha Williams

Natasha Williams is the CEO of Golden City Support Services, a registered provider operating across Bendigo, Echuca, Castlemaine and Gisborne. With decades of experience in the disability

sector, Natasha is a practical and creative leader known for delivering effective solutions and interpreting NDIS legislation to achieve best outcomes.

She is tertiary qualified with a strong background in executive operational management and workforce leadership. Embracing her own neurodiversity, Natasha brings a unique focus to person-centred practice. She is committed to the Person-Centred Active Support (PCAS) approach and is highly regarded for her leadership in quality, safeguarding, strategy, and day-to-day operations.

Non-voting secretary: Clare Richards

Clare is the Housing Solutions Broker with Mount Alexander Shire Council and is supporting the Advisory Committee until the appointment of the Trustee.

Clare has over 35 years' experience across social services and community development and has worked at every level of government. Her experience spans from counselling and outreach work to vulnerable community members with complex needs, to high level lobbying and advocacy roles. She works within a complex systems framework and has a history of identifying change opportunities in systems and successfully implementing innovations.

5. Stakeholders

The key stakeholder groups of the MAAHT include but are not limited to:

- The entire geographic community of the Shire
- Community organisations and groups based or operating in the Shire
- Community Housing organisations
- Developers
- Builders
- Modular and Prefab manufacturers
- Charitable aged care, retirement living and disability housing providers
- Community and Health service providers
- Local businesses
- Accountants, solicitors and wealth advisors
- Philanthropic trusts, funds and organisations
- B Corp and ESG focused corporations
- State and Federal governments

Mount Alexander Shire community

The Mount Alexander Shire community is the prime stakeholder of the Trust, the collective to which the Trust 'belongs'. It contains the Trust's recipients, donors, supporters. Our community also includes organisations and groups which are potential partners over time in delivering housing for specific demographics or within particular housing models.

Mount Alexander Shire Council is also within this grouping. As the elected representative body for the people of the Shire and as the Appointer of the Trustee it holds the ongoing responsibility to monitor performance of any Trustee to the MAAHT. This includes the ultimate responsibility to remove and replace a Trustee if a Trustee's actions are persistently or profoundly in breach of the purpose and terms of the Deed.

Social purpose sector

This is a large stakeholder group which includes sub-sectors such as community housing, for-purpose retirement living, health services, homelessness services, community services, family violence, First Nations organisations and services, disability support and housing, and others.

These organisations are key potential delivery and tenant support partners as well as holding knowledge about the particular housing needs of different demographics.

This sector also includes voluntary service networks such as Lions and Rotary clubs.

We expect the community housing and for-purpose retirement living sectors will be significant delivery partners responding to tenders issued by the Trustee for delivery of housing projects in the Shire.

Donors, funders and philanthropic partners

Local conversations have already commenced with potential donors of cash and land (including under-market offers). The Advisory Committee are involved with Council in these conversations and can continue to support the Trustee in building local philanthropic support.

Early conversations have occurred with some philanthropic foundations which may lead to future partnership opportunities. Relationships with philanthropic foundations are continuing to be developed by Council and the Advisory Committee throughout this establishment phase of the Trust.

Federal and State governments and politicians are also aware of the Mount Alexander

Affordable Housing Trust. Council continues to keep other levels of government aware of the development of the Trust and its innovative approach it takes to addressing housing needs.

Outreach is commencing to local law firms, and financial and wealth advisors to promote the Trust and local philanthropic giving.

Council is currently establishing a sub-fund arrangement with a philanthropic fund which will allow for receipt of donations to commence while the establishment of the Trust continues. Any early funds received via the partner sub-fund will be transferred into the management of the Trustee once the Trustee has successfully obtained registrations with the ACNC and ATO and can commence independent operations. This arrangement allows the fundraising necessary to obtain an initial corpus of \$9M so that on commencing management of the Trust the Trustee has sufficient assets to enable operations.

Corporate sector

We expect strong partnership opportunities between the Mount Alexander Affordable Housing Trust and the corporate sector, particularly B Corp corporations and others with strong ESG commitments.

Develop, build & operate sectors

The Deed of Trust of the Mount Alexander Affordable Housing Trust allows the Trustee to tender out the development, construction and ongoing management of housing. This capacity to sub-contract project management and ongoing tenancy management assists the Trustee to focus on operational oversight, fundraising, and strategic planning for acquisition and development of assets to meet local housing needs.

Holding, or having the capacity to develop, strong and diverse networks in the development, construction and housing delivery and management sectors is therefore vital. The Trust has opportunity to respond to a wide range of needs, including but not limited to youth housing, disability, family violence, retirement living, First Nations and worker housing.

6. Governance & Performance

The ability of the Trustee to clearly convey the purpose, governance and financial management of the Trust is vital, due to the perpetual nature of the Mount Alexander Affordable Housing Trust and the significant of donations and bequests to potential donors, and the broader community. This nexus of governance, financial, engagement and communications capability are central to

what we are seeking in a Trustee.

It is expected that both parties (Trustee and Mount Alexander Shire Council) will be committed to open, clear and timely communication about progress, perceived or actual risks, changes to project timelines, and the identification and resolution of any problems that arise in the course of the establishment of the Mount Alexander Affordable Housing Trust.

Agreement about how performance of the Trustee will be monitored against the purpose of the Deed of Trust will be reached as part of the formation of the Letter of Appointment of the Trustee.

Council's Housing Solutions Broker will be the primary contact in Council working with the successful applicant to progress the MAAHT through the ACNC and ATO registration processes and through to autonomous operations of the Trust under the nominated Trustee.

The Trustee will be responsible for their own administrative requirements. The Housing Solutions Broker will provide strategic support and primary contact in Council. The Trustee will need to work with Council and the Advisory Committee to develop and obtain for the Mount Alexander Affordable Housing Trust:

- Policies and procedures
- Registration of the Trust with the Australian Charities and Not-for-profits Commission
- Application for Deductible Gift Recipient endorsement with the Australian Tax Office
- Fundraiser registration with Consumer Affairs Victoria

Council is aware that, until the Trustee has obtained all required registrations and licences it cannot draw income from the Trust for the administrative work of establishing the Trust. Council will therefore negotiate an Establishment Fee with the appointed Trustee to cover the period where policies and procedures are being developed and applications to the ACNC, ATO and Consumer Affairs Victoria are being made, and registrations and endorsements obtained.

7. Demonstration Project of the Trust

The deliberative process of bringing the establishment of the MAAHT to this stage has involved consideration of how best to launch the Trust and obtain philanthropic support from the community. The outcome of this deliberation has been to commit to a small initial project of the MAAHT which can demonstrate in 'bricks and mortar' what the Trust is established to do – deliver secure, affordable and appropriate rental housing.

Progressing the demonstration project has been enabled by a \$650,000 grant from the Community Bank Maldon & District's Big Project in August of this year. The application process to the Big Project

was initially led by community group Tarrangower Tomorrow who developed the application in partnership with Council and Haven Home Safe.

Combined with up to \$400,000 of the money allocated by Council to the Trust, this \$650,000 grant enables two units of two bedrooms each to be built on land in Maldon for workers. We expect the settlement of the land and subsequent modular build to commence sometime from September 2025. Community housing provider Haven Home Safe will develop the housing and be the contracted tenancy manager.

Thus it is intended that the demonstration project will commence during the appointment and establishment period of the Trustee. The housing and underlying land will be transferred into the ownership of the Mount Alexander Affordable Housing Trust following establishment of the Trust as a Charitable entity with DGR status.

We expect the appointment of the Trustee, establishment of the Trust as a Charitable and DGR registered entity, and development of the demonstration project may be simultaneous. It is not a requirement of applicants to manage the development of the demonstration housing project as this will be managed by community housing partner, Haven Home Safe.

Council is pursuing a demonstration project to provide a tangible example of the work of the Trust that then encourages donations. We expect the Trustee to work actively with Council and the Advisory Committee during the establishment phase to promote the demonstration project and philanthropic giving.

8. Differentiating the MAAHT from other legal structures and housing models

Those in the housing and development sectors may be familiar with the Unit Trust. It has been our experience that many stakeholders mistakenly assume a Charitable Trust functions in a similar manner. Unit Trusts are a commercial model which operate in an entirely different manner to a Charitable Trust.

Another model of delivering affordable housing that is established in the US and the UK can also cause confusion. The Community Land movement in the US and UK obtains land and then enables ownership of property (but not the underlying land) for people at affordable rates. Resale of this property is then also regulated so that the next buyer is able to obtain an affordable home. This model is often referred to as the Community Land Trust model even though these organisations are not usually or necessarily legal trusts.

So how do Community Land organisations differ to the MAAHT model? In short, the MAAHT provides rental and leasehold housing under a legal Charitable Trust, while Community Land organisations provide home ownership under a variety of legal structures, often Companies and Associations.

A further point of confusion can be in relation to the scope of people eligible for housing under the Purpose of the Mount Alexander Affordable Housing Trust. Council's have thus far tended to establish Trusts to enable the use of Council land for provision of social housing. The purpose of these trusts is thus restricted to people who qualify to be on the Victorian Housing Register.

The MAAHT is very different. The broad scope of the Purpose of the Mount Alexander Affordable Housing Trust means that it will respond to a wide range of needs in the community, inclusive of but not limited to people who qualify for social housing.

9. Deliverables: First 5 years

Prior to the operation of the Trust as a registered charity with Deductible Gift Recipient Status, the successful applicant must:

- 1) Develop policies and procedures of the Mount Alexander Affordable Housing Trust in collaboration with the Advisory Committee and Council. These must be sufficient to enable successful applications for registration with the Australian Charities and Not-for-profits Commission (ACNC) and Australian Tax Office (ATO) Deductible Gift Recipient (DGR) status.
- 2) Develop and submit, in collaboration with the Advisory Committee and Council, application for registration with the ACNC; obtain DGR status with the ATO; and obtain fundraiser registration with Consumer Affairs Victoria.

Following are the operational expectations of the Trustee during the first 5 years following registration as a charity and endorsement as a Deductible Gift Recipient:

- 3) Operational oversight of the sub-contracted tenancy support (via Haven Home Safe) for the initial demonstration project of the MAAHT in Maldon
- 4) Engage key stakeholders
- 5) Fundraise for the MAAHT
- 6) Develop an approach to project and demographic prioritisation
- 7) Seek additional land and project opportunities beyond the initial demonstration project
- 8) Establish medium-long term project planning for all elements of the Trust's operations

More detailed timeframes for the above deliverables will be negotiated as part of the Letter of Appointment of the Trustee.

10. Requirements & Selection Criteria

The following are mandatory requirements of applicants to the Trusteeship.

- 1) Applicants must:
 - a. Read the Deed of Trust in total and sign off to confirm they have done so
 - b. Be a company or other body corporate
 - c. Submit a current Public Liability Insurance Certificate of Currency (minimum \$10 million)
 - d. Submit a current Professional Indemnity Insurance Certificate of Currency (minimum \$5 million)
 - e. Complete all questions and information requested in the attached Schedules
- 2) Applicants must also demonstrate your capabilities in:
 - a. Transparent governance and culture
 - b. Strong financial management
 - c. Fundraising
 - d. Experience operating or supporting housing and/or housing projects
 - e. Stakeholder engagement and communications
 - f. Place-based capabilities and placemaking, connection to the Shire
 - g. Innovation, or active support of it, in the for-purpose sector

11. Remuneration of Trustee

Once a Trustee is appointed, The Trustee may apply the income or capital of the Trust Fund to pay fair and reasonable remuneration for the services of the Trustee in administering the Trust at a rate not exceeding 1.056% annually (GST inclusive) of the gross value of the Trust Fund. Reimbursement for operational expenses of the Trust are addressed separately in the following section.

When initial fundraising commences with the appointment of the Trustee it is the aim to accumulate \$9,000,000 in assets to launch the Trust's operations.

Separate to this fundraising, Council will provide an initial Establishment Fee to the appointed Trustee to enable the work of establishing the Trust. The Trustee and Advisory Committee will also be supported during the establishment phase by the Housing Solutions Broker role in Council while obtaining necessary registrations to be able to operate independently. Further details are discussed in the next sections.

12. Operational expenses of the Trustee

At section 14 the Deed of Trust notes that the Trustee may apply the income or capital of the Trust Fund to reimburse the Trustee for reasonable expenses incurred as Trustee of the Trust.

Thus, any operational expenses incurred in the implementation of the Trust following its establishment can be drawn from the reserves of the Trust. In Schedule B we ask applicants to outline your expectation of what these operational expenses may be.

Operational reimbursement, and remuneration thus follow the following sequence across the establishment phase and following operational commencement of the Trust under the ACNC.

Sources of operational reimbursement, and remuneration

Source of payment	Establishment phase
Mount Alexander Shire Council	Establishment fee (combined remuneration and reimbursement)
Source of payment	Following operational commencement
Mount Alexander Affordable Housing Trust	Remuneration: Fair and reasonable remuneration for the services of the Trustee in administering the Trust at a rate not exceeding 1.056% annually (GST inclusive) of the gross value of the Trust Fund.
Mount Alexander Affordable Housing Trust	Operational reimbursement: Reimburse the Trustee for reasonable expenses incurred as Trustee of the Trust.

13. Expected Timelines & Process for Request for Proposal

On close of applications, Mount Alexander Shire Council and the Advisory Committee to the Mount Alexander Affordable Housing Trust will shortlist applicants' responses to Schedules A and B against pre-determined criteria and weightings.

We recommend shortlisted applicants seek legal advice on the implementation of the Trust Deed prior to attending a face-to-face interview with the selection panel.

A briefing and decision paper will then be presented to elected Councillors for final decision on the appointment of the Trustee (planned for the February 2026 meeting of Council).

Timeframe	Action	Responsible Party
September following Council decision	Open Request For Proposal via Council's VendorPanel	Mount Alexander Shire Council
November 2025	Submit Proposal by midnight Friday 28 th November	Applicants
December 2025	Interview shortlisted applicants mid-December	Mount Alexander Shire Council & Applicants
February 2026	Trustee appointment decision	Mount Alexander Shire Council
February 2026	Trustee Letter of Appointment negotiation commences	Successful applicant and Mount Alexander Shire Council
April 2026	Trustee appointed	Mount Alexander Shire Council
April 2026	ACNC and ATO applications commenced	Successful applicant and Mount Alexander Shire Council
July 2026 onwards	Trust established and commences operating	Successful applicant

Timelines can be negotiated with the successful applicant once appointed.

14. Key Documents

Attached are the following key documents:

- A. Deed of Trust of the Mount Alexander Affordable Housing Trust (MAAHT)
- B. Explanatory Statement to the Deed of Trust of the MAAHT
- C. Terms of Reference for the Advisory Committee to the MAAHT
- D. Expressions of Interest document for the Advisory Committee to the MAAHT
- E. Council decision paper – adopting the Deed of Trust of the MAAHT
- F. Council decision paper – appointing the Advisory Committee to the MAAHT
- G. Mount Alexander Shire Economic Development Strategy

In addition, applicants are encouraged to check the following web pages:

Affordable Housing SHAPE consultation page:

<https://shape.mountalexander.vic.gov.au/affordable-housing>

REMPAN Data:

<https://app.rempplan.com.au/mountalexander/housing/overview>

15. Indemnity and Order of Precedence

The terms and requirements of the Deed of Trust of the Mount Alexander Affordable Housing Trust override any requirement or omission in this document or any subsequent agreement.

Any variation to this brief will be formally agreed between Mount Alexander Shire Council and the Applicant subsequent to engagement.

The Applicant will accept an offer of Trusteeship by means of signing a Letter of Appointment with Mount Alexander Shire Council which will outline requirements of the Trustee.

16. Contact Officer

All communications and requests for information in relation to this Request for Proposal must be directed to Council's Housing Solutions Broker via the VendorPanel portal and responses will be issued via the VendorPanel portal.

If clarification of questions is required prior to submission via the VendorPanel, the Housing Solutions Broker can be contacted on 0499 533 373. Questions are then required to be lodged on VendorPanel for a formal response.

This will ensure that all potential applicants have access to the same information.

17. Online Information Session

Online information sessions will be held on:

Dates and Times TBC

A hybrid in-person and online session will be held on:

Date and time TBC

Interested applicants are to RSVP their attendance via email to procurement@mountalexander.vic.gov.au no later than TBA.

18. SCHEDULE A – SUBMITTER DETAILS

Company Name:	
ACN:	
ABN:	
Contact Name:	
Contact Title:	
Address:	
Telephone – Landline:	
Telephone – Mobile:	
Facsimile:	
E-mail	
Website:	

ELECTRONIC SIGNING OF CONTRACTS/AGREEMENTS (If applicable)
Council utilises DocuSign to electronically sign all contracts/agreements.
Do you agree to signing electronically? Yes / No (delete whichever is not applicable)
Please provide the name and email address of the person duly authorised to sign the contract if
Name:
Position/Title:
Email:

19. SCHEDULE B – REQUIREMENTS & SELECTION CRITERIA

REQUIREMENTS
<p>Applicants must demonstrate they meet the following requirements (as per Section 10).</p>
<p>I as nominated representative of the Applicant hereby confirm that we:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have read the Deed of Trust in total <input type="checkbox"/> Are a company or other body corporate <input type="checkbox"/> Have submitted a current Public Liability Insurance Certificate of Currency (minimum \$10 million) <input type="checkbox"/> Have submitted a current Professional Indemnity Insurance Certificate of Currency (minimum \$5 million) <input type="checkbox"/> Have completed all questions and information requested in the attached Schedules
<p>Are you are submitting a Request for Proposal subject to your Board/Committee approval?</p> <ul style="list-style-type: none"> <input type="checkbox"/> NO – this application is approved by our Board/Committee, OR <input type="checkbox"/> YES (complete below question)
<p>If yes, please note the process and timeframes you will be following to obtain approval, and the organisational level and position which has authorised this Request for Proposal submission.</p> <p>If the person submitting this Request for Proposal differs from the authorising person, please note the names and titles of both roles.</p>

SELECTION CRITERIA: EXPERIENCE & CAPABILITY

Please respond to the below questions to demonstrate experience and capability in relation to each selection criteria (as per Section 10).

1) Transparent governance and culture

1) A: Please describe your organisation's governance structure and how you expect this will relate to the Trusteeship.

1) B: How will you secure a commitment from your organisation to the Purpose of the Deed of Trust, and delivery objectives as laid out in this Request for Proposal?

What will that commitment look like operationally in regards to human and administrative resources?

1) C: The Principal Purpose and other clauses of Section 4 of the Deed of Trust have been carefully developed to reflect the values and needs of the community it serves.

Please describe your approach to organisational culture, and how you expect to build the organisational culture of the MAAHT based on the directions of the Deed of Trust.

1) D: The MAAHT is perpetual, so needs governance settings capable of adapting to changing operational needs over time.

What governance mechanisms will you put in place to assure that operational delivery of housing remains appropriate, over time, to the needs of the day?

1) E: The Deed of Trust directs the Trustee to work with the Advisory Committee in a number of different ways (please refer to the Deed of Trust and in particular sections 4.5 (a), 4.6, 7.2 (a) and 11). The working relationship with the Advisory Committee is also described in this Request for Proposal and will be described within the Letter of Appointment.

How do you intend to operationalise your working relationship with the Advisory Committee in accordance with the Deed of Trust?

1) F: Under 4.2 (e) of the Deed of Trust, the Trustee can sub-contract development and management of housing projects to third parties. This clause was developed to enable the Trustee to focus on operational oversight if they so choose, and to enable a wide range of expertise to be engaged for differing demographics and housing projects.

Please describe your capabilities and experience in acting with due diligence when partnering with and managing third parties. When utilising 4.2 (e) of the Deed of Trust how will you ensure the legal requirements of managing the Trust are adhered to and financial best interests of the charity are protected?

1) G: The careful governance required of a charitable trust is important to maintain, while also building an organisational culture which is transparent, receptive and adaptive to local needs, priorities and opportunities.

How would you seek to achieve this and, importantly, communicate and engage with stakeholders to achieve understanding, buy in and alignment?

What range of governance and culture communication and engagement mechanisms does your organisation utilise and can offer to the Trusteeship?

2) Strong Financial Management

2) A: Does your organisation have experience in financial management of a charitable trust?

If yes, please describe the nature of the trust, duration of its operation under your management, and financial outcomes achieved.

If no, please outline your organisations experience in financial management of an ACNC registered charity or not-for-profit; OR strong corporate financial management capability in partnership with charitable organisations (and the nature of the partnership).

2) B: Does your organisation have experience in reporting to the 1) ACNC, 2) the ATO (regarding Deductible Gift Recipient status) and 3) ASIC?

If yes, please outline and provide past reports where possible.

2) C: What do you understand of the financial management requirements of a charitable housing trust?

2) D: If your organisation has operated in low-cash flow phase of operations, what strategies were put in place to 1) prudently manage through the low cash flow phase, and 2) increase cash flow, and 3) implement a cash flow growth strategy?

2) E: In managing the MAAHT's financial position, how will you enact and clearly communicate transparent decision making?

How will you report on the impact of these decisions on the financial viability of the Trust?

3) Fundraising Experience

3) A: The MAAHT will be established with DGR status to enable bequests, cash donations and discount to market on land purchased by the Trust.

If you have philanthropic fundraising experience, please outline your organisation's experience in philanthropic fundraising and how you see this applying to and benefiting the Mount Alexander Affordable Housing Trust.

How will you work with the Advisory Committee in this work?

3) B: The MAAHT may also seek low-interest loans via philanthropic means or from commercial or government sources.

If you have experience raising low-interest capital, please outline your organisation's experience and how you see this applying to and benefiting the Mount Alexander Affordable Housing Trust.

How will you work with the Advisory Committee in this work?

3) C: The Advisory Committee and Council see development of long-term corporate giving relationships as a key element of the financial and organisational growth strategy of the Trust.

If you have experience developing corporate giving relationships, please outline your organisation's experience and how you see this applying to and benefiting the Mount Alexander Affordable Housing Trust.

How will you work with the Advisory Committee in this work?

4) Housing Experience

4) A: Does your organisation have experience in 1) developing 2) building and/or 3) managing housing?

If yes, please outline that experience.

If no, and if your organisation has experience partnering with other organisations who develop or manage housing, please outline that experience and the role your organisation played in the partnership.

4) B: The MAAHT will be commencing with at least one small (2 dwellings) project underway or completed with a tenancy management arrangement in place, and other opportunities in the pipeline.

How do you intend to approach delivery of housing in the first five years?

4) C: Mount Alexander Shire has a significant shortage of affordable rentals, being at least 1042 rental homes under the State average. Given this pressure, skilled tenancy selection, community building, and management strategies and capabilities are important.

Please describe your organisation's experience and capability in tenancy selection, community building and management. If you don't currently hold this expertise please note how you expect you would build this capability in the Trusteeship.

5) Stakeholder Engagement and Communications

5) A: As laid out in the Deed of Trust, the role of the Advisory Committee is key to the governance structure and stakeholder engagement of the MAAHT.

Please describe the ways you envisage working with the Advisory Committee, including what a good working relationship between the Trustee and Advisory Committee looks like from governance, stakeholder and operational outcomes perspectives.

5) B: What is the current stakeholder engagement and communications approach of your organisation? Please provide reports and plans if available.

5) C: Do you envisage approaching stakeholder engagement and communications differently with this Trusteeship?

How will you approach engaging key stakeholders?

What is your initial thinking about what the Trust's engagement and communications approach could look like over the first 5 years?

6) Placemaking and Place-based capabilities, and/or connection to the Shire

6) A: Placemaking is the multidisciplinary process of creating quality places where people want to live, work, play and learn.

Place-based approaches are collaborative, community-led initiatives focused on addressing complex local issues within a defined geographic area.

Combined, they support the creation and maintenance of quality public spaces and communities that enable people to thrive.

Does your organisation have, or support, place-based approaches and placemaking capabilities?

If so, how are place-based and placemaking approaches operationalised in your organisation's work? How do you go about finding the right approach in each context and demographics?

Please provide examples.

6) B: Does your organisation have existing connections to Mount Alexander Shire? If yes, please describe, and explain how you see these connections in relation to the Trusteeship of the MAAHT.

7) Innovation, or active support of it, in the for-purpose sector

7) A: What is your organisation's approach to innovation and managing risk? Please also provide examples of your implementation of, or support for innovation.

7) B: How do you envisage approaching innovation and risk management in the Trusteeship of the MAAHT?

8) Other questions

8) A: Does your proposal comply with the requirements and selection criteria of this Request for Proposal? If not, please detail non-compliance below.

8) B: Please provide an estimate of your Establishment Fee; estimated duration of the establishment period until the Trust holds charitable registration and DGR status; and reasoning for the amount costed.

8) C: Please provide an estimate of operational costs across the first five years of the Trust's operations once established, and your reasoning for the amount costed.

8) D: Please note any risks or issues you have identified associated with this Request for Proposal.

8) D: Please provide any additional information, as required, to support your submission including any thoughts on how to deliver on the purpose of the MAAHT that are not covered in the above questions.



**Mount Alexander Shire Council
ANNUAL FINANCIAL REPORT**

For the Year Ended 30 June 2025

Mount Alexander Shire Council
Financial Report
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Mount Alexander Shire Council
2024/2025 Financial Report

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Keith Caldwell
Principal Accounting Officer

Dated :
Castlemaine

In our opinion the accompanying financial statements present fairly the financial transactions of the Mount Alexander Shire Council for the year ended 30 June 2025 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Councillor Rosie Annear
Mayor
Dated :
Castlemaine

Councillor Toby Heydon
Deputy Mayor
Dated :
Castlemaine

Darren Fuzzard
Chief Executive Officer
Dated :
Castlemaine

*Mount Alexander Shire Council
2024/2025 Financial Report*

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Comprehensive Income Statement For the Year Ended 30 June 2025

	Note	2025 \$'000	2024 \$'000
Income/revenue			
Rates and charges	3.1	28,926	27,569
Statutory fees and fines	3.2	1,068	1,094
User fees	3.3	1,755	1,819
Grants - operating	3.4	14,225	5,290
Grants - capital	3.4	4,628	5,704
Contributions - monetary	3.5	338	782
Contributions - non-monetary	3.5	706	454
(Increase) / Decrease in provision for landfill liability	5.5	(115)	207
Share of net profits of associates and joint ventures	6.2	37	8
Other income	3.7	2,092	2,202
Total income/revenue		53,660	45,129
Expenses			
Employee costs	4.1	20,865	19,634
Materials and services	4.2	15,794	15,548
Depreciation	4.3	10,508	9,816
Amortisation - intangible assets		231	174
Depreciation - right-of-use assets		133	118
Allowance for impairment losses		44	16
Net loss on disposal of property, infrastructure, plant and equipment	3.6	2,383	628
Borrowing costs		61	65
Finance costs - leases		28	28
Other expenses	4.4	1,669	1,685
Total expenses		51,716	47,712
Surplus/(deficit) for the year		1,944	(2,583)
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation gain/(loss)	6.1	23,058	26,518
Total other comprehensive income		23,058	26,518
Total comprehensive result		25,002	23,935

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet As at 30 June 2025

	Note	2025 \$'000	2024 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1(a)	11,086	6,032
Trade and other receivables	5.1(c)	4,563	4,213
Other financial assets	5.1(b)	21,400	16,750
Inventories	5.2(a)	67	55
Prepayments	5.2(b)	241	246
Non-current assets classified as held for sale		137	-
Other assets	5.2(b)	1,227	2,445
Total current assets		38,721	29,741
Non-current assets			
Investments in associates, joint arrangements and subsidiaries	6.2	704	667
Property, infrastructure, plant and equipment	6.1	465,693	445,641
Right-of-use assets	5.7	407	402
Intangible assets	5.2(c)	944	578
Total non-current assets		467,748	447,288
Total assets		506,469	477,029
Liabilities			
Current liabilities			
Trade and other payables	5.3(a)	2,941	2,902
Trust funds and deposits	5.3(b)	1,227	1,347
Contract and other liabilities	5.3(c)	8,326	3,701
Provisions	5.5	3,417	3,462
Interest-bearing liabilities	5.4	1,336	131
Lease liabilities	5.7	130	113
Total current liabilities		17,377	11,656
Non-current liabilities			
Provisions	5.5	1,929	1,874
Interest-bearing liabilities	5.4	140	1,476
Lease liabilities	5.7	300	303
Total non-current liabilities		2,369	3,653
Total liabilities		19,746	15,309
Net assets		486,723	461,720
Equity			
Accumulated surplus		118,859	116,536
Reserves	9.1	367,864	345,184
Total equity		486,723	461,720

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity For the Year Ended 30 June 2025

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025					
Balance at beginning of the financial year		461,720	116,537	326,278	18,905
Surplus for the year		1,944	1,944	-	-
Net asset revaluation gain	6.1	23,058	-	23,058	-
Transfers to other reserves	9.1(b)	-	(9,683)	-	9,683
Transfers from other reserves	9.1(b)	-	10,061	-	(10,061)
Balance at end of the financial year		486,723	118,859	349,336	18,527

		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024					
Balance at beginning of the financial year		437,785	112,036	299,760	25,989
Deficit for the year		(2,583)	(2,583)	-	-
Net asset revaluation gain	6.1	26,518	-	26,518	-
Transfers to other reserves	9.1(b)	-	(10,024)	-	10,024
Transfers from other reserves	9.1(b)	-	17,108	-	(17,108)
Balance at end of the financial year		461,720	116,537	326,278	18,905

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows For the Year Ended 30 June 2025

	Note	2025 Inflows/ (Outflows) \$'000	2024 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		28,702	27,388
Statutory fees and fines		1,068	1,094
User fees		1,755	1,819
Grants - operating		15,066	5,498
Grants - capital		5,889	4,123
Contributions - monetary		338	782
Interest received		1,127	1,290
Trust funds and deposits (net)		(120)	250
Other receipts		776	587
Net GST refund		1,800	2,334
Employee costs		(20,892)	(19,455)
Materials and services		(12,482)	(19,175)
Landfill rehabilitation costs		(78)	(157)
Other payments		(1,694)	(1,766)
Net cash provided by operating activities	9.2	21,255	4,612
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.1	(11,360)	(12,938)
Proceeds from sale of property, infrastructure, plant and equipment	3.6	155	285
Payments for investments		(21,400)	(16,750)
Proceeds from sale of investments		16,750	22,750
Net cash used in investing activities		(15,855)	(6,653)
Cash flows from financing activities			
Finance costs		(61)	(65)
Repayment of borrowings		(138)	(122)
Interest paid - lease liability		(14)	(19)
Repayment of lease liabilities		(133)	(118)
Net cash used in financing activities		(346)	(324)
Net increase/(decrease) in cash and cash equivalents		5,055	(2,365)
Cash and cash equivalents at the beginning of the financial year		6,032	8,397
Cash and cash equivalents at the end of the financial year		11,086	6,032

The above statement of cash flows should be read in conjunction with the accompanying notes.

Statement of Capital Works For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
Property		
Land improvements	100	1,407
Buildings	2,150	4,562
Total property	2,250	5,969
Plant and equipment		
Heritage plant and equipment		
Plant, machinery, and equipment	1,260	1,965
Computers and telecommunications	420	337
Intangibles	360	94
Total plant and equipment	2,040	2,396
Infrastructure		
Roads	2,940	2,935
Bridges	1,170	490
Footpaths and cycleways	1,680	518
Drainage	1,120	69
Recreational, leisure and community facilities	850	529
Waste management	10	32
Total infrastructure	7,770	4,573
Total capital works expenditure	12,060	12,938
Represented by:		
New asset expenditure	4,167	3,342
Asset renewal expenditure	6,991	7,716
Asset expansion expenditure	37	-
Asset upgrade expenditure	866	1,880
Total capital works expenditure	12,060	12,938

The above statement of capital works should be read in conjunction with the accompanying notes.

Notes to the Financial Report For the Year Ended 30 June 2025

Note 1 OVERVIEW

Introduction

The Mount Alexander Shire Council was established by an Order of the Governor in Council on 17 January 1995 and is a body corporate. The Council's main office is located at the corner of Lyttleton and Lloyd Streets, Castlemaine.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Accounting policy information

1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- The fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1).
- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1).
- The determination of employee provisions (refer to Note 5.5).
- The determination of landfill provisions (refer to Note 5.5).
- The determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3).
- The determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7).
- Whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable.
- Other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Notes to the Financial Report For the Year Ended 30 June 2025

Note 2 ANALYSIS OF OUR RESULTS

Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanations is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income/revenue and expenditure

	Budget 2025 \$'000	Actual 2025 \$'000	Variance \$'000	Variance %	Ref
Income/revenue					
Rates and charges	28,499	28,926	427	1%	
Statutory fees and fines	1,358	1,068	(290)	(21%)	1
User fees	2,545	1,755	(790)	(31%)	2
Grants - operating	9,492	14,225	4,733	50%	3
Grants - capital	4,435	4,628	193	4%	
Contributions - monetary	310	338	28	9%	
Contributions - non monetary	1,000	706	(294)	(29%)	4
(Increase) / Decrease on provision for landfill liability	-	(115)	(115)	100%	5
Share of net profits/(losses) of associates and joint ventures	5	37	32	640%	
Other income	1,741	2,092	351	20%	6
Total income / revenue	49,385	53,660	4,275	9%	
Expenses					
Employee costs	21,526	20,865	661	3%	
Materials and services	14,083	15,794	(1,711)	(12%)	7
Depreciation	9,699	10,508	(809)	(8%)	
Amortisation - intangible assets	174	231	(57)	(33%)	
Depreciation - right of use assets	118	133	(15)	(13%)	
Allowance for impairment losses	20	44	(24)	(120%)	
Net loss on disposal of property, infrastructure, plant and equipment	1,160	2,383	(1,223)	(105%)	8
Borrowing costs	60	61	(1)	(2%)	
Finance costs - leases	22	28	(6)	(27%)	
Other expenses	2,293	1,669	624	27%	9
Total expenses	49,155	51,716	(2,561)	(5%)	
Surplus/(deficit) for the year	230	1,944	1,714	(745%)	

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 2.1 Performance against budget (continued)

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Statutory fees and fines	Statutory fees and fines are less than budget due to lower then expected asset protection permits (\$77K), planning permits (\$23K), building permits (\$56K) and animal registrations (\$37K). Additionally, the number of parking fines issued was less than anticipated (\$89K).
2	User fees	User fees are less than budget mainly due to the timing of Home Care Package (HCP) registration and changes to the new Aged Care Act (\$753K). HCP has a corresponding underspend reflected in employee costs and materials and services (\$630K).
3	Grants - operating	Operating grants are greater than budget mainly due to the early receipt of the Federal Financial Assistance Grants for 2025/2026 (\$3.5 million). Additional grants that were received but not budgeted for include Disaster Recovery Funding (\$907K), Small Town Flood Study (\$153K), Cadetship program (\$82K), Childrens' audit (\$45K) and Connecting communities and builders program (\$40K).
4	Contributions - non monetary	The value of non monetary contributions was lower than estimated due to timing of the developer completed developments.
5	(Increase) / Decrease on provision for landfill liability	The estimated future after care costs of Council's landfill sites have increased due to changes in the inflation rate and expected future interest rates.
6	Other income	Other income is greater than budget due to interest income earned on term deposits (\$450K), implementation of shared services model with Hepburn Shire Council for Building services (\$110K) and the recovery of container deposits from waste and recycling processing (\$50K). These are offset by the HCP initiative noted in User Fees above (\$229K).
7	Materials and services	Materials and services are greater then budget due to a write off of Work in Progress not capitalised (\$1.22 million). Additionally there was increased maintenance on unsealed roads and storm damage maintenance (\$380K), Insurances (\$89K) and Information Technology (\$83K).
8	Net loss on disposal of property, infrastructure, plant and equipment	Disposal of infrastructure assets were \$1.07 million greater than budget due to higher than expected written down value of infrastructure assets replaced under the capital program. Proceeds of sale were \$159K less than budget due to timing of asset disposals (vehicles and plant and equipment).
9	Other expenses	Other expenses are less than budget mainly due to the Mount Alexander Affordable Housing Trust (MAAHT) pending establishment of the trust (\$500K). These funds have been applied to a carry forward reserve. Additionally, the following costs were less than anticipated; fee waivers (\$46K), Councillor allowances (\$37K) and Community Grants (\$21K).

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 2.1 Performance against budget (continued)

2.1.2 Capital works

	Budget 2025 \$'000	Actual 2025 \$'000	Variance \$'000	Variance %	Ref
Property					
Land improvements	2,201	100	(2,101)	(95%)	1
Buildings	895	2,150	1,255	140%	2
Total property	3,096	2,250	(846)	(27%)	
Plant and equipment					
Plant, machinery and equipment	1,236	1,260	24	2%	
Computers and telecommunications	201	420	219	109%	3
Intangibles	-	360	360	100%	4
Total plant and equipment	1,437	2,040	603	42%	
Infrastructure					
Roads	3,608	2,940	(668)	(19%)	5
Bridges	136	1,170	1,034	760%	6
Footpaths and cycleways	363	1,680	1,317	363%	7
Drainage	306	1,120	814	266%	8
Recreational, leisure and community facilities	1,641	850	(791)	(48%)	9
Waste management	-	10	10	100%	
Total infrastructure	6,054	7,770	1,716	28%	
Total capital works expenditure	10,587	12,060	1,473	14%	
Represented by:					
New asset expenditure	2,506	4,167	1,661	66%	
Asset renewal expenditure	6,516	6,991	475	7%	
Asset expansion expenditure	161	37	(124)	(77%)	
Asset upgrade expenditure	1,404	866	(538)	(38%)	
Total capital works expenditure	10,587	12,060	1,473	14%	

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 2.1 Performance against budget (continued)
(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land improvements	This budget underspend is mainly due to the timing of the Flood Levee projects (\$1.9million) due to planning and design issues, these projects will be carried forward into the 2025/2026 financial year for completion.
2	Buildings	Additional expenditure greater than budget due to budgeted expenditure from prior years carried forward into 2024/2025. This mainly comprised of the Camp Reserve Masterplan (\$275K), female friendly facilities at Bill Woodfull Reserve (\$247K) and various minor projects including South Castlemaine Kinder, community energy upgrades, Newstead Recreation Reserve Storage and annual property renewals for community buildings.
3	Computers and telecommunications	CCTV graffiti deterrence camera's expenditure was carried forward from prior year budget (\$58K). Additionally unbudgeted grant funding was received for community information monitors (\$48K).
4	Intangibles	Fully funded Rural Council Transformation Program "This is my building" (TIMB) project completed in 2024/2025 whilst budgeted in 2022/2023.
5	Roads	Expenditure less than budgeted is due to timing of multi-year Roads to Recovery allocation (\$800K).
6	Bridges	Carry forward projects from 2023/2024 (Froomes Bridge Replacement \$177K and Vaughan Tarilta low lever crossing \$829K) were spent in 2024/2025.
7	Footpaths and cycleways	The Campbells Creek offroad trail (\$1.4 million) was spent in 2024/2025, this consisted of a carry forward budget from 2023/2024 (\$571K) and unbudgeted grant funding (\$602K).
8	Drainage	Developer contributed assets (\$706K) were not budgeted as asset additions.
9	Recreational, leisure and community facilities	Carry forward capital expenditure for the Camp Reserve temporary change rooms (\$390K) and Castlemaine transfer station retaining wall (\$130K) funded from the waste reserve were offset by underexpenditure on Public Art (\$110K) which is to be carried forward to 2025/2026.

Notes to the Financial Report For the Year Ended 30 June 2025

Note 2.2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2.2.1 Community

- Services in our community are accessible and coordinated
- Our community is inclusive and connected
- Our community feels safe, regardless of identity or circumstance
- Our community is physically and mentally healthy

Population | Health | Wellbeing | Support | Resilience | Partnerships | Social services | Connections | Venues | Events | Safety | Communications

Environment

- We are working locally to address the climate emergency
- We are maintaining, improving and celebrating our places and spaces
- Our community is growing in harmony with nature
- We are focused on the housing affordability challenge in our community
- We are facilitating managed growth of our towns while protecting natural assets

Buildings | Sport and recreation facilities | Roads | Bridges | Footpaths | Drainage | Trails | Playgrounds | Gardens | Natural environment | Waste | Recycling | Heritage | Climate

Economy

- Our local economy is diverse and resilient
- We are supporting continuous learning and personal growth
- We are helping businesses make their work simpler and more sustainable
- We are attracting and building investment in our cultural and creative community

Business | Economy | Jobs | Education | Creativity | Innovation | Tourism | Culture | Heritage | Development | Corporate

2.2.2 Summary of Income/revenue, expenses, assets and capital expenses by program

	Income/ revenue	Expenses	Surplus/ (Deficit)	Grants included in income/revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2025					
Community	4,240	13,928	(9,688)	2,901	846
Environment	16,508	27,931	(11,423)	9,251	465,663
Economy	32,912	9,857	23,055	6,701	39,960
	53,660	51,716	1,944	18,853	506,469
	Income/ revenue	Expenses	Surplus/ (Deficit)	Grants included in income/revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2024					
Community	4,577	13,280	(8,703)	3,172	854
Environment	14,552	26,730	(12,178)	7,550	445,678
Economy	26,000	7,702	18,298	272	30,497
	45,129	47,712	(2,583)	10,994	477,029

Notes to the Financial Report
For the Year Ended 30 June 2025

Note 3 FUNDING FOR THE DELIVERY OF OUR SERVICES

3.1 Rates and charges

Council uses capital improved valuation (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its value of land and all its improvements.

The valuation base used to calculate general rates for 2024/25 was \$9.27 billion (2023/24 \$9.10 billion).

	2025	2024
	\$'000	\$'000
General rates	23,853	22,698
Waste management charge	5,073	4,871
Total rates and charges	28,926	27,569

The date of the general revaluation of land for rating purposes within the municipal district was 1 January 2024 and the valuation was first applied in the rating year commencing 1 July 2024.

Annual rates and charges are recognised as income when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Animal control	223	197
Planning permits and fees	436	444
Health registrations	162	150
Building	130	139
Other fines	117	164
Total statutory fees and fines	1,068	1,094

Statutory fees and fines (including parking fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Home and community care	768	812
Employee vehicle contribution	95	96
Waste management services	597	477
Infrastructure	98	168
Other fees and charges	197	266
Total user fees	1,755	1,819

User fees by timing of revenue recognition

User fees recognised over time	-	-
User fees recognised at a point in time	1,755	1,819
Total user fees	1,755	1,819

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

3.4 Funding from other levels of government

Grants were received in respect of the following :

Summary of grants

Commonwealth funded grants	14,877	5,089
State funded grants	3,976	5,905
Total grants received	18,853	10,994

Notes to the Financial Report
For the Year Ended 30 June 2025

3.4 Funding from other levels of government (continued)

	2025	2024
	\$'000	\$'000
(a) Operating Grants		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants	10,093	286
Home support packages	1,516	1,644
Veterans' Affairs	216	114
Other	18	15
<i>Recurrent - State Government</i>		
Home and community care	192	203
School crossing supervisors	78	76
Maternal and child health	361	452
Community health	20	7
Environment	40	39
Emergency management	120	-
Youth	96	97
Other	-	13
Total recurrent operating grants	12,750	2,946
<i>Non-recurrent - Commonwealth Government</i>		
Local roads and community infrastructure	4	-
Other	20	48
<i>Non-recurrent - State Government</i>		
Families and children	60	130
Castlemaine Art Museum	42	-
Strategic planning	153	100
Natural disasters / storms	926	1,340
Engineering and road safety	36	184
COVID-19	-	150
Youth	10	6
Waste	25	64
Other	199	322
Total non-recurrent operating grants	1,475	2,344
Total operating grants	14,225	5,290
(b) Capital Grants		
<i>Recurrent - Commonwealth Government</i>		
Roads to Recovery	1,747	1,261
Black Spot Program	-	17
Total recurrent capital grants	1,747	1,278
<i>Non-recurrent - Commonwealth Government</i>		
Emergency management	88	-
Black Spot Program	-	502
Local roads and community infrastructure program	1,175	1,203
<i>Non-recurrent - State Government</i>		
Buildings	66	103
Engineering and road safety	879	684
Waste management	16	31
Information technology	391	84
Levees and drainage	100	37
Recreation facilities and reserves	166	1,575
Other	-	207
Total non-recurrent capital grants	2,881	4,426
Total capital grants	4,628	5,704

Notes to the Financial Report
For the Year Ended 30 June 2025

3.4 Funding from other levels of government (continued)

(c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- Identifies each performance obligation relating to revenue under the contract/agreement.
- Determines the transaction price.
- Recognises a contract liability for its obligations under the agreement.
- Recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

Income recognised under AASB 1058 *Income of Not-for-Profit Entities*

General purpose	8,515	5,290
Specific purpose grants to acquire non-financial assets	4,628	5,704

Revenue recognised under AASB 15 *Revenue from Contracts with Customers*

Specific purpose grants	5,711	-
	18,854	10,994

(d) Unspent grants received on condition that they be spent in a specific manner

Operating

Balance at start of year	-	6,315
Received during the financial year and remained unspent at balance date	5,758	-
Received in prior years and spent during the financial year	-	(6,315)
Balance at year end	5,758	-

Capital

Balance at start of year	2,961	5,255
Received during the financial year and remained unspent at balance date	1,762	2,961
Received in prior years and spent during the financial year	(2,961)	(5,255)
Balance at year end	1,762	2,961

Unspent grants are determined and disclosed on a cash basis.

Notes to the Financial Report
For the Year Ended 30 June 2025

3.5 Contributions	2025	2024
	\$'000	\$'000
Monetary	338	782
Non-monetary	706	454
Total contributions	1,044	1,236

Contributions of non-monetary assets were received in relation to the following asset classes.

Drainage	356	-
Kerb and channel	73	444
Roads	170	3
Pathways	107	7
Total non-monetary contributions	706	454

Monetary and non-monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

3.6 Net loss on disposal of property, infrastructure, plant and equipment

Proceeds of sale	155	285
Written down value of assets disposed	(2,538)	(913)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(2,383)	(628)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

Interest	1,316	1,615
Fuel Tax Credits	90	77
Rental income	328	307
Other	358	203
Total other income	2,092	2,202

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Notes to the Financial Report
For the Year Ended 30 June 2025

Note 4 THE COST OF DELIVERING SERVICES

4.1 (a) Employee costs	2025	2024
	\$'000	\$'000
Wages and salaries	17,882	16,920
WorkCover	462	389
Superannuation	1,988	1,800
Fringe Benefits Tax	65	78
Other	468	447
Total employee costs	20,865	19,634

(b) Superannuation

Council made contributions to the following funds:

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	792	831
Employer contributions - Australian Super Pty Ltd	242	184
Employer contributions - Aware Super (formerly VIC Super Pty Ltd)	160	181
Employer contributions - Hostplus	195	161
Employer contributions - other funds	560	389
	1,949	1,746
Employer contributions payable at reporting date.	118	93

Contributions made exclude amounts accrued at balance date.

(c) Defined benefits fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	39	54
	39	54
Employer contributions payable at reporting date.	-	-

	2025	2024
	No.	No.
The number of Mount Alexander Shire Council employees on defined benefit as at 30 June:	3	6

For 30 June 2025 the Vested Benefits Index (VBI) for the defined benefits funds is 1xx% (30 June 2024: 105.4%) and in a good financial position, and therefore it is expected that there will be no change to the Defined Benefit category's funding arrangements from prior years.

In the unlikely event that the Fund Actuary determines there is a shortfall, the Fund's participating employers (including Mount Alexander Shire Council) would be required to make an employer contribution to cover the shortfall. The last funding call for the Local Authorities Superannuation Fund was for \$1.5 million in 2012 which was determined based on an agreed-upon methodology at the time.

Council had no unfunded liability payments to Vision Super during 2024/2025 (2023/2024 \$0).

There were \$117,682 contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 is \$28,343.

Notes to the Financial Report
For the Year Ended 30 June 2025

Note 4 THE COST OF DELIVERING SERVICES (continued)

	2025	2024
	\$'000	\$'000
4.2 Materials and services		
Service providers	4,300	4,071
Waste management	3,240	3,424
Parks and gardens	1,330	1,499
Recreation facilities and reserves	710	702
Building services	120	186
Animal control	240	222
October 2022 storm/flood event	-	1,812
Materials	1,099	1,106
Utilities	543	523
Office administration	463	456
Information technology	1,023	798
Insurance	578	501
Plant and fleet	814	247
Other	1,334	1
Total materials and services	15,794	15,548

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.3 Depreciation

Property	2,115	2,405
Plant and equipment	1,101	984
Infrastructure	7,292	6,427
Total depreciation	10,508	9,816

Refer to note 5.2(c), 5.8 and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Other expenses

Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	52	64
Auditors' remuneration - internal audit	49	131
Councillors' allowances	278	279
Community grants	556	479
Library contribution	574	569
Other	160	163
Total other expenses	1,669	1,685

Notes to the Financial Report
For the Year Ended 30 June 2025

Note 5 INVESTING IN AND FINANCING OUR OPERATIONS

	2025	2024
	\$'000	\$'000
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	3	3
Cash at bank	11,078	6,024
Term deposits	5	5
Total cash and cash equivalents	11,086	6,032
(b) Other financial assets		
Current		
Term deposits	21,400	16,750
Total cash and cash equivalents and other financial assets	32,486	22,782

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

(c) Trade and other receivables

Current

Statutory receivables

Rates debtors	3,623	3,399
Allowance for expected credit loss - rates	(40)	(26)
Traffic infringement debtors	6	27
Allowance for expected credit loss - traffic infringements	-	(1)
Pet infringement debtors	40	31

Non statutory receivables

Home and community care	95	129
State Government	176	160
Other debtors	673	498
Provision for doubtful debts - other debtors	(10)	(4)

Total current trade and other receivables

Total trade and other receivables

4,563	4,213
4,563	4,213

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised when there is objective evidence that an impairment has occurred.

Notes to the Financial Report
For the Year Ended 30 June 2025

5.1 Financial assets (continued)

	2025	2024
	\$'000	\$'000
(d) Ageing of receivables		
The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:		
Current (not yet due)	430	626
Past due by up to 30 days	380	59
Past due between 31 and 180 days	83	55
Past due between 181 and 365 days	4	16
Past due by more than 1 year	47	31
Total trade and other receivables	<u>944</u>	<u>787</u>

(e) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$50,000 (2024: \$31,340) were impaired. The amount of the allowance raised against these debtors was \$50,000 (2024: \$31,340). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of non statutory receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	5	1
Past due by up to 30 days	1	1
Past due between 31 and 180 days	3	1
Past due between 181 and 365 days	0	0
Past due by more than 1 year	1	1
Total trade and other receivables	<u>10</u>	<u>4</u>

**Notes to the Financial Report
For the Year Ended 30 June 2025**

5.2 Non-financial assets	2025	2024
(a) Inventories	\$'000	\$'000
Inventories held for use or sale	67	55
Total inventories	67	55

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Prepayments	241	246
Accrued income	1,227	2,445
Total other assets	1,468	2,691

(c) Intangible assets

Software	944	578
Total intangible assets	944	578

Gross carrying amount

Balance at 1 July 2024	1,685
Additions	597
Disposals	-
Balance at 30 June 2025	2,282

Accumulated amortisation and impairment

Balance at 1 July 2024	1,107
Additions	231
Disposals	-
Balance at 30 June 2025	1,338
Net book value at 30 June 2024	578
Net book value at 30 June 2025	944

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

5.3 Payables, trust funds and deposits and contract and other liabilities

(a) Trade and other payables	2025	2024
Current:	\$'000	\$'000
<i>Non-statutory payables</i>		
Trade payables	1,131	871
Accrued loan interest	2	2
Accrued expenses	1,188	1,545
<i>Statutory payables</i>		
Accrued expenses	620	484
Total current trade and other payables	2,941	2,902

(b) Trust funds and deposits

Current:		
Refundable deposits	732	992
Fire Services Property Levy	371	266
Retention amounts	90	55
Heritage fund	34	34
Total current trust funds and deposits	1,227	1,347

**Notes to the Financial Report
For the Year Ended 30 June 2025**

5.3 Payables, trust funds and deposits and contract and other liabilities (continued)

	2025	2024
	\$'000	\$'000
(c) Contract and other liabilities		
Current contract liabilities:		
Prepaid rates	806	740
Grants received in advance - operating	5,758	-
Grants received in advance - capital	1,762	2,961
Other liabilities		
Total contract and other liabilities	8,326	3,701

Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are recognised as revenue at the time of forfeit.

Contract liabilities

Contract liabilities reflects consideration received in advance from customers in respect of grant funded projects. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Purpose and nature of items

Fire Services Property Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Interest-bearing liabilities

Current

Borrowings - secured	1,336	131
	1,336	131

Non-current

Borrowings - secured	140	1,476
	140	1,476
Total	1,476	1,607

Borrowings are secured by a mortgage over the general rates and charges of Council.

(a) The maturity profile for Council's borrowings is:

Not later than one year	1,336	131
Later than one year and not later than five years	140	1,476
	1,476	1,607

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.

In classifying borrowings as current or non-current Council considers whether at balance date it has the right to defer settlement of the liability for at least twelve months after the reporting period. Council's loan arrangements include covenants based on Council's financial performance and position at the end of the reporting period. These covenants are assessed for compliance after the reporting period based on specified financial ratios.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

5.5 Provisions

	Employee \$ '000	Landfill restoration \$ '000	Total \$ '000
2025			
Balance at beginning of the financial year	3,890	1,446	5,336
Additional provisions	2,070	-	2,070
Amounts used	(1,690)	(78)	(1,768)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(407)	115	(292)
Balance at the end of the financial year	3,863	1,483	5,346
<i>Provisions - current</i>	3,333	84	3,417
<i>Provisions - non-current</i>	530	1,399	1,929
<i>Total</i>	3,863	1,483	5,346
2024			
Balance at beginning of the financial year	3,711	1,810	5,521
Additional provisions	1,887	38	1,925
Amounts used	(1,660)	(157)	(1,817)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(48)	(245)	(293)
Balance at the end of the financial year	3,890	1,446	5,336
<i>Provisions - current</i>	3,378	84	3,462
<i>Provisions - non-current</i>	512	1,362	1,874
<i>Total</i>	3,890	1,446	5,336
	2025	2024	
	\$'000	\$'000	
(a) Employee provisions			
Current provisions expected to be wholly settled within 12 months			
Annual leave	1,121	1,097	
Long service leave	267	265	
Rostered days off	184	151	
	1,572	1,513	
Current provisions expected to be wholly settled after 12 months			
Annual leave	240	305	
Long service leave	1,520	1,559	
	1,760	1,864	
Total current employee provisions	3,332	3,377	
Non-current			
Long service leave	530	512	
Total non-current employee provisions	530	512	

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:	2025	2024
- discount rate	4.30%	4.46%
- index rate	4.25%	4.45%

**Notes to the Financial Report
For the Year Ended 30 June 2025**

5.5 Provisions (continued)

(b) Landfill restoration	\$'000	\$'000
Current	84	84
Non-current	1,399	1,362
	1,483	1,446

Council is obligated to restore the Castlemaine site to a particular standard. Since April 2020 the landfill has operated as a transfer station with all general waste carted offsite. Reinstatement works were completed during the 2022/23 year and the provision for landfill restoration has been calculated based on the present value of the expected cost for future site inspections and audits etc.

Key assumptions:	2025	2024
- discount rate	4.20%	4.35%
- index rate	3.70%	3.60%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2025.	\$'000	\$'000
Credit card facilities	300	300
Leases	430	416
Borrowings	1,476	1,607
Total facilities	2,206	2,323
Used facilities	1,950	2,075
Unused facilities	256	248

5.7 Leases

Right-of-Use Assets	Photocopiers \$'000	Plant \$'000	Total \$'000
Balance at 1 July 2024	24	378	402
Additions	-	138	138
Depreciation charge	(13)	(120)	(133)
Balance at 30 June 2025	11	396	407

Lease Liabilities	2025 \$'000	2024 \$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year	137	148
One to five years	191	400
Total undiscounted lease liabilities as at 30 June:	328	548

Lease liabilities included in the Balance Sheet at 30 June		
Current	130	113
Non-current	300	303
Total lease liabilities	430	416

**Notes to the Financial Report
For the Year Ended 30 June 2025**

5.8 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Total
2025	year	2 years	5 years	
Operating	\$'000	\$'000	\$'000	\$'000
Aged and disability services	231			231
Consultancy and professional services	1,164	251	321	1,736
IT and software licences	531	482	1,472	2,485
Waste management	3,834	3,834	11,501	19,169
Recreation services	765			765
Regulatory compliance	255	262	562	1,079
Tree management	458			458
Utility supply	204	204	612	1,020
Total	7,442	5,033	14,468	26,943
Capital				
Buildings	188	140	-	328
Drainage	334	-	-	334
Pathways	82	-	-	82
Plant and equipment	35	-	-	35
Recreation	24	-	-	24
Roads	468	70	-	538
Other	854	-	-	854
Total	1,985	210	-	2,195

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Total
2024	year	2 years	5 years	
Operating	\$'000	\$'000	\$'000	\$'000
Aged and disability services	344	9	-	353
Consultancy and professional services	506	185	420	1,111
IT and software licenses	501	511	1,433	2,445
Waste management	3,582	2,668	8,004	14,254
Recreation services	627	679	-	1,306
Regulatory compliance	253	261	269	783
Tree management	97	-	-	97
Utility supply	187	173	518	878
Total	6,097	4,486	10,644	21,227
Capital				
Bridges	1,238	-	-	1,238
Buildings	683	-	-	683
Drainage	17	-	-	17
Pathways	30	-	-	30
Plant and equipment	-	-	-	-
Recreation	104	-	-	104
Roads	247	-	-	247
Waste management	4	-	-	4
Other	375	-	-	375
Total	2,698	-	-	2,698

(b) Operating lease receivables

Council has entered into commercial property leases on its investment properties. These properties, held under operating leases, have remaining non-cancellable lease terms of between 1 and 20 years. All leases include a CPI based revision of the rental charge annually. Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

	2025	2024
	\$'000	\$'000
Not later than one year	132	189
Later than one year and not later than five years	646	646
Later than five years	974	1,090
	1,752	1,925

Notes to the Financial Report
For the Year Ended 30 June 2025

Note 6 ASSETS WE MANAGE

6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	Carrying amount 30 June 2024 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Write-off \$'000	Transfers \$'000	Carrying amount 30 June 2025 \$'000
Land and land improvements	42,597	-	-	527	(290)	(10)	-	593	43,417
Buildings	46,559	-	-	1,751	(1,825)	(247)	-	2,831	49,069
Plant and equipment	4,429	-	-	-	(1,101)	(85)	-	1,860	5,103
Infrastructure	333,078	-	-	20,780	(7,292)	(2,210)	-	10,480	354,836
Work in progress	18,978	12,060	-	-	-	-	(1,273)	(16,497)	13,268
Work in progress - Intangibles see note 5.2 (c)	-	-	-	-	-	-	-	597	-
	445,641	12,060	-	23,058	(10,508)	(2,552)	(1,273)	(137)	465,693

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
Land and land improvements	2,228	100	-	(900)	1,428
Buildings	6,846	2,150	(730)	(3,410)	4,856
Plant and equipment	1,677	1,680	-	(2,530)	827
Infrastructure	8,117	7,770	(543)	(9,657)	5,687
Intangibles	110	360	-	-	470
Total	18,978	12,060	(1,273)	(16,497)	13,268

* Opening WIP balances differ from prior year individually, due to capital projects being reclassified throughout financial year.

Notes to the Financial Report
For the Year Ended 30 June 2025

6.1 Property, infrastructure, plant and equipment (continued)

(a) Property

	Land - specialised	Land - non specialised	Land improvements	Total Land & Land Improvements	Buildings - specialised	Buildings - non specialised	Total Buildings	Work In Progress*	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2024	27,741	11,261	8,187	47,189	70,784	21,749	92,533	9,074	148,796
Accumulated depreciation at 1 July 2024	-	-	(4,592)	(4,592)	(34,507)	(11,467)	(45,974)	-	(50,566)
	27,741	11,261	3,595	42,597	36,277	10,282	46,559	9,074	98,230
Movements in fair value									
Additions	-	-	-	-	-	-	-	2,250	2,250
Revaluation	267	110	330	707	2,697	810	3,507	-	4,214
Disposal	-	-	(30)	(30)	(58)	(520)	(578)	-	(608)
Write-off	-	-	-	-	-	-	-	(730)	(730)
Transfers	(137)	-	730	593	2,310	521	2,831	(4,310)	(887)
	130	110	1,030	1,270	4,949	811	5,760	(2,790)	4,240
Movements in accumulated depreciation									
Depreciation and amortisation	-	-	(290)	(290)	(1,415)	(410)	(1,825)	-	(2,115)
Accumulated depreciation of disposals	-	-	20	20	11	320	331	-	351
Revaluation	-	-	(180)	(180)	(1,326)	(430)	(1,756)	-	(1,936)
	-	-	(450)	(450)	(2,730)	(520)	(3,250)	-	(3,700)
At fair value 30 June 2025	27,871	11,371	9,217	48,459	75,733	22,560	98,293	6,284	153,036
Accumulated depreciation at 30 June 2025	-	-	(5,042)	(5,042)	(37,237)	(11,987)	(49,224)	-	(54,266)
Carrying amount	27,871	11,371	4,175	43,417	38,496	10,573	49,069	6,284	98,770

* Opening WIP balances differ from prior year individually, due to capital projects being reclassified throughout financial year.

Notes to the Financial Report
For the Year Ended 30 June 2025

6.1 Property, infrastructure, plant and equipment (continued)

(b) Plant and Equipment

	Plant machinery and equipment	Fixtures fittings and furniture	Work in Progress*	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2024	8,822	2,067	1,677	12,566
Accumulated depreciation at 1 July 2024	(4,671)	(1,789)	-	(6,460)
	4,151	278	1,677	6,106
Movements in fair value				
Additions	-	-	1,680	1,680
Disposal	(945)	-	-	(945)
Transfers	1,800	60	(2,530)	(670)
	855	60	(850)	65
Movements in accumulated depreciation				
Depreciation and amortisation	(945)	(156)	-	(1,101)
Accumulated depreciation of disposals	860	-	-	860
	(85)	(156)	-	(241)
At fair value 30 June 2025	9,677	2,127	827	12,631
Accumulated depreciation at 30 June 2025	(4,756)	(1,945)	-	(6,701)
Carrying amount	4,921	182	827	5,930

* Opening WIP balances differ from prior year individually, due to capital projects being reclassified throughout financial year.

Notes to the Financial Report
For the Year Ended 30 June 2025

6.1 Property, infrastructure, plant and equipment (continued)

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Kerb	Recreational, leisure and community facilities	Waste Management	Work In Progress *	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2024	269,738	62,116	15,318	70,252	11,162	13,812	5,747	8,117	456,262
Accumulated depreciation at 1 July 2024	(53,770)	(17,029)	(4,066)	(24,439)	(4,867)	(5,149)	(5,747)	-	(115,067)
	215,968	45,087	11,252	45,813	6,295	8,663	-	8,117	341,195
Movements in fair value									
Additions	-	-	-	-	-	-	-	7,770	7,770
Revaluation	18,950	2,400	1,280	3,990	340	540	-	-	27,500
Disposal	(4,120)	(190)	(70)	(60)	-	(130)	-	-	(4,570)
Write-off	-	-	-	-	-	-	-	(543)	(543)
Transfers	5,180	2,820	930	440	210	900	-	(9,657)	823
	20,010	5,030	2,140	4,370	550	1,310	-	(2,430)	30,980
Movements in accumulated depreciation									
Depreciation and amortisation	(4,630)	(630)	(449)	(727)	(221)	(635)	-	-	(7,292)
Accumulated depreciation of disposals	2,240	50	20	-	-	50	-	-	2,360
Revaluation	(3,930)	(650)	(360)	(1,420)	(150)	(210)	-	-	(6,720)
	(6,320)	(1,230)	(789)	(2,147)	(371)	(795)	-	-	(11,652)
At fair value 30 June 2025	289,748	67,146	17,458	74,622	11,712	15,122	5,747	5,687	487,242
Accumulated depreciation at 30 June 2025	(60,090)	(18,259)	(4,855)	(26,586)	(5,238)	(5,944)	(5,747)	-	(126,719)
Carrying amount	229,658	48,887	12,603	48,036	6,474	9,178	-	5,687	360,523

* Opening WIP balances differ from prior year individually, due to capital projects being reclassified throughout financial year.

Notes to the Financial Report For the Year Ended 30 June 2025

6.1 Property, infrastructure, plant and equipment (continued)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Refer also to Note 8.4 for further disclosure regarding fair value measurement.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

<i>Asset recognition thresholds and depreciation periods by Financial Class</i>	Depreciation Period	Threshold Limit \$'000
Bridges	1-120 years	10
Buildings	1-100 years	10
Drainage	1-150 years	10
Footpaths	1-100 years	10
Furniture & Equipment	3-20 years	5
Intangible assets	4-10 years	10
Kerb and Channel	1-120 years	10
Land	N/A	10
Land improvements	5-100 years	10
Landfill	N/A	10
Plant & Equipment	3-20 years	5
Recreational, leisure and community facilities	1-100 years	10
Roads	1-200 years	10

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives, residual values, and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset, and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land and buildings were undertaken by Brightly Software Australia Pty Ltd. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date and type of the current valuation is detailed in the following table.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

6.1 Property, infrastructure, plant and equipment (continued)

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2025 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Land	-	11,371	-	30/06/2025	Index
Specialised land	-	-	27,871	30/06/2025	Index
Land improvements	-	-	4,175	30/06/2025	Index
Buildings - specialised	-	-	38,496	30/06/2025	Index
Buildings - non specialised	-	10,573	-	30/06/2025	Index
Total	-	21,944	70,542		

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with both an internal valuation undertaken by a Council officer and an independent valuation by Brightly Software Australia Pty Ltd.

The date and type of the current valuation is detailed in the following table.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2025 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Roads	-	-	229,658	30/06/2025	Index
Bridges	-	-	48,887	30/06/2025	Index
Footpaths and cycleways	-	-	12,603	30/06/2025	Index
Drainage	-	-	48,036	30/06/2025	Index
Kerb and channel	-	-	6,474	30/06/2025	Index
Recreational, leisure and community facilities	-	-	9,178	30/06/2025	Index
Waste management	-	-	-	30/06/2025	Index
Total	-	-	354,836		

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values of 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$1,100 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$10 to \$3,500 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 3 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 3 years to 20 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2025 \$'000	2024 \$'000
Reconciliation of specialised land		
Parks and reserves	26,664	26,534
Land under roads	1,207	1,207
Total specialised land	27,871	27,741

**Notes to the Financial Report
For the Year Ended 30 June 2025**

	2025 \$'000	2024 \$'000
6.2 Investments in associates, joint arrangements and subsidiaries		
(a) Investments in associates		
- Goldfields Regional Library Corporation	704	667
<i>Goldfields Regional Library Corporation</i>		
<i>Council is a member of the Goldfields Regional Library Corporation which provides library services to the municipalities of City of Greater Bendigo, Macedon Ranges, Loddon and Mount Alexander Shires. Council's share of the net assets of the Corporation as at 30 June 2025 was 10.64% (2024, 10.69%).</i>		
Fair value of Council's investment in Goldfields Regional Library Corporation	704	667
Council's share of accumulated surplus		
Council's share of accumulated surplus at start of year	308	298
Reported surplus for year	40	10
Transfers (to) from reserves	1	-
Council's share of accumulated surplus at end of year	349	308
Council's share of reserves		
Council's share of reserves at start of year	125	123
Transfers (to) from reserves	2	2
Council's share of reserves at end of year	127	125
Movement in carrying value of specific investment		
Carrying value of investment at start of year	667	659
Share of surplus for year	40	10
Share of asset revaluation	(3)	(2)
Carrying value of investment at end of year	704	667
Council's share of expenditure commitments		
Operating commitments	50	25
Capital commitments	-	-
Council's share of expenditure commitments	50	25

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Community Asset Committees

All entities controlled by Council that have material income, expenses, assets or liabilities, such as Community Asset Committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

There are currently 20 Community Asset Committees for the following facilities:

Barfold Hall	John Powell Reserve
Baringhup Community Association	Maldon Community Centre
Bill Woodfull Recreation Reserve	Metcalfe Hall
Camp Reserve	Muckleford Community Centre
Campbells Creek Community Centre	Newstead Community Centre
Campbells Creek Recreation Reserve	Sutton Grange Hall
Castlemaine War Memorial Stadium	Taradale Hall
Elphinstone Community Facilities	Taradale Recreation Reserve
Guildford Hall	Wattle Flat Reserve
Guildford Recreation Reserve	Wesley Hill Facility

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 7 PEOPLE AND RELATIONSHIPS

7.1 Council and key management remuneration

(a) Related Parties

Mount Alexander Shire Council is the parent entity.

(b) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Mount Alexander Shire Council. The Councillors, Chief Executive Officer and Directors are deemed KMP.

		2025	2024
		No.	No.
Details of KMP at any time during the year are:			
Councillors			
	Councillor Rosie Annear (elected 04/11/2020 until current, Mayor 15/11/2022 to 21/11/2023, Deputy Mayor 21/11/2023 until 25/10/2024, Mayor 26/11/2024 until current)	1	1
	Councillor Matthew Driscoll (elected 04/11/2020 until current, Deputy Mayor 15/11/2022 to 21/11/2023, Mayor 21/11/2023 to 25/10/2024)	1	1
	Councillor Toby Heydon (elected 14/11/2024 until current, Deputy Mayor 26/11/2024 until current)	1	-
	Councillor William Maltby (elected 04/11/2020 until current)	1	1
	Councillor Anthony Cordy (elected 20/05/2014 until current)	1	1
	Councillor Christine Henderson (elected 01/12/2008 until 25/10/2024)	-	1
	Councillor Stephen Gardner (elected 26/02/2018 until 25/10/2024)	-	1
	Councillor Gary McClure (elected 04/11/2020 until 25/10/2024)	-	1
	Councillor Phillip Walker (elected 14/11/2024 until current)	1	-
	Councillor Rosalie Hastwell (elected 14/11/2024 until current)	1	-
	Councillor Lucas Maddock (elected 14/11/2024 until current)	1	-
Total Number of Councillors		8	7
Officers			
	Darren Fuzzard (Chief Executive Officer)	1	1
	Lisa Knight (Director Healthy Communities)	1	1
	Michael Annear (Director Infrastructure and Development)	1	1
	Julie Landy (Director Corporate Services)	1	-
Total of Chief Executive Officer and other Key Management Personnel		4	3
Total Number of Key Management Personnel		12	10

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

	2025	2024
	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	1,051	1,001
Other employee benefits	20	16
Post employment benefits	118	97
Total	1,189	1,114

**Notes to the Financial Report
For the Year Ended 30 June 2025**

7.1 Council and key management remuneration (continued)

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2025 No.	2024 No.
\$10,000 - \$19,999	1	-
\$20,000 - \$29,999	5	5
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999	-	1
\$70,000 - \$79,999	1	1
\$150,000 - \$159,999	1	-
\$230,000 - \$239,999	2	1
\$250,000 - \$259,999	-	1
\$310,000 - \$319,999	1	-
\$330,000 - \$339,999	-	1
	<u>12</u>	<u>10</u>

(d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 and who report directly to a member of the KMP.

The number of Senior Officers are shown below in their relevant income bands:

\$170,000 - \$179,999	1	-
\$180,000 - \$199,999	1	-
\$200,000 - \$209,999	-	1
	<u>2</u>	<u>1</u>

	2025 \$'000	2024 \$'000
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	315	189
Other long-term employee benefits	7	3
Post-employment benefits	35	13
Total	<u>357</u>	<u>205</u>

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into transactions with fourteen related parties. This is detailed below:

Expenditure

Purchase of goods and services under normal trading terms:

- Maine Civil Pty Ltd	11	485
- Maldon Inc	-	8
- Powercore	-	72
- Rosie Annear	-	2
- Workspace Australia	1	-
- Diamond Gully Estate P/L	107	-
- Central Goldfields Shire Council	13	-
- Maldon & District Financial Services Ltd	1	-
- Central Victorian Greenhouse Alliance Inc	19	1

Grants provided or Contributions:

- Campbells Creek Colts Cricket Club	-	1
- Castlemaine Art Museum	159	34
- Castlemaine Fringe Festival	7	-
- Winters Flat Primary School	1	-
- Rotary Club Castlemaine	6	5
- Mount Alexander Women's Sports Club	1	-
- Main FM	15	-
- Sunbury Community Health Centre Ltd	2	1
- North Central Goldfields Regional Library Corporation	632	638
	<u>972</u>	<u>1,247</u>

7.2 Related party disclosure (continued)

(b) Outstanding balances with related parties

There are no loans to or from related parties.

(c) Commitments to/from related parties

There are no commitments to or from related parties.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 8 MANAGING UNCERTAINTIES

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

At balance date Council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- Possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- Present obligations that arise from past events but are not recognised because:
 - It is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - The amount of the obligation cannot be measured with sufficient reliability.

The following are potential contingencies to be considered by Council:

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future

Castlemaine Rifle Range

The EPA is satisfied with the containment and stabilisation of the premises but there may be a continuing environmental risk if the cap encapsulating the waste is not monitored and maintained. A potential liability exists if there is a default on the requirements of an Improvement Notice imposed by the EPA.

Tarilta gravel pit

A rehabilitation bond has been issued for the restoration of the Tarilta gravel pit. Bank guarantees totalling \$148,000 (\$23,500 and \$124,500) have been issued to the Minister for Energy and Resources.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

8.1 Contingent assets and liabilities (continued)

Government Health Agencies

- Government Health Agencies may request the return of any unspent funds for community development programs.
- Department of Health Disability and Aged Care may request the return of any Commonwealth Home Support Program Funds if the aggregate KPIs are under 80%.
- Department of Health Disability and Aged Care may request the return of any Home Care Package or Support at Home Program packages if errors occur.
- Department of Veteran Affairs may request the return of any funds if errors occur.

Exact amounts have not been requested as at balance date.

Castlemaine Depot

A potential liability exists for costs associated with remediating the Castlemaine Depot site. The depot is currently in use, with no confirmed plans for moving. Short term measures such as concrete works along with progressive rehabilitation of the site has commenced with some areas being formerly capped with concrete. However, due to limited resources available, there is still a significant amount of remedial works required.

Flood Events

Previous flood events have resulted in significant damage to infrastructure. Whilst Council has since undertaken most of the required remedial works and has also implemented a number of strategies to reduce the impact of future events, there remains a level of exposure to this risk. This exposure level will decline over the next few years as strategies such as the construction of new flood levees are implemented.

(c) Guarantees for loans to other entities

Council has not guaranteed any loans to other entities.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council assesses the impact of these new standards.

As at 30 June 2025 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2025 that are expected to impact Council.

In September 2024 the Australian Accounting Standards Board (AASB) issued two Australian Sustainability Reporting Standards (ASRS). This followed Commonwealth legislation establishing Australia's sustainability reporting framework. Relevant entities will be required to undertake mandatory reporting of climate-related disclosures in future financial years. Public sector application issues remain under consideration and Council will continue to monitor developments and potential implications for future financial years.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

8.3 Financial instruments (continued)

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council's cash deposits are lodged at floating rates while cash investments are lodged at fixed rates for their term (all terms are 12 months or less).

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- Diversification of investment product.
- Monitoring of return on investment.
- Benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements were significant during the year, compared to amounts budgeted, resulting in unbudgeted cash investment income of \$525k.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with.
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's Cash Management Policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

**Notes to the Financial Report
For the Year Ended 30 June 2025**

8.3 Financial instruments (continued)

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowances for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- Have readily accessible standby facilities and other funding arrangements in place.
- Have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments.
- Monitor budget to actual performance on a regular basis; and
- Set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 4.30%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

Notes to the Financial Report For the Year Ended 30 June 2025

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

Council has considered the amendments to AASB 13 Fair Value Measurement that apply for the 2024-25 financial year as a result of AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities. For assets, where the Council adopts a current replacement cost approach to determine fair value, the Council considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

The AASB 13 amendments apply prospectively, comparative figures have not been restated.

The AASB 13 amendments have not resulted in any material impacts to Council's financial statements.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities.

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable.

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

8.4 Fair value measurement continued

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets once every five years. The valuation is performed either by experienced Council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset class	Revaluation frequency
Land	5 years
Buildings	5 years
Roads	5 years
Bridges	5 years
Footpaths and cycleways	5 years
Drainage	5 years

Where the assets are revalued, the revaluation increases are credited directly to the asset revaluation reserve except to the extent that an increase reverses a prior year decrease for that class of asset that had been recognised as an expense in which case the increase is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of assets, revaluation increases and decreases within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 9 OTHER MATTERS

9.1 Reserves	Balance at beginning of reporting period \$'000	Increase (decrease) \$'000	Balance at end of reporting period \$'000
(a) Asset revaluation reserves			
2025			
Property			
Land and land improvements	30,119	524	30,643
Buildings	39,770	2,076	41,846
	69,889	2,600	72,489
Infrastructure			
Roads	157,688	15,024	172,712
Bridges	27,951	1,744	29,695
Drainage	63,345	2,574	65,919
Footpaths and cycleways	4,135	927	5,062
Kerb and channel	3,270	189	3,459
	256,389	20,458	276,847
Total asset revaluation reserves	326,278	23,058	349,336
2024			
Property			
Land and land improvements	29,375	744	30,119
Buildings	35,661	4,109	39,770
	65,036	4,853	69,889
Infrastructure			
Roads	144,109	13,579	157,688
Bridges	24,565	3,386	27,951
Drainage	59,420	3,925	63,345
Footpaths and cycleways	3,545	590	4,135
Kerb and channel	3,085	185	3,270
	234,724	21,665	256,389
Total asset revaluation reserves	299,760	26,518	326,278

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

9.1 Reserves (continued)	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2025				
Diamond Gully contribution *	734	29	-	763
General development contribution *	83	-	-	83
Campbells Creek South Development Contribution *	83	-	-	83
McKenzie Hill *	374	-	-	374
Energy/water saving	308	24	(135)	197
Gravel pit rehabilitation	39	-	-	39
Parkland/open space *	744	307	(382)	669
Swimming pool	3,061	-	(730)	2,331
Uncompleted works	8,544	4,779	(8,544)	4,779
Unspent grants	-	3,496	-	3,496
Waste	4,812	1,046	(262)	5,596
Developer tree planting and maintenance	124	2	(8)	118
Total Other reserves	18,906	9,683	(10,061)	18,528
2024				
Diamond Gully contribution *	440	294	-	734
General development contribution *	83	-	-	83
Campbells Creek South Development Contribution *	83	-	-	83
McKenzie Hill *	145	229	-	374
Energy/water saving	267	41	-	308
Gravel pit rehabilitation	39	-	-	39
Parkland/open space *	722	151	(129)	744
Swimming pool	3,061	-	-	3,061
Uncompleted works	9,875	8,544	(9,875)	8,544
Unspent grants	6,315	-	(6,315)	-
Waste	4,919	662	(769)	4,812
Developer tree planting and maintenance	41	103	(20)	124
Total Other reserves	25,990	10,024	(17,108)	18,906

* Notes a statutory reserve held for restricted use.

Energy/water saving reserve

Funds set aside for the undertaking of works on Council property which reduces future energy or water usage.

Gravel pit rehabilitation reserve

Funds set aside for the future rehabilitation works at Council's gravel pit.

Uncompleted works reserve

Funds set aside at year-end to allow projects to be carried forward.

Unspent grants reserve

Grant fund provided to Council with conditions on how they are spent that remain unspent at end of year.

Developer tree planting and maintenance reserve

Funds set aside for the required tree planting and maintenance in future developments.

McKenzie Hill Reserve

Funds McKenzie Hill infrastructure works through contributions from owners who subdivide or develop their land.

Diamond Gully DCP reserve

Funds Diamond Gully infrastructure works through contributions from owners who subdivide or develop their land.

Parkland/open spaces reserve

Funds to provide for future recreational infrastructure within the Shire.

Swimming pool reserve

Funds set aside for future capital works on swimming pools.

Waste reserve

Funds set aside to provide for the capital improvements and rehabilitation at the Castlemaine landfill.

Campbells Creek South Development Contribution Reserve

Funds Campbells Creek South infrastructure works through contributions from owners who subdivide or develop their land.

General development contribution reserve

Funds general infrastructure works through contributions from owners who subdivide or develop their land.

Notes to the Financial Report
For the Year Ended 30 June 2025

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2025	2024
	\$'000	\$'000
Surplus/(deficit) for the year	1,944	(2,583)
<i>Non-cash adjustments:</i>		
Depreciation	10,508	9,816
Amortisation	364	292
(Profit)/loss on disposal of property, infrastructure, plant and equipment	2,383	628
Contributions - non-monetary assets	(706)	(454)
Borrowing costs	61	65
Finance costs	28	28
Share of net (profit)/losses of associates	(37)	(8)
Prior year WIP expensed	1,300	12
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(350)	(1,071)
Increase/(decrease) in trade and other payables	39	417
Increase/(decrease) in trust funds	(120)	250
(Increase)/decrease in contract assets	1,218	(1,081)
(Increase)/decrease in inventories	(12)	40
Increase/(decrease) in contract and other liabilities	4,625	(1,554)
Increase/(decrease) in provisions	10	(185)
Net cash provided by/(used in) operating activities	21,255	4,612

Note 10 CHANGE IN ACCOUNTING POLICY

There have been no changes to accounting policies in the 2024/2025 year.

Mount Alexander Shire Council

Performance Statement

For the Year Ended 30 June 2025

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Certification of the performance statement

In my opinion, the accompanying Performance Statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* .

Keith Caldwell , Finance Manager

Principal Accounting Officer

Date:

In our opinion, the accompanying performance statement of the Mount Alexander Shire Council for the year ended 30 June 2025 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

As at the time of signing, we are not aware of any circumstance which would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

Councillor Annear

Mayor

Date:

Councillor XX

Councillor

Date:

Darren Fuzzard

Chief Executive Officer

Date:

Insert signed VAGO report

Insert signed VAGO report

Section 1. Description of municipality

Our shire

Our community comprises more than 20,000 people with most living in and around the townships of Castlemaine, Harcourt, Maldon, Campbells Creek, Newstead, Elphinstone, Guildford, Chewton and Taradale.

Located within commuting distance of Melbourne and Bendigo, the popularity of the shire continues to grow as new residents move to the area to make the most of the lifestyle and all the shire has to offer.

Further information is detailed in the Annual Report 2024/2025.

Section 2. Service performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Results						
Indicator / measure	2022	2023	2024	2025		Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	
Aquatic Facilities Utilisation Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	1.03	0.96	0.94	N/A	1.17	Strong attendances (26% increase compared to 2023/2024) were achieved for the 2024/2025 pool season, which was the highest since 2018/2019. It also had the largest attendance by schools in over a decade. There were minimal closures due to cold weather with consistent days of warm weather, which helped keep attendances high.
Animal Management Health and safety Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	100.00%	0.00%	0.00%	N/A	0.00%	No animal management prosecutions were undertaken for 2024/2025.
Food Safety Health and safety Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	61.54%	90.91%	50.00%	N/A	0.00%	No critical or major non-compliance outcome notifications about a food premises were received during 2024.
Governance Satisfaction Satisfaction with community consultation and engagement [community satisfaction rating out of 100 with the consultation and engagement efforts of Council]	54.00	51.00	52.00	52.00	53.00	Council has worked hard to increase community consultation and engagement using a number of strategies including: media, briefings and streaming of Council Meetings on YouTube. Result has improved compared to 2023/2024 and exceeded our target by 1.92%, as well as exceeding the state-wide average by 6%.
Libraries Participation Library membership [Number of the registered library members / Municipal population] x100	N/A	N/A	36.34%	N/A	37.80%	Registered library users increased by 5% compared to 2023/2024.
Maternal and Child Health (MCH) Participation Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	84.66%	82.39%	80.51%	N/A	84.76%	Attendance increased by 2.4% while enrolments decreased by 2.7%, compared to 2023/2024.

Section 2. Service performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Results						
Indicator / measure	2022	2023	2024	2025		Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	
Maternal and Child Health (MCH) Participation Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	87.88%	86.84%	94.12%	N/A	97.62%	Low numbers of Aboriginal children enrolled (16.5 in 2021/2022, 19 in 2022/2023, 17 in 2023/2024, 21 in 2024/2025), can skew the percentage change between years.
Roads Condition Sealed local roads below the intervention level [Number of kilometres of sealed local roads below the renewal intervention level set by Council and not requiring renewal / Kilometres of sealed local roads] x100	97.02%	97.25%	96.97%	96.00%	95.83%	The majority of sealed roads are in good condition, according to a recent survey of road conditions in 2020/2021. Result is stable compared to 2023/2024 and is within 0.18% of target set.
Statutory Planning Service standard Planning applications decided within the relevant required time [Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100	56.38%	26.43%	39.11%	42.00%	not available	Due to the changeover of our system, an accurate calculation could not be provided this year.
Waste Collection Waste diversion Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	34.09%	35.02%	32.54%	36.00%	31.89%	2.66% increased general waste compared to mixed recycling collected from households, when compared to 2023/2024. Diversion of glass from mixed recycling stream due to Victoria's Container Deposit Scheme (CDS) and separation at the transfer station. Result is below target by 4.11 points.

Section 3. Financial performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Dimension / indicator / measure	2022	2023	2024	2025		2026	2027	2028	2029	Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	Forecast	Forecast	Forecast	Forecast	
Efficiency Expenditure level Expenses per property assessment [Total expenses / Number of property assessments]	\$3,710.59	\$3,536.92	\$3,814.52	\$3,836.00	\$4,086.61	\$4,185.86	\$4,245.00	\$4,312.25	\$4,430.34	<p>There has been a 8% increase in expenses in 2024/2025, compared to 2023/2024. This is partly made up of the recognition of net loss on disposal of property, infrastructure, plant and equipment (PIPE) \$1.8M greater than in 2023/2024 year as capital works are completed. Many key strategic decisions were made during 2024/2025 including a change in organisational structure to respond to the growing demands of the community, a commitment to continue delivering aged care services and the ongoing introduction of new obligations from the Federal Government as part of doing so (including delays in our ability to commence providing some services while being required to make upfront investments in them), and our success in securing a contract to provide Municipal Building Services to a neighbouring Shire and the increased cost (and income) associated with that.</p> <p>Forecast results expect an average increase of 2% on the 2024/2025 result, with property assessment numbers expected to remain stable.</p> <p>2024/2025 result is within 6.53% of target set.</p>
Revenue level Average rate per property assessment [Sum of all general rates and municipal charges / Number of property assessments]	\$1,711.32	\$1,753.38	\$1,814.68	N/A	\$1,884.87	\$1,939.39	\$1,960.02	\$2,003.69	\$2,048.39	<p>Increase is in line with the Fair go Rate System (FGRS). Forecast results are conservatively averaging 2.1% rate caps, with property assessment numbers expected to remain stable.</p>

Section 3. Financial performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Dimension / indicator / measure	2022	2023	2024	2025		2026	2027	2028	2029	Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	Forecast	Forecast	Forecast	Forecast	
Liquidity Working capital Current assets compared to current liabilities [Current assets / Current liabilities] x100	186.20%	284.33%	255.16%	238.00%	222.83%	142.28%	139.33%	133.44%	123.87%	Current assets increased by 30% with the opening of several new term deposits held due to the receipt of 50% brought forward payment of the 2025/2026 Federal Assistance Grant and other grant funds received. Current liabilities increased by 49% at 30 June 2025 with the receipt of grant funding for the Castlemaine Art Museum redevelopment project and the resulting recognition of the unearned grant income liability. The ratio decreases in forecast years to reflect the reduction in term deposits held. Result is within 6.37% of target.
Unrestricted cash Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	-47.21%	-73.48%	-50.42%	N/A	-16.39%	-41.48%	-32.08%	-38.75%	-34.79%	The definition of cash excludes term deposits invested for periods of more than three months. If term deposits held for more than three months but less than 12 months were included as cash, the unrestricted cash ratio's would be 106.99% in 2024/2025, 17.05% in 2025/2026, 30.02% in 2026/2027, 26.18% in 2027/2028 and 16.69% in 2028/2029. Carried forward capital works are unknown and not considered in future years.
Obligations Loans and borrowings Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	7.52%	6.55%	5.83%	N/A	5.10%	4.74%	3.80%	3.32%	2.83%	No new loans occurred during the year, while principal repayments were made across the year that reduced the level of borrowings. One new loan (\$1.4M) is currently budgeted for in 2025/2026, while one existing borrowing will be paid out (\$1.2M). The ratio decreases in the following forecast years to reflect the reduction in loan borrowings as loans are paid off.

Section 3. Financial performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Dimension / indicator / measure	2022	2023	2024	2025		2026	2027	2028	2029	Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	Forecast	Forecast	Forecast	Forecast	
<i>Loans and borrowings repayments compared to rates</i> <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	5.30%	1.04%	0.68%	N/A	0.69%	5.17%	1.04%	0.56%	0.55%	Two loans were paid off during 2021/2022 year, including one that required a \$1M balloon repayment, and two loans were paid off in 2022/2023 year. No new loans were drawn down in 2024/2025. One new loan (\$1.4M) is currently budgeted for in 2025/2026 with one loan to be paid off (\$1.2M) during 2025/2026. The ratio decreases in following forecast years to reflect the reduction in loan borrowings as loans are paid off.
Indebtedness <i>Non-current liabilities compared to own source revenue</i> <i>[Non-current liabilities / Own source revenue] x100</i>	14.82%	12.42%	11.10%	N/A	7.02%	8.62%	7.66%	6.72%	5.99%	Own source revenue increased by 2.63% in 2024/2025. The continuation with declining own source revenue growth is expected in forecast years due to rate capping, while non current liabilities are expected to increase in 2025/2026 with new borrowings of \$1.4M, before reducing in following years with borrowings being paid off.
Asset renewal and upgrade <i>Asset renewal and upgrade compared to depreciation</i> <i>[Asset renewal and asset upgrade expense / Asset depreciation] x100</i>	81.99%	84.86%	97.76%	82.00%	74.77%	161.66%	127.36%	98.99%	88.53%	Asset upgrade works decreased by 54% and asset renewal works decreased by 9%, while depreciation expense increased by 7%, compared to 2023/2024. Council's focus is on investing in accordance with our adopted asset management plans (where they exist) and therefore the extent to which this ratio reflects our performance is questioned. Forecast years include the grant funded Frederick Street / Mechanics Lane Redevelopment in years 2025/2026 and 2026/2027. Result is within 8.82% of target.

Section 3. Financial performance indicators
PERFORMANCE STATEMENT
For the year ended 30 June 2025

Dimension / indicator / measure	2022	2023	2024	2025		2026	2027	2028	2029	Material Variations and Comments
	Actual	Actual	Actual	Target as per budget	Actual	Forecast	Forecast	Forecast	Forecast	
Operating position Adjusted underlying result Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-9.03%	8.11%	-18.56%	N/A	-3.28%	-9.57%	-13.64%	-13.18%	-13.91%	Overall, income was 9% greater than budget, while expenses were 5% greater than budget. In terms of income, 50% of the 2025/2026 Federal Assistance Grant (FAG) was paid early in 2024/2025 (\$3.5M). In terms of expenses, net loss on disposal of property, infrastructure, plant and equipment (PIPE) were greater than budget by \$1.2M consisting of recognition of written down value (WDV) on asset capitalisations and increasing operational service costs, while depreciation was greater than budget by \$809K due to higher than budgeted EOFY revaluation adjustments reported for 2023/2024. Costs are forecast to rise faster than revenue in subsequent years.
Stability Rates concentration Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	61.54%	55.59%	68.50%	66.00%	57.77%	62.08%	64.28%	64.41%	64.49%	Total rate revenue (including waste charges) increased by 4.9%. The adjusted underlying revenue increased by 24.4% in 2024/2025, due to 50% of the 2025/2026 Federal Assistance Grant (FAG) being paid early in 2024/2025 (\$3.5M). This increase in grants is not expected to continue in forecast years. Result is within 12.0% of target.
Rates effort Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.40%	0.32%	0.30%	N/A	0.31%	0.32%	0.32%	0.31%	0.30%	Capital improved values (CIV) have increased at a greater rate than rates revenue, and is expected to continue in forecast years.

Section 4. Sustainable capacity indicators

PERFORMANCE STATEMENT

For the year ended 30 June 2025

Results

Indicator / measure [formula]	2022	2023	2024	2025	Material Variations and Comments
	Actual	Actual	Actual	Actual	
Population <i>Expenses per head of municipal population</i> <i>[Total expenses / Municipal population]</i>	\$2,268.87	\$2,154.89	\$2,318.82	\$2,486.47	Net loss on disposal of property, infrastructure, plant and equipment (PIPE) were greater than budget by \$1.2M consisting of recognition of written down value (WDV) on asset capitalisations and increasing operational service costs, while depreciation was greater than budget by \$809K due to higher than budgeted EOFY revaluation adjustments reported for 2023/2024. Many key strategic decisions were made during 2024/2025 including a change in organisational structure to respond to the growing demands of the community, a commitment to continue delivering aged care services and the ongoing introduction of new obligations from the Federal Government as part of doing so (including delays in our ability to commence providing some services while being required to make upfront investments in them), and our success in securing a contract to provide Municipal Building Services to a neighbouring Shire and the increased cost (and income) associated with that. Population growth remains low.
<i>Infrastructure per head of municipal population</i> <i>[Value of infrastructure / Municipal population]</i>	\$18,075.10	\$18,422.53	\$19,588.06	\$20,302.71	\$23.0 million (net) in asset revaluations/indexations were undertaken on buildings, roads, bridges, drainage, kerb and channel, footpath, land and site improvement asset classes in 2024/2025. In addition, capital works to maintain the Shire's assets and infrastructure continue in line with the long term Financial Plan, with the assistance of grant funding, while population growth remains low.
<i>Population density per length of road</i> <i>[Municipal population / Kilometres of local roads]</i>	14.10	14.22	14.44	14.57	Population growth remains low (1%) with minimal change in length of local roads.
Own-source revenue <i>Own-source revenue per head of municipal population</i> <i>[Own-source revenue / Municipal population]</i>	\$1,444.69	\$1,569.39	\$1,598.90	\$1,623.30	Own source revenue has remained stable compared to 2023/2024. Population growth continues to remain low.
Recurrent grants <i>Recurrent grants per head of municipal population</i> <i>[Recurrent grants / Municipal population]</i>	\$543.37	\$564.75	\$205.29	\$697.00	An increase to recurrent operating grant funding occurred in 2024/2025 with 50% (\$3.5M) of the estimated 2025/2026 allocation of Federal Assistance Grant (FAG) funding brought forward into 2024/2025, while population growth remains low.
Disadvantage <i>Relative Socio-Economic Disadvantage</i> <i>[Index of Relative Socio-Economic Disadvantage by decile]</i>	6.00	6.00	6.00	6.00	Socio-economic disadvantage index remains stable compared to prior years.

Section 4. Sustainable capacity indicators

PERFORMANCE STATEMENT

For the year ended 30 June 2025

Results					
Indicator / measure [formula]	2022	2023	2024	2025	Material Variations and Comments
	Actual	Actual	Actual	Actual	
Workforce turnover <i>Percentage of staff turnover</i> <i>[Number of permanent staff resignations and terminations /</i> <i>Average number of permanent staff for the financial year]</i> <i>x100</i>	34.24%	18.67%	22.27%	17.85%	Resignations/terminations decreased by 19.87% in 2024/2025 compared to 2023/2024. An error was identified in calculating staff turnover in 2021/2022 whereby casuals and fixed term resignations/terminations were included. The 2021/2022 result should have been 22.83%.

PERFORMANCE STATEMENT
For the year ended 30 June 2025

5.1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed, service performance, financial performance and sustainable capacity indicators and measures together with a description of the municipal district, an explanation of material variations in the results and notes to the accounts. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g., Australian Bureau of Statistics or the Council's satisfaction survey provider).

The performance statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the *Local Government (Planning and Reporting) Regulations 2020*. Additionally, for the prescribed financial performance indicators and measures, the performance statement includes the target budget for the current year and the results forecast for the period 2025-26 to 2028-29 by the council's financial plan.

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

Section 5. Notes to the accounts**PERFORMANCE STATEMENT****For the year ended 30 June 2025****5.2. Definitions**

Key term	Definition
Aboriginal children	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the Aboriginal Heritage Act 2006
adjusted underlying revenue	means total income other than: <ul style="list-style-type: none">- non-recurrent grants used to fund capital expenditure;- non-monetary asset contributions; and- contributions to fund capital expenditure from sources other than those referred to above.
adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure.
aquatic facility	means a council operated facility that includes at least one wet area for swimming and/or water play. The facility may be operated on a seasonal basis or available for use all year round. It excludes facilities where council does not have operational control.
annual report	means an annual report prepared by a council under section 98 of the Act.
asset depreciation	means a council's use of its physical assets through a systematic reduction in their value over time, usually to reflect wear and tear. Refers to total depreciation of all assets, not just the depreciation on renewed or upgraded assets.
asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability.
asset upgrade expenditure	means expenditure that enhances an existing asset to provide a higher level of service or extends the life of the asset beyond its original life.
book or other resources	means all print material (such as books, magazines, serials, maps, plans, manuscripts), audio visual and digital materials (such as audio books, CDs, CD-ROMs, videos, computer games, e-books), toys, games and equipment on hand (that can be reserved or borrowed) at the end of the reporting period. This includes music streaming services and other such digital services where the borrowing of the service can be quantified. This does exclude the booking of Library facilities e.g., meeting and conference rooms or outdoor areas.
capital improved value (CIV)	means the market value of a property and is measured at the end of the year and includes all valuation adjustments (e.g. supplementary valuations).
children	means children aged 0 to 3.5 years.
condition standard	means condition standard is generally based on a Pavement Condition Index (PCI) which is a pavement management system rating scheme. Common schemes include SMEC and Moloney. Where different intervention levels exist for categories or components of roads, the condition standard should be set at the category or component level and an average taken for reporting purposes. This standard is then agreed with the community and approved by the Council.
critical non-compliance outcome notification	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
current assets	has the same meaning as in the Australian Accounting Standards
current liabilities	has the same meaning as in the Australian Accounting Standards
currently registered	means a currently registered member has a recorded transaction during the past three years (i.e., membership has been updated or used to access library collections, programs or technology services at any time in the past 36 months).

PERFORMANCE STATEMENT

For the year ended 30 June 2025

follow-up	means follow up of a critical non-compliance outcome notification or a major non-compliance outcome notification will normally involve council inspecting the premises. It can include council verifying that a non-compliance, which was originally detected at the initial audit phase by an auditor or authorised officer (and notified to council under section 19N(3) of the <i>Food Act</i>) has been remedied by the business. In this case, council must receive written confirmation of this fact from the auditor or authorised officer. Where a non-compliance outcome notification requires multiple follow up visits, only the first follow up visit is to be counted. The subsequent follow up visits should not be counted.
food premises	has the same meaning as in the <i>Food Act 1984</i>
infrastructure	means non-current property, plant and equipment excluding land.
interest bearing loans and borrowings	means a loan or borrowing in which the debt is expressed as a principal amount and interest is calculated, charged, and collected on unpaid balances.
interest and principal repayments	means is repayments made on principal amounts and/or interest from interest bearing loans or borrowings, where the debt is expressed as a principal amount and interest is calculated, charged, and collected on unpaid balances.
intervention level	means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene
kerbside collection bin	means a container used as part of the Council's formal kerbside collection systems.
local road	means sealed or unsealed roads for which the council is the responsible road authority under the <i>Road Management Act 2004</i> .
major non-compliance outcome notification	means a notification received by a Council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to Council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health Service provided by a Council to support the health and development of children within the municipality from birth until school age.
non-current assets	means all assets other than current assets.
non-current liabilities	means all liabilities other than current liabilities
non-recurrent grants	means operating or capital grants obtained on the condition that they may be expended in a specified manner and not expected to be received again during the period covered by the Financial Plan.
number of property assessments	means the number of rateable properties as at 1 July.
own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
planning application	means a completed regular or VicSmart planning permit application on the prescribed form lodged with a council (the responsible authority) accompanied by a complete description of the proposal and the prescribed fee.
planning decision	means the issue of a permit, a notice of decision to grant a permit or a notice of refusal to grant a permit. It also includes an amended permit, a notice of decision to grant an amendment to a permit or a notice of decision to refuse to grant an amendment to a permit.
population	means the resident population estimated by council
rate revenue	means revenue from general rates, municipal charges, service rates and service charges
recurrent grants	means operating or capital grant other than non-recurrent grants.
registered library member	means a person or organisation currently registered with the library service to use its services and collections within or away from the library facility. This includes online or cardless members who only access electronic services and collections.
relative socio-economic disadvantage	in relation to a municipal district, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage of SEIFA

PERFORMANCE STATEMENT

For the year ended 30 June 2025

renewal	means returning the service potential or the life of an asset to that which it had originally and includes road reconstruction and resealing.
renewal intervention level	means the condition standard which is set to determine whether a sealed local road requires renewal. That is, local roads above the intervention level require intervention, and those below do not. For the purposes of the measure 'Sealed Local Roads Below the Intervention Level', the numerator is the number of kilometres of sealed local roads that do not need to be renewed.
resignations and terminations	means all permanent employees (including senior officers on contract) that leave the council and includes resignations, terminations, retirements and redundancies. This should exclude short term contingent workers i.e. contracts of less than six months.
restricted cash	means cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
road pavement	means the portion of the road that supports the running surface (seal) for vehicular traffic.
road seal	means the initial treatment to a new or reconstructed road pavement with the application of bituminous surfacing or other surfacing materials such as pavers or concrete.
road resealing	means all actions directed at returning the service potential or useful life of the road seal up to that which it had originally and includes: laying a new surface on top of the old by spraying bitumen and rolling stone chips into it, or laying a new thin layer of asphalt; removing the old surface and replacing it with a new layer of asphalt; or recycling the old surface by remixing and stabilising the asphalt.
sealed local roads	means sealed roads under the control of the municipality and includes the road pavement and road seal (and kerb and channel where applicable).
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet site
successful animal management prosecutions	means any charge (excluding unpaid fines) brought by Council under the <i>Domestic Animals Act 1994</i> against a defendant and found in favour of Council in a court of law, or where successfully appealed, in the appeal court. This would include the issuing of good behaviour bonds or court diversions. Where a group of charges is brought against a defendant, the group should be counted as one prosecution.
sum of all general rates and municipal charges	means total revenue leviable from general rates, municipal charges and supplementary rates on rateable properties as at 1 July. This excludes service rates and service charges.
total expenses	means total expenditure or costs incurred or required.
total number of animal management prosecutions	means any charge (excluding unpaid fines) brought by Council under the <i>Domestic Animals Act 1994</i> against a defendant in a court of law, or in the appeal court. Where a group of charges is brought against a defendant, the group should be counted as one prosecution.
unrestricted cash	means all cash and cash equivalents other than restricted cash.
VicSmart	means a streamlined planning permit assessment process for low impact applications.
visit	means a visit to an aquatic facility in person. It also includes attendees at carnivals.

REQUEST FOR CARRY FORWARD

2024/2025 to 2025/2026

Attachment 9.3.2.1

<u>Project Name</u>	<u>No.</u>	<u>Directorate</u>	<u>2024/2025 Current Budget</u>	<u>2024/2025 Additional Grant Funding</u>	<u>2024/2025 Actuals</u>	<u>Requested carry forward</u>	<u>Executive Team Recommendation</u>	<u>Executive Team Comment</u>	<u>Budget Type</u>
Council funded projects:									
Disability Action Plan Implementation	1	DHC	27,895	-	2,775	25,120	25,120		Special
Strategic planning for rural lifestyle/small farm properties	2	DID	56,000	-	-	56,000	56,000		Special
Castlemaine Heritage Study	3	DID	65,000	-	8,850	56,150	56,150		Special
Industrial Land Strategy	4	DID	66,000	-	49,080	16,920	16,920		Special
Implementation of Strategic Planning projects	5	DID	40,000	-	-	40,000	40,000		Special
Public Art Commission	6	DHC	126,897	-	16,505	110,392	110,392		Capital
Social Housing Feasibility Study and Business Case	7	CEO	185,873	-	129,094	56,779	56,779		Special
Mount Alexander Affordable Housing Trust (MAAHT)	8	CEO	500,000	-	-	500,000	500,000		Special
69 Templeton Street purchase	9	CEO	730,000	-	73,000	657,000	657,000		Capital
Community Wellbeing Software Upgrade	10	DHC	201,487	-	7,800	193,687	193,687		Capital
Middle Years Plan 2024-2027	11	DHC	12,987	-	7,640	5,347	5,347		Special
Community Grants	12	DHC	121,230	-	115,302	5,928	5,928		Operating
Homelessness Broker	13	DHC	61,774	-	38,792	22,982	22,982		Special
Early Years Plan 2022-2025	14	DHC	30,000	-	8,935	21,065	21,065		Special
Service Reviews	15	DCS	49,500	-	-	49,500	49,500		Special
Business Information System	16	DCS	161,250	-	116,059	45,191	45,191		Capital
Cyber Security Improvement Program	17	DCS	28,418	-	12,912	15,506	15,506		Special
Cyber-Security Program	18	DCS	35,051	-	-	35,051	35,051		Operating
Cybersecurity and data privacy	19	DCS	40,000	-	-	40,000	40,000		Special
Castlemaine and Campbells Creek Flood Levee Banks - Phase 3	20	DID	1,511,813	-	229,386	188,132	188,132		Capital
Castlemaine and Campbells Creek Flood Levee Banks - Inocme adjustment	21	DID	-	-	-	270,868	270,868		Capital
Diamond Gully Roads and Intersection Diamond Gully / Ireland St, Maldon Road/Ireland St, Ireland	22	DID	421,965	-	150,878	271,087	271,087		Capital
Smaller Towns Streetscapes Metcalfe-Sutton Grange-Fryerstown-Baringhup	23	DID	84,898	-	-	84,898	84,898		Capital
Annual Motor Vehicle Purchases	24	DCS	463,901	-	290,270	173,631	173,631		Capital
Newstead Outdoor Fitness Equipment	25	DID	39,998	-	-	39,998	39,998		Capital
Building upgrades for accessibility	26	DID	272,518	-	27,206	245,312	245,312		Capital
Asbestos Management Program	27	DID	74,250	-	17,232	57,018	57,018		Special
Caravan Park - Maldon	28	DID	280,000	-	202,039	77,961	77,961	committed	Operating
Unisex public toilet at Stanley Park Harcourt	29	DID	66,500	-	47,185	19,315	19,315		Capital
Drainage Hotspot Review	30	DID	55,585	-	-	30,585	30,585		Capital
SUBTOTAL			5,810,790	-	1,550,942	3,411,421	3,411,421		

REQUEST FOR CARRY FORWARD

2024/2025 to 2025/2026

Project Name	No.	Directorate	2024/2025 Current Budget	2024/2025 Additional Grant Funding	2024/2025 Actuals	Requested carry forward	Executive Team Recommendation	Executive Team Comment	Budget Type
Grant funded projects:									
Rural Land Strategy	31	DID	120,000	-	37,488	82,512	82,512		Special
Small Towns Flood Study Amendment C103malx	32	DID	-	153,000	23,400	129,600	129,600		Special
Housing and Neighbourhood Character Strategy Castlemaine, Campbells Creek and Chewton	33	DID	9,060	-	-	9,060	9,060		Special
Strategic Planning Administration	34	DID	22,911	-	-	22,911	22,911		Operating
Statutory Planning Administration	35	DID	59,194	-	-	59,194	59,194		Operating
Assessment - HACC	36	DHC	41,500	-	40,000	1,500	1,500	High chance dept will request recoup of unspent funds	Operating
Personal Care - HACC	37	DHC	16,008	-	2,000	14,008	14,008	High chance dept will request recoup of unspent funds	Operating
Respite Care - HACC	38	DHC	15,965	-	600	15,365	15,365	High chance dept will request recoup of unspent funds	Operating
Access and Support - HACC	39	DHC	26,136	-	23,000	3,136	3,136	High chance dept will request recoup of unspent funds	Operating
Seniors Festival	40	DHC	15,886	13,000	15,886	13,000	13,000		Operating
Engage (January to June)	41	DHC	39,773	(1,666)	15,973	22,134	22,134		Operating
Victorian Youth Fest	42	DHC	2,000	2,000	1,354	2,646	2,646		Special
Healthy Equal Youth (HEY)	43	DHC	287	10,000	-	10,287	10,287		Special
FReeZA	44	DHC	41,763	2,435	36,317	7,881	7,881		Operating
Alcohol Harm Prevention Plan	45	DHC	49,063	5,000	19,355	34,708	34,708		Special
VicHealth - Leading Healthy Communities	46	DHC	45,000	5,000	25,000	25,000	25,000		Special
VicHealth - Vaping Prevention	47	DHC	-	12,000	2,632	9,368	9,368		Special
Maternal and Child Health Universal	48	DHC	293,288	22,262	246,097	69,453	69,453		Operating
Supported Playgroups	49	DHC	84,195	3,604	49,250	38,549	38,549		Operating
Maternal and Child Health Enhanced	50	DHC	180,850	(132)	131,614	49,104	49,104		Operating
Maternal & Child Health Workforce Support Clinical Supervision	51	DHC	6,550	3,395	-	9,945	9,945		Operating
VicHealth - Child Friendly Consultation	52	DHC	5,626	-	(1,613)	7,239	7,239		Special
VicHealth - Developing Inclusive Winter Programming	53	DHC	19,632	-	7,571	12,061	-	no per DHC as fully spent	Special
VicHealth - Building Proud and Inclusive Playgroups	54	DHC	7,489	-	(731)	8,220	8,220		Special
Children's audit of Mount Alexander Shire	55	DHC	73,003	-	45,230	27,773	27,773		Special
Children's programming in cultural institutions	56	DHC	9,000	-	1,875	7,125	7,125		Special
Children's Winter Festival	57	DHC	6,000	-	30	5,970	5,970		Special
Community Resilience Recovery Officer Program	58	DHC	167,145	-	157,523	9,622	9,622		Special
Community Recovery Hubs	59	DHC	490,683	-	176,224	314,459	314,459		Special
Healthy Loddon Campaspe HLC	60	DHC	4,214	-	132	4,082	4,082		Special
HLC - Phase 2 Projects	61	DHC	9,069	10,000	12,906	6,163	6,163		Special
HLC - Newstead Bike Infrastructure	62	DID	4,200	-	3,500	700	700		Special
Healthy Flexible Learning Options Program - HLC	63	DHC	1,669	-	-	1,669	1,669		Special
Drinking Water Partnership Project - HLC	64	DHC	4,976	-	3,000	1,976	1,976		Special
TAC - Castlemaine Accessibility Analysis	65	DID	-	15,000	-	15,000	15,000		Special
Kerbside Reform Transition 2021-2030	66	DID	35,480	-	-	35,480	35,480		Special
Wesley Hill Doug Powell Oval Lights	67	DID	39,124	-	-	39,124	39,124		Capital
Annual Advance Designs - Sport and Recreation	68	DID	80,625	(25,250)	39,243	16,132	16,132		Capital
Fair Access Policy Base budget adjustment for 2024/25	69	DID	6,000	11,000	6,000	11,000	11,000		Special
Annual Playground Replacement Program	70	DID	215,571	-	211,950	3,621	3,621		Capital
James Park Harcourt Fence	71	DID	20,000	-	-	20,000	20,000		Capital
Council Flood Support Fund - January 2024 Storm AGRN 1096	72	DHC	-	81,350	-	81,350	81,350		Special
October 2022 Storm (Essential Infrastructure) for roads, bridges etc.	73	DHC	-	71,499	-	71,499	71,499		Special
Three-Year-Old Kindergarten Infrastructure & Building Blocks	74	DID	50,197	-	-	50,197	50,197		Special
SUBTOTAL			2,319,132	393,497	1,332,807	1,379,822	1,367,761		
TOTAL						\$ 4,791,243	\$ 4,779,182	\$ -	

REQUEST FOR CARRY FORWARD

2024/2025 to 2025/2026

<u>Project Name</u>	<u>No.</u>	<u>Directorate</u>	<u>2024/2025 Current Budget</u>	<u>2024/2025 Additional Grant Funding</u>	<u>2024/2025 Actuals</u>	<u>Requested carry forward</u>	<u>Executive Team Recommendation</u>	<u>Executive Team Comment</u>	<u>Budget Type</u>
		Operating				\$ 445,119	\$ 445,119		
		Special				\$ 1,937,152	\$ 1,925,091		
		Capital				\$ 2,408,972	\$ 2,408,972		
		Grand Total (all projects)				\$ 4,791,243	\$ 4,779,182		



Mount Alexander Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in the *Provision* (column 1) of the Schedule (and summarised in *Power and Functions Delegated* [column 2] of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in *Delegate* (column 3) of the Schedule;

2. record that references in the Schedule are as follows:

AMC	Asset Management Coordinator
APO	Asset Protection Officer
CEO	Chief Executive Officer
CSA	Coordinator Community Safety and Amenity
CEH	Coordinator Public and Environmental Health
CSP	Coordinator Statutory Planner
DVE	Development Engineer
DCS	Director Corporate Services
DID	Director Infrastructure and Development
DIR	Directors
EHO	Environmental Health Officer
GCO	Governance Coordinator
MCP	Manager Community Partnerships
MDS	Manager Development Services
MGE	Manager Engineering
MFC	Manager Finance
MGO	Manager Operations
MPR	Manager Parks, Recreation and Community Facilities
NAP	Not Applicable
Not delegated	Not delegated
PEO	Planning Enforcement Officer
SPE	Senior Project Engineer

SPL	Strategic Planner
SPC	Strategic Planning Coordinator
SDO	Subdivision Officer - Senior Town Planner
TCO	Technical Officer
TPL	Town Planner
VSP	VicSmart Planner

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 16 September 2025; and

3.2 the delegation:

3.2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;

remains in force until varied or revoked;

3.2.2 is subject to any conditions and limitations set out in sub-paragraph 3.3, and
3.2.3 the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of
Council in the presence of:

)
)

.....
Witness

Date:

Signed by the Mayor in the presence of:

)
)

.....
Witness

Date:

SCHEDULE

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Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CSA	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEH, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	MDS, CEH, EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	CEH, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEH, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEH, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEH	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEH	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEH	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEH, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEH, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	MDS, CEH, EHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MDS, CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MDS, CEH, EHO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s.19FA(1)	MDS, CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEH, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEH, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEH, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEH, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEH, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEH, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to register or renew the registration of a food premises	CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEH, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEH, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38A(4)	Power to request a copy of a completed food safety program template	CEH, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEH, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEH, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEH, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEH, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEH, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEH	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(2)	Power to register the food premises on a conditional basis	CEH, EHO	Where Council is the registration authority, not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEH, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEH, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEH, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEH, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEH, EHO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEH	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	MDS, CEH, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	MDS, CEH, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEH, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40D(1)	Power to suspend or revoke the registration of food premises	DID, MDS	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	MDS, CEH, EHO	
s 40F	Power to cancel registration of food premises	CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	MDS, CEH, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	MDS, CEH, EHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 45AC	Power to bring proceedings	MDS, CEH, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEH	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	DCS, MFC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DID, MDS, SPC	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DID, MDS, SPC	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MDS, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	MDS	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MDS, SPC, SPL	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MDS, SPC, SPL	
s 8A(5)	Function of receiving notice of the Minister's decision	DID, MDS, SPC	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MDS, SPC, SPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MDS, SPC, SPL	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DID, MDS, TPL, SPC, SPL	
s 12B(1)	Duty to review planning scheme	DID, MDS	
s 12B(2)	Duty to review planning scheme at direction of Minister	DID, MDS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DID, MDS	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	MDS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Duty of giving copy amendment to the planning scheme	MDS, SPC	
s 17(2)	Duty of giving copy s 173 agreement	MDS, CSP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DID, SPC	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DID, MDS, CSP, SPC	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DID, MDS, SPC	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DID, SPC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DID, MDS, SPC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DID, MDS, CSP, SPC	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DID, SPC	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DID, MDS	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DID, MDS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	MDS, SPC	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DID, MDS	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DID, MDS, CSP, TPL, SPC, SPL	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	MDS, CSP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	MDS	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DID	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	SDO, MDS, CSP, TPL, VSP, SPC	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	SDO, MDS, CSP, TPL, VSP, SPC	
s 30(4)(a)	Duty to say if amendment has lapsed	MDS, SPC	
s 30(4)(b)	Duty to provide information in writing upon request	MDS, SPC	
s 32(2)	Duty to give more notice if required	MDS, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 33(1)	Duty to give more notice of changes to an amendment	MDS, SPC	
s 36(2)	Duty to give notice of approval of amendment	MDS, SPC	
s 38(5)	Duty to give notice of revocation of an amendment	MDS	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	SDO, DID, MDS, CSP, TPL, VSP, SPC	
s 40(1)	Function of lodging copy of approved amendment	DID, MDS, CSP, SPC	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	MDS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	SDO, MDS, CSP, TPL, VSP, SPC	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	MDS	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	NAP	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	DID, MDS, CSP, SPL	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation	DID, MDS, CSP, SPL	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy		
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DID, MDS, CSP	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DID, MDS, CSP, PPL	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DVE, DID, MDS, CSP, CSA, AMC, MGE, MGO, PPL	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GP	Function of receiving a notice under s 46GO	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general		
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met		
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(1)	Duty to keep proper and separate accounts and records	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	agency that is specified in the plan, as responsible for those works, services or facilities		This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DVE, DID, MDS, CSP, AMC, MGE, PPL	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(9)	Function of receiving the fee simple in the land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DVE, DID, MDS, CSP, AMC, MGE, PPL	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DVE, DID, MDS, CSP, AMC, MGE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	Function of receiving proceeds of sale	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DVE, DID, MDS, CSP, AMC, MGE, PPL	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DVE, DID, MDS, CSP, CSA, AMC, MGE, PPL	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Not delegated, PPL	Fee and Charges are developed through Council's Budget process
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	MDS, CSP, PPL	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DID, MDS, CSP, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DID, MDS, CSP, PPL	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DID, MDS, CSP, PPL	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DID, MDS, CSP, PPL	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DID, MDS, CSP, PPL	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DID	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1)	Duty to keep proper accounts of levies paid	MFC	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	DID, MDS, MGE	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DID	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DID	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works,	DID	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	services or facilities in an area under s 46Q(4)(a)		
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DID	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	DID	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	MFC	
s 46QD	Duty to prepare report and give a report to the Minister	DID, MDS, MGE	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public	NAP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	availability requirements, during the inspection period		
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	NAP	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	NAP	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	NAP	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	NAP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 47	Power to decide that an application for a planning permit does not comply with that Act	DID, MDS, CSP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SDO, CSP, TPL, VSP, SPR, PPL	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	SDO, CSP, TPL, VSP, SPR, PPL	
s 50(4)	Duty to amend application	SDO, CSP, TPL, VSP, SPR, PPL	
s 50(5)	Power to refuse to amend application	DID, MDS, CSP, TPL, SPR, PPL	
s 50(6)	Duty to make note of amendment to application in register	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(1)	Power to make amendment to application	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 50A(4)	Duty to note amendment to application in register	SDO, CSP, TPL, VSP, SPR, PPL	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	SDO, CSP, TPL, VSP, SPC, SPR, PPL	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	SDO, CSP, TPL, VSP, SPR, PPL	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	SDO, CSP, TPL, VSP, SPR, PPL	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	SDO, CSP, TPL, VSP, SPR, PPL	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	SDO, CSP, TPL, VSP, SPR, PPL	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	SDO, CSP, TPL, VSP, SPR, PPL	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(3)	Power to give any further notice of an application where appropriate	MDS, CSP, TPL, VSP, SPR, PPL	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 54(1)	Power to require the applicant to provide more information	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	SDO, CSP, TPL, VSP, SPR, PPL	
s 54(1B)	Duty to specify the lapse date for an application	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	SDO, CSP, TPL, VSP, SPR, PPL	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	SDO, CSP, TPL, VSP, SPR, PPL	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	SDO, CSP, TPL, VSP, SPR, PPL	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DID, MDS	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SDO, CSP, TPL, VSP, SPR, PPL	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	SDO, CSP, TPL, VSP, SPR, PPL	
s 57A(5)	Power to refuse to amend application	CSP, SPR, PPL	
s 57A(6)	Duty to note amendments to application in register	SDO, CSP, TPL, VSP, SPR, PPL	
s 57B(1)	Duty to determine whether and to whom notice should be given	SDO, CSP, TPL, VSP, SPR, PPL	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SDO, CSP, TPL, VSP, SPR, PPL	
s 57C(1)	Duty to give copy of amended application to referral authority	SDO, CSP, TPL, VSP, SPR, PPL	
s 58	Duty to consider every application for a permit	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58A	Power to request advice from the Planning Application Committee	NAP	
s 60	Duty to consider certain matters	DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 60(1A)	Duty to consider certain matters	DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DID, MDS, CSP, PPL	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DID, MDS, CSP, SPR, PPL	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MDS, CSP, TPL	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	MDS, CSP, TPL, SPR, PPL	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	NAP	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	NAP	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DID	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(2)	Power to include other conditions	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	SDO, DID, MDS, CSP, TPL, VSP, SPR	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	SDO, DID, MDS, CSP, TPL, SPR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	SDO, DID, MDS, CSP, TPL, SPR	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	SDO, DID, MDS, CSP, TPL, SPR	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	SDO, CSP, TPL, VSP, SPR	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	SDO, CSP, TPL, VSP, SPR	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	SDO, CSP, TPL, VSP, SPR	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	SDO, CSP, TPL, VSP, SPR	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	SDO, CSP, TPL, VSP, SPR	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	SDO, CSP, TPL, VSP, SPR	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	SDO, CSP, TPL, VSP, SPR, PPL	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 69(1A)	Function of receiving application for extension of time to complete development	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	SDO, MDS, CSP, TPL, VSP, SPR, PPL	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SDO, CSP, TPL, VSP, SPR, PPL	
s 71(1)	Power to correct certain mistakes	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 71(2)	Duty to note corrections in register	SDO, CSP, TPL, VSP, SPR, PPL	
s 73	Power to decide to grant amendment subject to conditions	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 74	Duty to issue amended permit to applicant if no objectors	SDO, CSP, TPL, VSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	SDO, CSP, TPL, VSP, SPR, PPL	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	SDO, CSP, TPL, VSP, SPR, PPL	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council	SDO, CSP, TPL, VSP, SPR, PPL	If the recommending referral authority did not object to the amendment of the permit or the

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	decides to grant and a copy of any notice given under s 64 or 76		recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	SDO, CSP, TPL, VSP, SPC, SPR, PPL	
s 83	Function of being respondent to an appeal	SDO, DID, MDS, CSP, TPL, VSP, PEO, CSA, SPR, PPL	
s 83B	Duty to give or publish notice of application for review	DID, MDS, CSP, SPR, PPL	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DID, MDS, CSP, SPR, PPL	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, DID, MDS, CSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, DID, MDS, CSP, SPR, PPL	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	MDS, CSP, TPL, SPR, PPL	
s 84AB	Power to agree to confining a review by the Tribunal	DID, MDS, CSP, TPL, SPC, PPL	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	MDS, CSP, TPL, SPR, PPL	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DID, MDS, CSP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	SDO, DID, MDS, CSP, TPL, VSP, PEO, CSA, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2)	Duty to comply with the directions of VCAT	DID, MDS, CSP, TPL, SPR, PPL	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DID, MDS, CSP, TPL, SPR, PPL	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DID, MDS, CSP, TPL, SPR, PPL	
s 93(2)	Duty to give notice of VCAT order to stop development	DID, MDS	
s 95(3)	Function of referring certain applications to the Minister	DID, MDS	
s 95(4)	Duty to comply with an order or direction	DID, MDS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DID	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, DID	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DID, MDS, CSP, SPC, PPL	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DID, MDS, CSP, SPC, PPL	
s 96F	Duty to consider the panel's report under s 96E	CEO, DID, MDS, CSP, SPC, PPL	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a	CEO, DID, MDS, CSP, SPC, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996		
s 96H(3)	Power to give notice in compliance with Minister's direction	DID, MDS, CSP, SPC, PPL	
s 96J	Duty to issue permit as directed by the Minister	DID, MDS, CSP, SPC, PPL	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DID, MDS, CSP, SPC, PPL	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	MDS	
s 97C	Power to request Minister to decide the application	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DID	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DID	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	SDO, MDS, CSP, TPL, VSP, SPR, PPL	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	SDO, MDS, CSP, TPL, VSP, SPR, PPL	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	NAP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	NAP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DID, MDS, CSP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MDS, CSP, TPL, SPR, PPL	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DID, MDS, CSP, TPL, PEO, CSA, PPL	
s 97Q(4)	Duty to comply with directions of VCAT	DID, MDS, CSP, TPL, SPR, PPL	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSP, TPL, SPR, PPL	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DID	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DID	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DID	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DID	
s.107(1)	function of receiving claim for compensation	CEO, DID	
s 107(3)	Power to agree to extend time for making claim	CEO, DID	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DID, MDS, CSP, SPC, PPL	
s 114(1)	Power to apply to the VCAT for an enforcement order	DID	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DID, MDS, CSP, TPL, PEO, CSA, PPL	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	SDO, DID, MDS, CSP, TPL, VSP, PEO, CSA, PPL	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	MDS, PEO, CSA	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	DCS, MFC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 130(5)	Power to allow person served with an infringement notice further time	DID, MDS, CSP, PEO, CSA	
s 149A(1)	Power to refer a matter to the VCAT for determination	DID, MDS, CSP, PEO, CSA	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	SDO, DID, MDS, CSP, TPL, VSP, PEO, CSA, PPL	
s 149B	Power to apply to the Tribunal for a declaration.	SDO, DID, MDS, CSP, TPL, VSP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for	CEO, DID, MDS	Where Council is the relevant planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)		
s 171(2)(f)	Power to carry out studies and commission reports	SDO, DID, MDS, CSP, TPL, VSP, SPC, SPL, PPL	
s 171(2)(g)	Power to grant and reserve easements	DID, MDS, CSP, MGE	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, DIR	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, DIR	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the	CEO, DIR	Where Council is the development agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	plan, before the time that the land is required to be provided under s 46GV(4)		
s 173(1)	Power to enter into agreement covering matters set out in s 174	DID	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DID	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	DID, MDS, CSP, SPR, PPL	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires	DID, MDS, CSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	that something may not be done without the consent of Council or Responsible Authority		
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DID, MDS, CSP, SPR, PPL	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DID, MDS	
s 178A(1)	Function of receiving application to amend or end an agreement	DID, MDS, CSP, TPL, SPR, PPL	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DID, MDS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DID, MDS	
s 178A(5)	Power to propose to amend or end an agreement	DID, MDS, CSP, SPR, PPL	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DID, MDS, TPL, SPR, PPL	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DID, MDS, TPL, SPR, PPL	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DID, MDS, TPL, SPR, PPL	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DID, MDS, CSP, TPL, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DID, MDS, CSP, SPR, PPL	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DID, MDS	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DID, MDS	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DID, MDS	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DID, MDS	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DID, MDS	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DID, MDS	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DID, MDS	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DID, MDS, CSP, TPL, SPR, PPL	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	DID, MDS, CSP, TPL, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DID, MDS	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DID, MDS, CSP, PPL	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DID, MDS, CSP, PPL	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	DID, MDS, CSP, VSP, SPC, SPR, PPL	
s 181	Duty to apply to the Registrar of Titles to record the agreement	DID, MDS, CSP, SPR, PPL	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DID, MDS, CSP, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DID, MDS, CSP, SPR, PPL	
s 182	Power to enforce an agreement	DID, MDS, CSP, PPL	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DID, MDS, CSP, SPR, PPL	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DID, MDS, CSP	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	DID, MDS, CSP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for	DID, MDS, CSP, TPL, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the review of its failure to end or amend the agreement		
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DID, MDS, CSP, TPL, SPR, PPL	
s 184G(2)	Duty to comply with a direction of the Tribunal	DID, MDS, CSP, TPL, SPR, PPL	
s 184G(3)	Duty to give notice as directed by the Tribunal	DID, MDS, CSP, TPL, SPR, PPL	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	DID, MDS, CSP, TPL, SPR, PPL	
s 198(1)	Function to receive application for planning certificate	NAP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 199(1)	Duty to give planning certificate to applicant	NAP	
s 201(1)	Function of receiving application for declaration of underlying zoning	NAP	
s 201(3)	Duty to make declaration	NAP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DID, MDS, CSP, SPR, PPL	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DID, MDS, CSP, TPL, SPR, PPL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	DID, MDS, CSP, SPR, PPL	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	NAP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	NAP	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MCP, MPR	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 522(1)	Power to give a compliance notice to a person	CEH, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DID	
s 525(4)	Duty to issue identity card to authorised officers	GCO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MDS	
s 526A(3)	Function of receiving report of inspection	CEH, EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DID, MGE	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	GCO, MGE	
s 11(9)(b)	Duty to advise Registrar	DID, MGE	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DID, MGE	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DID, MGE	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	DID, MGE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(10)	Duty to notify of decision made	DID, MGE, MGO	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DID, MGE	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DID, MGE	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DID, MGE	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DID, AMC, MGE	
s 15(2)	Duty to include details of arrangement in public roads register	DID, AMC, MGE	
s 16(7)	Power to enter into an arrangement under s 15	DID, AMC, MGE	
s 16(8)	Duty to enter details of determination in public roads register	DID, AMC, MGE	
s 17(2)	Duty to register public road in public roads register	DID, AMC, MGE	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DID, AMC, MGE	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DID, AMC, MGE	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	DID, AMC, MGE	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	AMC	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	DID, MGE	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	DID, AMC, MGE	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DID, MGE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)	Duty to specify details of discontinuance in public roads register	DID, AMC, MGE	
s 19(5)	Duty to ensure public roads register is available for public inspection	DID, AMC, MGE	
s 21	Function of replying to request for information or advice	DID, AMC, MGE	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DID	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DID	
s 22(5)	Duty to give effect to a direction under s 22	DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to inspect, maintain and repair a public road.	DVE, TCO, MGE, MGO, APO	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DVE, DID, TCO, MGE, MGO, APO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DVE, DID, SPE, TCO, MGE, MGO, APO	
s 42(1)	Power to declare a public road as a controlled access road	DID, MGE	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DID, MGE	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	DID, MGE	Where Council is the coordinating road authority If road is a municipal road or part thereof

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DID, MGE	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DID, MGE	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	DID, MGE	
s 49	Power to develop and publish a road management plan	DID, MGE, MGO	
s 51	Power to determine standards by incorporating the standards in a road management plan	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DID, MGE, MGO	
s 54(2)	Duty to give notice of proposal to make a road management plan	DID, MGE, MGO	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DID, MGE, MGO	
s 54(6)	Power to amend road management plan	DID, MGE, MGO	
s 54(7)	Duty to incorporate the amendments into the road management plan	DID, MGE, MGO	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(1)	Power to consent to conduct of works on road	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DID, SPE, TCO, MGE, MGO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	MGE, MGO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DID, MGE, MGO	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	MGE, MGO	Where Council is the coordinating road authority
s 67(3)	Power to request information	DID, MGE, MGO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	Power to request information	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	GCO	
s 85	Function of receiving report from authorised officer	DID, MGE, MGO	
s 86	Duty to keep register re s 85 matters	DID, MGE, MGO	
s 87(1)	Function of receiving complaints	DID, MGE, MGO	
s 87(2)	Duty to investigate complaint and provide report	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO	
s 112(2)	Power to recover damages in court	DID, MGE, MGO	
s 116	Power to cause or carry out inspection	DVE, DID, TCO, MGE, MGO, APO	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DID, MGE, MGO	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DID, MGE, MGO	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 121(1)	Power to enter into an agreement in respect of works	DID, MGE, MGO	
s 122(1)	Power to charge and recover fees	DID, MGE, MGO	
s 123(1)	Power to charge for any service	DID, MGE, MGO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DID, MGE, MGO	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DID, MGE, MGO	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DID, MGE, MGO	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DID, MGE, MGO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	DID, MGE, MGO	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DVE, DID, TCO, MGE, MGO, APO	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DID, MGE, MGO	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DID, MGE, MGO	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DVE, DID, TCO, MGE, MGO, APO	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DVE, DID, TCO, MGE, MGO, APO	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DVE, DID, TCO, MGE, MGO, APO	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DID, MGE, MGO	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DID, MGE, MGO	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DID, MGE, MGO	Where Council is the coordinating road authority, responsible authority or infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	DID, MGE, MGO	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause streetlights to be installed on roads	DID, MGE, MGO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DID, MGE, MGO	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DID, MGE, MGO	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DID, MGE	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	NAP	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	NAP	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	NAP	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	NAP	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	NAP	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	NAP	
r 30(2)	Power to release cremated human remains to certain persons	NAP	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	NAP	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	NAP	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	NAP	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	NAP	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	NAP	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	NAP	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	NAP	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	NAP	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	NAP	
r 40	Power to approve a person to play sport within a public cemetery	NAP	
r 41(1)	Power to approve fishing and bathing within a public cemetery	NAP	
r 42(1)	Power to approve hunting within a public cemetery	NAP	
r 43	Power to approve camping within a public cemetery	NAP	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 45(1)	Power to approve the removal of plants within a public cemetery	NAP	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	NAP	
r 47(3)	Power to approve the use of fire in a public cemetery	NAP	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	NAP	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	NAP	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	NAP	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	NAP	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	NAP	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	NAP	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	NAP	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	NAP	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	NAP	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	NAP	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	NAP	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	NAP	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	NAP	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	NAP	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	NAP	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DID, MDS, CSP, PPL	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	DID, MDS, CSP, TPL, SPR, PPL	Where Council is the responsible authority
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the	SDO, DID, MDS, CSP, TPL, VSP, SPR, PPL	Where Council is not the responsible authority but the relevant land is within Council's municipal district

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	document available in accordance with the public availability requirements		
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DID, MDS, CSP, SPR, PPL	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DID, MDS	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DID, MDS, CSP	

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	MDS, CSP, SPC, PPL	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	DID	
r 10	Function of receiving application for registration	MPR, PPC	
r 11	Function of receiving application for renewal of registration	MPR, PPC	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DID	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	DID	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	DID	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DID	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	MPR, PPC	
r 12(4) & (5)	Duty to issue certificate of registration	MPR, PPC	
r 14(1)	Function of receiving notice of transfer of ownership.	MPR, PPC	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 14(3)	Power to determine where notice of transfer is displayed	MPR, PPC	
r 15(1)	Duty to transfer registration to new caravan park owner	MPR, PPC	
r 15(2)	Duty to issue a certificate of transfer of registration	MPR, PPC	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MPR, PPC	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MPR, PPC	
r 17	Duty to keep register of caravan parks	MPR, PPC	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the	MPR, PPC	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	caravan park, on the request of the caravan park owner		
r 21(2)	Duty to consult with relevant emergency services agencies	MPR, PPC	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	MPR, PPC	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	MPR, PPC	
r 24(2)	Power to consult with relevant floodplain management authority	MPR, PPC	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	MPR, PPC	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MPR, PPC	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MPR, PPC	
r 39(3)	Function of receiving installation certificate	MPR, PPC	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	MPR, PPC	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	MPR, PPC	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	DID, MGE, MGO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DID	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	DID, AMC, MGE, MGO	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	DID, MGE, MGO	
r 13(1)	Duty to publish notice of amendments to road management plan	DID, AMC, MGE, MGO	where Council is the coordinating road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	DID	
r 16(3)	Power to issue permit	DVE, DID, SPE, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DVE, DID, SPE, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DID, SPE, MGE, MGO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DVE, DID, AMC, TCO, MGE, MGO, APO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DVE, TCO, MGE, MGO, APO	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	MGE, MGO	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	MGE, MGO	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DVE, DID, TCO, MGE, MGO, APO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DID, MGE, MGO	Where Council is the coordinating road authority

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	NAP	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	NAP	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	NAP	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	NAP	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) -	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	(e) in exercising its functions		
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	NAP	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	NAP	
s 15(4)	Duty to keep records of delegations	NAP	
s 17(1)	Power to employ any persons necessary	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	NAP	
s 17(3)	Power to determine the terms and conditions of employment or engagement	NAP	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	NAP	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	NAP	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18D	Power to determine procedure of governance committee	NAP	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	NAP	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	NAP	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	NAP	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	operations under Part 7 of the Financial Management Act 1994		
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	NAP	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	NAP	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	NAP	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	relating to cemeteries (including the matters set out in s 18J(2))		
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	NAP	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	NAP	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	NAP	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	NAP	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	NAP	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	NAP	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	NAP	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	NAP	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	NAP	
s 20(1)	Duty to set aside areas for the interment of human remains	NAP	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	NAP	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	NAP	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	NAP	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	NAP	Subject to the Minister approving the purpose

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40	Duty to notify Secretary of fees and charges fixed under s 39	NAP	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	NAP	Provided the street was constructed pursuant to the Local Government Act 1989
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	NAP	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	NAP	Report must contain the particulars listed in s 57(2)

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59	Duty to keep records for each public cemetery	NAP	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	NAP	
s 60(2)	Power to charge fees for providing information	NAP	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	NAP	
s 64B(d)	Power to permit interments at a reopened cemetery	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	NAP	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	NAP	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	NAP	
s 70(2)	Duty to make plans of existing place of interment available to the public	NAP	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(2)	Power to dispose of any memorial or other structure removed	NAP	
s 72(2)	Duty to comply with request received under s 72	NAP	
s 73(1)	Power to grant a right of interment	NAP	
s 73(2)	Power to impose conditions on the right of interment	NAP	
s 74(3)	Duty to offer a perpetual right of interment	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	NAP	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	NAP	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	NAP	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	NAP	
s 80(2)	Function of recording transfer of right of interment	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	NAP	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	NAP	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	NAP	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	NAP	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	NAP	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	NAP	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	NAP	
s 84I(6)(a)	Power to remove any memorial on the place of interment	NAP	
s 84I(6)(b)	Power to grant right of interment under s 73	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	NAP	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	NAP	Does not apply where right of internment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	NAP	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	NAP	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	NAP	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	NAP	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	NAP	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	NAP	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	NAP	
s 91(1)	Power to cancel a right of interment in accordance with s 91	NAP	
s 91(3)	Duty to publish notice of intention to cancel right of interment	NAP	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	NAP	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	NAP	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	NAP	
s 100(1)	Power to require a person to remove memorials or places of interment	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	NAP	
s 100(3)	Power to recover costs of taking action under s 100(2)	NAP	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	NAP	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	NAP	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(1)	Power to require a person to remove a building for ceremonies	NAP	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	NAP	
s 103(3)	Power to recover costs of taking action under s 103(2)	NAP	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	NAP	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	NAP	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	NAP	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	NAP	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	NAP	
s 108	Power to recover costs and expenses	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 109(1)(a)	Power to open, examine and repair a place of interment	NAP	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	NAP	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	NAP	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	NAP	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	after diligent inquiries and with the consent of the Secretary		
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	NAP	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	NAP	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	NAP	
s 112	Power to sell and supply memorials	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	NAP	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	NAP	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	NAP	
s 119	Power to set terms and conditions for interment authorisations	NAP	
s 131	Function of receiving an application for cremation authorisation	NAP	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	NAP	Subject to s 133(2)

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	NAP	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	NAP	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	NAP	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	NAP	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	NAP	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 151	Function of receiving applications to inter or cremate body parts	NAP	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	NAP	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NAP	
sch 1 cl 8(8)	Power to regulate own proceedings	NAP	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NAP	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	NAP	Where Council is a Class A cemetery trust Subject to cl 8

Instrument of Appointment and Authorisation



Mount Alexander Shire Council

**Instrument of Sub-Delegation
under the Environment Protection Act 2017**

to

Members of Council Staff

Working together for a healthy, connected shire

(03) 5471 1700
info@mountalexandervic.gov.au
mountalexandervic.gov.au

Cnr Lyttleton and Lloyd Sts
P.O. Box 185 Castlemaine VIC 3450
Jaara Country

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

CSA	Coordinator Community Safety and Amenity
CEH	Coordinator Public and Environmental Health
EHO	Environmental Health Officer
LLO	Local Laws Officer
MDS	Manager Development Services
3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 16 September 2025 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:

- 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council;
- 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.4 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.

Signed by the Chief)
 Executive Officer of Council)
 in the presence of:

.....
 Witness

Date:

Signed by the Mayor in the)
 presence of:)

.....
 Witness

Date:

SCHEDULE

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	MDS, CSA, LLO, CEH, EHO	
s 272	Power to issue prohibition notice	MDS, CSA, LLO, CEH, EHO	
s 279	Power to amend a notice	MDS, CSA, LLO, CEH, EHO	
s 358	Functions of the Environment Protection Authority	MDS, CSA, LLO, CEH, EHO	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	MDS, CSA, LLO, CEH, EHO	
s 359(2)	Power to give advice to persons with duties or obligations	MDS, CSA, LLO, CEH, EHO	